

# *Crystal Ballroom*

DALLAS SCOTTISH RITE

## **Welcome to the DALLAS SCOTTISH RITE LIBRARY & MUSEUM**

Thank you for inquiring about the beautiful DALLAS SCOTTISH RITE *Crystal Ballroom* for your upcoming event!

The following documents should answer most questions you may have about our exciting and unique venue including pricing information and what is included.

We encourage you to book a tour of this historic landmark so you may see firsthand what an exciting and flexible event venue we have. Located in the very shadow of downtown Dallas, we offer ready access to hotels, restaurants and other entertainment opportunities with the added benefit of free parking for your guests. We offer tours of our beautiful facility by appointment Monday through Friday, between 9:00am and 3:00pm.

Should I be of any further assistance or should you have questions, please send me an email at the address below. The *Crystal Ballroom* is the region's most unique and stately event venue. You and all of your guests will surely enjoy the beauty of this one-of-a-kind stately building.

I look forward to hearing from you and our staff is eager to help make your event the best and most impressive that it can be. For the fastest response to your questions or to schedule a meeting and tour, please contact me at the email address below.

*Donny W. Broughton*

Donny W. Broughton  
General Secretary & COO  
DALLAS SCOTTISH RITE

[donny.broughton@dallasscottishrite.org](mailto:donny.broughton@dallasscottishrite.org)

# *Crystal Ballroom*

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## Venue Overview

### **Auditorium**

Our spectacular auditorium is adorned with hand painted décor in ancient style. Up to 430 guests can be accommodated in plush and comfortable seats. The wide center aisle and proscenium stage makes for a stunning and dramatic ceremony or perfect for an awards ceremony.

### **Grand Ballroom**

Ornate, elegant and stately, the Louis XIV *Crystal Ballroom* can comfortably host a reception for up to 350 guests and ceremonies accommodating up to 150 guests.

### **The Grand Foyer**

Welcome your guests through the elaborate entrance to the elegant Grand Foyer, featuring gleaming marble floors, columns and richly adorned walls. Two wide staircases ascend from the lobby for ample access to the Auditorium. The Grand Foyer can also be used for a cocktail hour location or a gathering area for your guests.

### **The Library**

The Library is one of our favorite rooms at the museum. This location is perfect for wedding pictures. The Library includes a warming fireplace and 20-foot ceilings surrounded by our private collection of historical books and novels. **If you wish to use the Library for photographs, please let your DSR Coordinator know in advance so that arrangements can be made for security as the collection is one of a kind and not replaceable.**

### **The Parlor**

The Victorian Parlor is a beautiful location for a bridal shower and the perfect location for a bride and her bridal party to prepare and dress for a wedding. It has original silk and wool carpeting, antiques and artwork that echo pure elegance. Beautifully decorated in ruby red and cream, it is truly one of the most beautiful and elegant rooms in all of North Texas.

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## **What DALLAS SCOTTISH RITE Provides for All Events**

### **The Venue**

- a) *Crystal Ballroom* (for dinners, receptions or wedding/receptions)
- b) Auditorium (add-on charge above the Basic Package)
- c) Parlor (living area for Brides-maids and guests)
- d) Heritage Room (relaxation area for Groom, groomsmen or dignitaries)
- e) Grand Foyer (reception cocktail area)
- f) Kitchen (to be used for staging only)
- g) Parking (158 spaces)

### **Tables/Chairs/Refrigeration/Other**

- a) 60” round tables (40 total)
- b) Cocktail round tables (6 total)
- c) 6’ rectangular tables (11 white and 5 wooden, total 16)
- d) Banquet chairs (304 total)
- e) Head Table is approximately 50-feet wide and seats 20 comfortably
- f) Podium is 5’ X 5’ and 6’ tall
- g) Total run of table (dais) with podium added is 55’
- h) A large walk-in refrigerated cooler is available to store wine, beer and flowers
- i) Several small storage areas conveniently located near the *Crystal Ballroom*

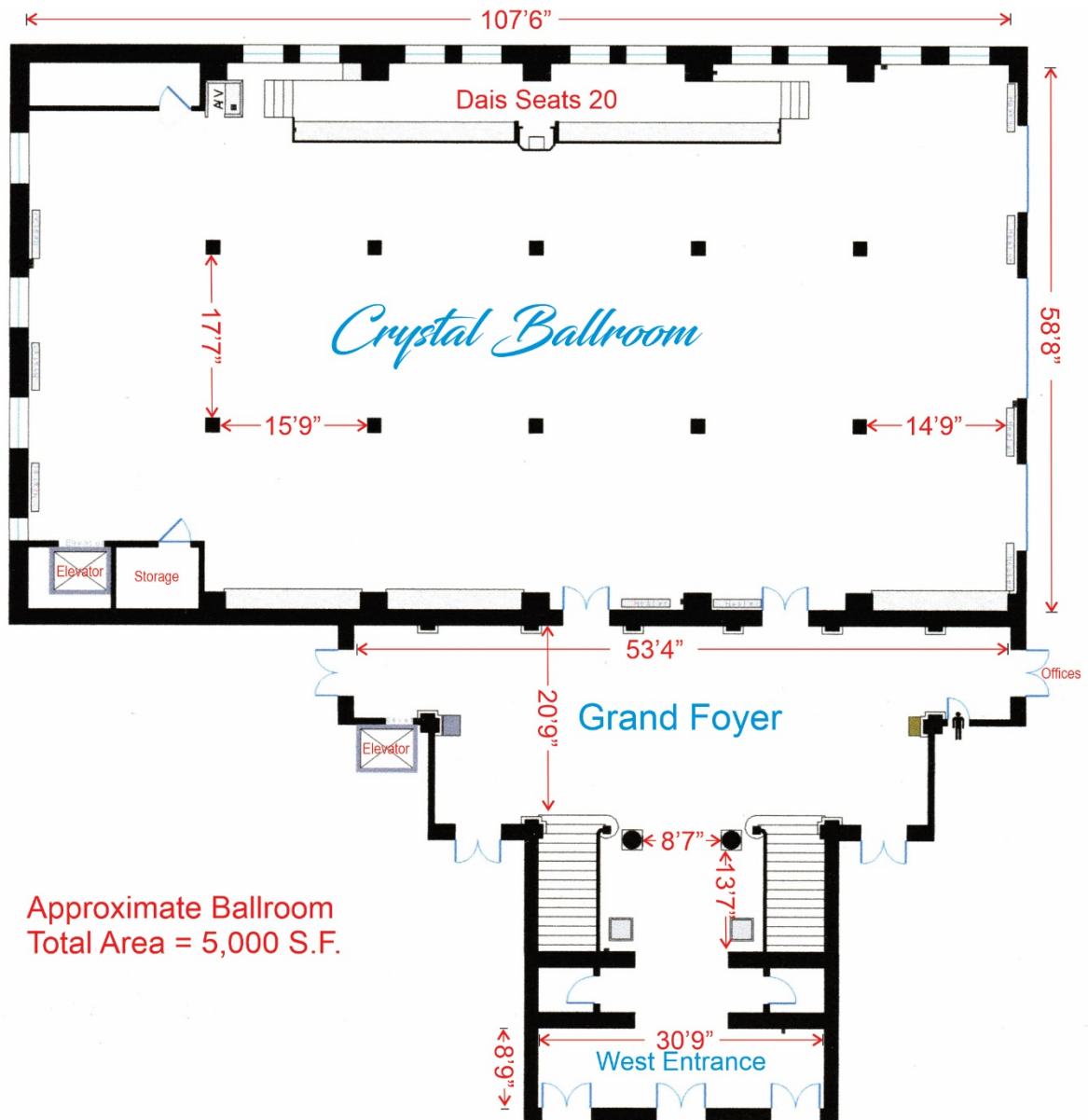
**DSR Coordinators** to manage the building & work with the bride and groom, the wedding planner and all vendors.

**Security** DPS armed officers for the safety and security of all guests.

# Crystal Ballroom

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## Floorplan



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## **PREFERRED VENDOR LIST 2022**

### **Catering**

Shine Staffing	Casie Morrison	214-225-0175	<a href="mailto:casie@shinestaffing.com">casie@shinestaffing.com</a>
Gils Elegant Catering	Jackie Albers	214-717-3142	<a href="mailto:jackie@gilselegantcatering.com">jackie@gilselegantcatering.com</a>
Sonny Bryan's Catering	Pedro Reyes	214-353-0027	<a href="mailto:preyes@sonnybryans.com">preyes@sonnybryans.com</a>
Celebration Catering	Anna Soliz	214-351-2456	<a href="mailto:catering@celebrationcatering.com">catering@celebrationcatering.com</a>
Creative Cuisine and Events	Vince Corona	972-877-3586	<a href="mailto:vcorona@creativecuisineandevents.com">vcorona@creativecuisineandevents.com</a>
Celebration Catering	Kim	214-351-2456	

### **Cakes**

Rush Patisserie	Samantha Rush	214-749-4040	<a href="mailto:samantha@rushpatisserie.com">samantha@rushpatisserie.com</a>
Fancy Cakes by Lauren	Lauren Kitchens	214-828-9030	<a href="mailto:Lauren@fancycakesbylauren.com">Lauren@fancycakesbylauren.com</a>

### **Photography**

Harry Photo	Harry	817-354-8887	<a href="mailto:info@harrphoto.com">info@harrphoto.com</a>
Unique Memories	Miguel	214-557-5763	<a href="mailto:uniquememories_dallas@yahoo.com">uniquememories_dallas@yahoo.com</a>

### **Rentals, Furniture & Accessories**

Love is Sweet	Claudia	214-298-7402	<a href="mailto:claudia.jimenez79@yahoo.com">claudia.jimenez79@yahoo.com</a>
Lawson Event Rentals (tables +)	Jill Williams	972-803-5113	<a href="mailto:jwilliams@lawsoneventrentals.com">jwilliams@lawsoneventrentals.com</a>
Chiavari Chair Rentals	Lisa Leach	972-437-3600	<a href="mailto:lisa@chivarichairrentalsdallas.com">lisa@chivarichairrentalsdallas.com</a>
Ducky-bob's Event specialists		972-381-8000	
DFW Event Rentals		214-239—3054	

## **DJ**

Jay Fox Productions	Jeff	214-725-1203	<a href="http://www.jayfoxproductions.com">www.jayfoxproductions.com</a>
Ambiance Entertainment	Jaime Chaviz	214-914-2306	<a href="http://www.ambiententertainmentdj.com">www.ambiententertainmentdj.com</a>

## **Band Bookings**

Encore Productions	Melinda	972-675-0176	<a href="http://www.encoreproductions.ws">www.encoreproductions.ws</a>
Carol Marks Music	Paula Cruz	971-231-4091	<a href="http://www.carolmarksentertainment.com">www.carolmarksentertainment.com</a>

## **Planners**

Howard Brown Design	Howard	678-549-6894	<a href="mailto:hpward@howardbrowndesign.com">hpward@howardbrowndesign.com</a>
Shannon Rose Events	Shannon	214-728-0991	<a href="http://www.shannonroseevents.com">www.shannonroseevents.com</a>
Signature Events	Shanti Challa	603-727-8169	<a href="mailto:signatureeventsdallas@gmail.com">signatureeventsdallas@gmail.com</a>

## **Waitstaff Services & Bar**

Domestic Affairs	Debbie Stroupe	214-535-6367	<a href="http://domesticaffairsdallas.com">domesticaffairsdallas.com</a>
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## **Floral**

The Rogue Rose	Ashley Neal	214-476-0337	<a href="mailto:hello@theroguesrose.com">hello@theroguesrose.com</a>
Events in Bloom	Rosalinda Morales	786-545-6081	<a href="mailto:eventsinbloom2019@gmail.com">eventsinbloom2019@gmail.com</a>

## **Makeup/Hair**

Something You	Shannon	817-939-8569	<a href="http://www.something-you.com">www.something-you.com</a>
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## **Lighting**

Harry Photo	Harry	817-354-8887	<a href="mailto:info@harryphoto.com">info@harryphoto.com</a>
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## **Photobooth**

Harry Photo	Harry	817-354-8887	<a href="mailto:info@harryphoto.com">info@harryphoto.com</a>
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## **Videography**

Beyond Films	Sarah	972-458-7569	<a href="http://www.beyondld.com">www.beyondld.com</a>
Unique Memories	Miguel	214-557-5763	<a href="mailto:uniquememories_dallas@yahoo.com">uniquememories_dallas@yahoo.com</a>

## **Transportation**

Premier Transportation		214-351-7000	<a href="http://www.premierofdallas.com">www.premierofdallas.com</a>
Blue Diamond Limo		972-870-5413	<a href="http://www.bluediamondlimos.net">www.bluediamondlimos.net</a>

## **Hotels**

The Statler	Jennifer	469-776-3720	<a href="mailto:jennifer.wasserman@thestatlerDallas.com">jennifer.wasserman@thestatlerDallas.com</a>
Marriott City Center	Hannah Finger	874-425-8179	<a href="mailto:hannah.finger@marriott.com">hannah.finger@marriott.com</a>

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## **Vendor Insurance Requirements**

### **General Liability Insurance**

All vendors must provide a Certificate of Insurance for comprehensive general liability insurance with \$1,000,000 per occurrence and a \$2,000,000 aggregate. DSRLM must be named as an “additional insured”. A copy of Certificate of Insurance (COI) must be received at least fourteen (14) business days prior to the event date. All vendors must also comply with the Dallas Scottish Rite Library & Museum guidelines as well as our established procedures for weddings and events.

We prefer that the client convey the COI’s to us directly rather than through the insurance company. **We must know the name and date of the event and the service(s) that the vendor is providing** (i.e. catering, decorations, DJ/Band, etc.). Email this information and a copy of the Certificate of Insurance to [donny.broughton@dallasscottishrite.org](mailto:donny.broughton@dallasscottishrite.org).

Should you have any questions please do not hesitate to call or email me.

*Donny W. Broughton*

General Secretary & COO  
Dallas Scottish Rite

[donny.broughton@dallasscottishrite.org](mailto:donny.broughton@dallasscottishrite.org)



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## Price List

**Rental Fee for *Crystal Ballroom*, Foyer and Parlor:** **\$5,500.00**

This is for the 10-hour Basic Rental Package.  
Additional hours can be purchased at \$550.00 per hour.  
Price includes standard cleaning fee.

**Rental Fee for Auditorium:** **\$1,000.00**

This is for a 2-hour maximum and is not pro-rated.  
This is an add-on to the Basic Rental Package.

**Venue Security Deposit:** **\$1,500.00**

Payable upon signing the contract.  
This is non-refundable and is required to book your event.  
The Security Deposit will be deducted from the final balance owed.

**Damage Deposit:** **\$1,000.00**

Payable 14 business days prior to the event.  
Once the event is over, the venue space will be inspected and if  
there is no damage or items missing, a full refund will be paid  
to you on the Thursday following the event.

**Coordinators Fee:** **\$ 600.00**

This fee is for 10 hours of coordinator service.  
Coordinators (2) manage the building and work with vendors.

### **Security is Required at all Events:**

A minimum of 3 security officers are required for events having 300 or fewer guests. Events having 301-400 guests require 5 security officers. Additional security officers may be required depending on the type and nature of the event. Security officers work on 7-hour shifts for a minimum of 7 hours each officer per shift. Security fees may be higher for events held on or near holidays. Security officers will be hired by DSRLM and billed to the client as part of the total event rental.

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## **Contract Deadlines**

### **Due at Contract Signing:**

1. \$1500.00 security deposit.
2. Number of expected guests.

### **Due No Later Than 14-Business Days Prior to the Event:**

1. Provide complete list of vendors
2. Provide Certificates of Insurance for vendors
3. Provide TABC License of vendors serving alcohol
4. Provide a desired floor set-up diagram
5. Pay a \$1,000.00 Damage Deposit
6. Pay the Final Balance.

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Statler Dallas (Hilton Curio)  
1914 Commerce Street, Dallas, TX 75201  
214-459-3930

Hotel Indigo Dallas Downtown  
1933 Main Street, Dallas, TX 75201  
214-741-7700

Hampton Inn Dallas Downtown  
1700 Commerce Street, Dallas, TX 75201  
214-290-9090

Dallas Marriott Center  
650 N. Pearl Street, Dallas, TX 75201  
214-979-9000

Sheraton Dallas Hotel  
400 N. Olive Street, Dallas, TX 75201  
214-922-8000

Hilton Garden Inn Downtown  
1600 Pacific Avenue, Dallas, TX 75201  
214-299-8982

Westin Dallas Downtown  
1201 Main Street, Dallas, TX 75202  
972-584-6650

The Adolphus  
1321 Commerce Street, Dallas, TX 75202  
214-742-8200

Aloft Dallas Downtown  
1033 Young Street, Dallas, TX 75202  
214-761-0000

Omni Dallas Hotel  
555 S. Lamar Street, Dallas, TX 75202  
214-744-6664

Hyatt Regency Dallas  
300 Reunion Boulevard, Dallas, TX 75207  
214-651-1234

TownePlace Suites Dallas Downtown  
555 Evergreen Street, Dallas, TX 75201  
214-749-5155

LaQuinta Inn & Suites by Wyndham Dallas  
302 S. Houston Street, Dallas, TX 75202  
214-380-0891

Lorenzo Hotel  
1011 S. Akard Street, Dallas, TX 75215  
214-273-3000

Fairmont Dallas  
1717 N. Akard Street, Dallas, TX 75201  
214-720-2020

Cambria Hotel Downtown Dallas  
1907 Elm Street, Dallas, TX 75201  
972-201-3045

The Joule  
1530 Main Street, Dallas, TX 75201  
214-748-1300

Magnolia Dallas Downtown  
1401 Commerce Street, Dallas, TX 75201  
214-915-6500

Crowne Plaza Dallas Downtown  
1015 S. Elm Street, Dallas, TX 75202  
214-742-5678

Courtyard by Marriott Downtown/Reunion Dist.  
310 S. Houston Street, Dallas, TX 75202  
214-238-6589

Kimpton Pittmann Hotel Dallas  
2551 Elm Street, Dallas, TX 75226  
469-498-2500

Hall Arts Hotel Dallas (Hilton Curio)  
1717 Leonard Street, Dallas, TX 75201  
214-953-1717

W Dallas – Victory (Marriott)  
2400 Victory Park Lane, Dallas, TX 75219  
214-397-4100

View on Google Maps  
<https://goo.gl/maps/CQYK4Ge1ZBWcMCA79>