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

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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.

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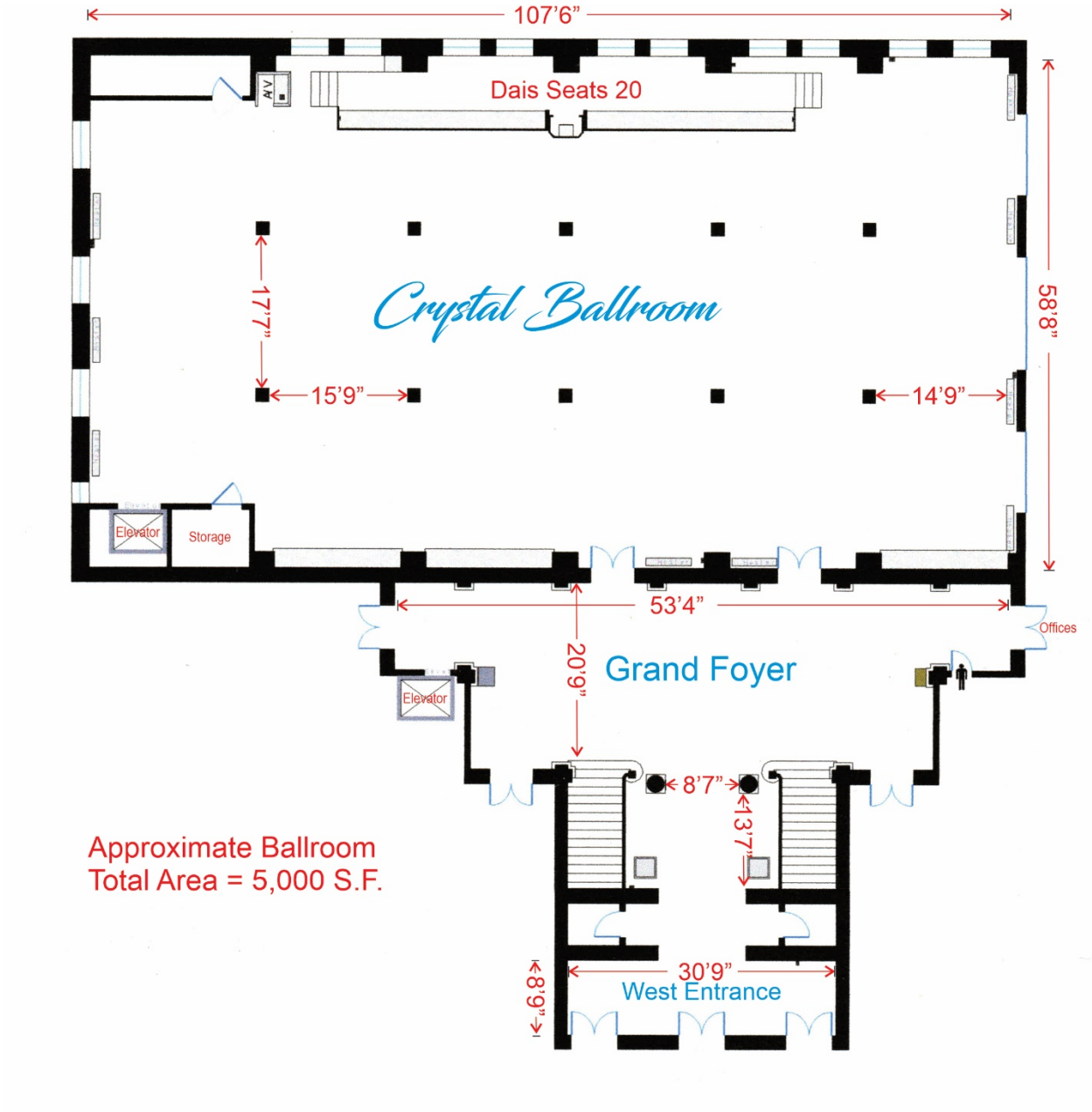
Floorplan



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PREFERRED VENDOR LIST 2024

Catering

Creative Cuisine and Events	Tara Bauer	214-808-6799	tara@creativecusineandevents.com
FGF Catering-Dallas	Monica Wilson	972-825-1219	Mwilson@ciemail.com www.fgfcatering.com
Shine Staffing	Casie Morrison	214-225-0175	casie@shinestaffing.com
Sonny Bryan's Catering	Pedro Reyes	214-353-0027	preyes@sonnybryans.com
Celebration Catering	Anna Soliz	214-351-2456	catering@celebrationcatering.com

Cakes

Rush Patisserie	Samantha Rush	214-749-4040	samantha@rushpatisserie.com
Fancy Cakes by Lauren	Lauren Kitchens	214-828-9030	Lauren@fancycakesbylauren.com

Photography

Harry Photo	Harry	817-354-8887	info@harrphoto.com
Unique Memories	Miguel	214-557-5763	uniquememories_dallas@yahoo.com

Rentals, Furniture & Accessories

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

DJ

Jay Fox Productions	Jeff	214-725-1203	www.jayfoxproductions.com
Ambiance Entertainment	Jaime Chaviz	214-914-2306	www.ambiententertainmentdj.com

Band Bookings

Encore Productions	Melinda	972-675-0176	www.encoreproductions.ws
Carol Marks Music	Paula Cruz	971-231-4091	www.carolmarksentertainment.com

Waitstaff Services & Bar

Domestic Affairs	Debbie Stroupe	214-535-6367	domesticaffairsdallas.com

Floral

The Rogue Rose	Ashley Neal	214-476-0337	hello@theroguesrose.com
Events in Bloom	Rosalinda Morales	786-545-6081	eventsinbloom2019@gmail.com

Makeup/Hair

Something You	Shannon	817-939-8569	www.something-you.com

Lighting

Harry Photo	Harry	817-354-8887	info@harryphoto.com

Photobooth

Harry Photo	Harry	817-354-8887	info@harryphoto.com

Videography

Beyond Films	Sarah	972-458-7569	www.beyondld.com
Unique Memories	Miguel	214-557-5763	uniquememories_dallas@yahoo.com

Transportation

Premier Transportation		214-351-7000	www.premierofdallas.com
Blue Diamond Limo		972-870-5413	www.bluediamondlimos.net

Hotels

The Statler	Jennifer	469-776-3720	jennifer.wasserman@thestatlerDallas.com
Marriott City Center	Hannah Finger	874-425-8179	hannah.finger@marriott.com

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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.

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

Donny W. Broughton
General Secretary & COO
Dallas Scottish Rite

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Price List

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

This is for the10-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, unless the event runs into overtime.

Coordinators Fee: **$ 700.00**

This fee is for 10 hours of DSR Coordinator service.
Coordinators (2) manage the building and work with vendors.
DSR Event Coordinators will be hired by DSRLM and be billed to the client as part of the total event rental.

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. DSR 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.

Along with confirmation of the following:

A. Responsible Party
B. Email and Phone Number
C. Post-event Mailing Address
D. Vendor Entry Time
E. Event Start Time
F. Event End Time
G. Vendor Exit Time
H. Maximum Number of 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