



# Wedding Rental Information Packet

**For more information or to schedule a tour, please contact:**

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Street Address:  
560 Trinity Avenue  
St. Louis, MO 63130

# Our Venues



## **Pillsbury Theatre**

Featuring a stage and two Steinway Grand Pianos, the venue can accommodate up to 200 guests (seated at round tables). The spacious room allows for a variety of layouts. The perfect fit for your wedding reception.



## **Recital Hall**

Our beautiful and intimate Recital Hall features a Steinway Grand Piano and seats up to 84 people. This is the perfect location for a small wedding ceremony.

## Rental Package and Fees:

There is a **\$3,000** flat rate for a wedding reception rental.

The following are included in the fee:

- Up to 10 hours of space usage for the day
- Use of round tables and chairs (24 round tables 60", 300 chairs)
- Use of rectangular tables (5 each 30"x96", 5 each 30"x72")
- Use of audio, lighting, and projection equipment (see attached list)
- Use of the catering kitchen (*not equipped with stove or ovens*)
- Table and chair layout set up prior to client's arrival
- Use of Steinway grand pianos
- Use of bridal suite/dressing rooms
- Security guard
- Housekeeping staff
- Fee for \$1,000,000 Liability insurance (provided to you through Washington University)
- Event Supervisor (560 full time staff member) for the day of the event
- Parking garage in the rear for up to 180 cars

The 560 Music Center does **NOT provide** the following:

- Linens for tables or chair covers

## Other Information:

**Payment Schedule-** A deposit of \$1500 is **due upon signing** of contract to reserve the space. The remainder of the fee is due **one month prior** to event date (at preliminary meeting).

**Preliminary Meeting-** The client will be required to have a meeting with a 560 Music Center staff member to discuss the details and timeline of the event one month prior to the date.

**Vendor Requirements-** The 560 Music Center does not have a list of preferred vendors. Clients may contract with the design, floral, or catering company of their choice as long as there is an arrival/delivery schedule communicated prior. Alcohol may be served by a licensed caterer.

\*Annually, 560 Music Center reserves the right to change charges as it deems appropriate. 560 Music Center has the sole right to determine who shall/shall not use the facility.

# Pillsbury Theatre

Large open ballroom, Art Deco style, features a stage, historical reproduction chandeliers and sconce lighting.

Entrance is via Trinity Ave Lobby.

## Specifications

**Address:** 560 Trinity Avenue, St. Louis, MO 63130

**Capacity:** 300 standing; 200 seated at tables

**Accessibility:** All entrances to the Ballroom are wheelchair accessible, with mechanically assisted doors on the east side of the Ballroom

**Main Floor Area:** 46' wide x 71' deep

**Stage Dimensions:** 25' wide x 16' deep; stage elevation 36" above the house floor

**Stage Type:** Proscenium with black stage curtain, no rigging capabilities or electrical battens.

**Stage Access:** A single side door at stage right. Five permanent stairs from house level to downstage right and to downstage left. Stage is not handicapped accessible.

**Lighting:** (4) ETC Pro Four-Cell Pendants over stage  
(2) ETC Colorsource Fresnels (top light)  
(4) ETC Colorsource Pars (front light)  
(8) Chauvet Colorado Zoom Tours (front light)  
Dimmable chandeliers, sconces and ceiling cans  
ETC Paradigm touchscreen, controlled from backstage right

**Audio:** Two QSC K-12 powered speakers fed by an Allen & Heath Zed 10 mixer, (2) Shure SLX wireless microphones with handheld or lavalier

**Electrical:** (2) 20-amp circuits downstage right  
(1) 20-amp circuit upstage center  
(1) 20-amp circuit downstage center at house level  
(1) 20-amp circuit with (3) outlets along house left wall  
(1) 20-amp circuit on house right wall

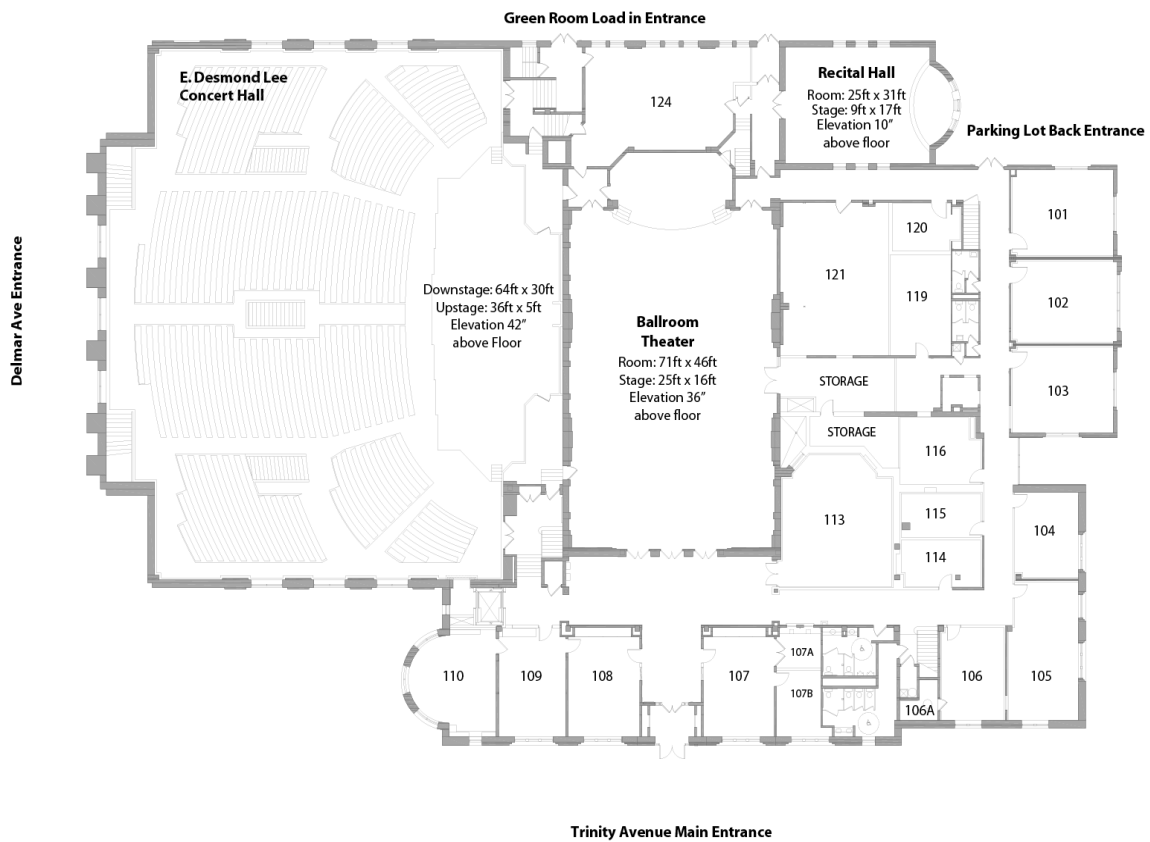
**Pianos:** Steinway B grand piano on house level; Steinway B grand piano on stage. Pianos must remain in the room. Requests for tunings can be made in advance to the Production Manager and are at the expense of the LESSEE

**Loading:** Loading doors are at street level on the east side of the building.

**Support Spaces:** A catering space (Green Room) located directly behind the Pillsbury Theatre provides preparation area with deep well sink. There is no oven, stove, or fryer. There is a dedicated 20-amp circuit for food warmers; additional support space varies based on availability.

# Building Ground Plan

560 Music Center  
Washington University in St. Louis



## Dressing Room





# Included Equipment List

## **Tables and Chairs:**

- 12 - Cocktail tables (3' diameter, adjustable height)
- 24 - Large round tables (60" diameter, seats 8 guests)
- 7 - Rectangular folding tables 30"x72"
- 5 - Rectangular folding tables 30"x96"
- 300 - Green upholstered banquet chairs

## **Staging:**

1 - Oak lectern

Pipe and drape

- 16 - Black velour drape 4' x 16'
- 6 - Adjustable uprights 9'-16'
- 6 - Bases with pin
- 4 - Telescoping cross-bar 7', 10', 12'

## **Lighting:**

(6) LED Stage Bars for up-lighting in a static color of your choice

## **Audio:**

(2) Wired Shure SM58 dynamic cardioid vocal microphones

## **Video Projection:**

- (1) NEC U300X Ultra Short Throw Projector
- (1) Da-Lite Fast-Fold 9' x 12' Projection Screen