

**GENERAL GUIDELINES**  
**for use of the**  
**The Martha Proctor Mack Grand Ballroom and Lobby**

The Martha Proctor Mack Grand Ballroom is an elegant venue best suited for catered meals and special events. Through a generous gift from Martha Proctor Mack, the ballroom and lobby were completely renovated in 2010. The ballroom has a magnificent neutral pallet highlighted by traditional SMU red and blue accents. Upon entering the room from the adjoining lobby, German silver chandeliers and wall sconces accentuate the numerous wall columns, each embossed with Dallas Hall seals. Whether hosting an SMU event or celebrating a special wedding day, the ballroom serves as a beautiful canvas on which to create a masterpiece.

**Reserving the Ballroom and Lobby**

All reservations for use of the Ballroom and Lobby must be made in advance with SMU Catering at (214)768-2368. Non-campus reservations can be made once official University dates are established; this usually occurs during March of each year for the upcoming year. Reservations would be for the upcoming August through July of the following year. All events held on the SMU campus require sponsorship by an officially recognized campus organization or department. Sponsorship must be acquired by the Client. The sponsoring organization or department should be related to the event and familiar with the content. SMU Catering serves as the sponsor for wedding receptions.

No event will be scheduled less than one week prior to the event.

**Rental Fee for Ballroom and Lobby**

SMU President Hosted and University Departmental Events-With Only SMU Faculty/Staff/Students/Trustees in attendance

No charge for use of room if minimum \$500.00 food and beverage ordered through SMU Catering. If no catering, room rental is \$250.00, up to 4 hours.

University Departmental Events with non-SMU participants in attendance

\$250.00 facility use fee AND minimum \$500.00 food and beverage ordered through SMU Catering. All must be charged to an SMU org and contact must be SMU faculty/staff organization or department. If no catering, room rental is \$750.00, up to 4 hours.

University Student Events with or without participation from non-SMU attendees

\$250.00 facility use fee AND minimum \$500.00 food and beverage ordered through SMU Catering. All must be charged to an SMU org or paid for by a Student Association check and contact must be SMU student representative or group. If no catering, room rental is \$750.00, up to 4 hours.

Unaffiliated Event such as Wedding Reception, Family Reunion, Dinner Party, Meeting

\$2,000.00 room rental with 20% discount on room rental for SMU Faculty/Staff/Student personal event AND minimum \$500.00 food and beverage ordered through SMU Catering.

On all of the above there is up to 4 hour usage and rate will not be pro-rated. An attendant will be on-duty in all cases. Use of any audio visual equipment and related labor will incur an additional fee. Use of tables, chairs and equipment may incur an additional fee (see “Tables/Chairs/Equipment”).

### **Capacity**

Capacity for the ballroom for a seated meal is approximately 350 at round tables and 600 for a stand-up reception. Numerous room set-ups are available and should be discussed with the SMU Catering event manager. SMU reserves the right to turn away guests if the assigned space is in danger of overcrowding.

### **Catering Information**

All catering must be provided by SMU Catering, the university’s official caterer. An SMU Catering Event Manager can assist with all event planning needs including food and beverages, staffing, tables, chairs, linens, flowers, etc. Contact SMU Catering at (214)768-2368 or <http://www.smudining.com/>. Select the “catering” link from the menu on the left. Deliveries and pick-ups must be arranged with the SMU Catering event manager in advance. No outside food or beverage is allowed, except for specialty cakes.

### **Alcohol**

Due to university regulations, only white wine, beer and champagne may be served in the ballroom and lobby areas. Kegs are not allowed. Cash bars are not allowed and alcohol may not be self-serve. An individual licensed with the Texas Alcoholic Beverage Commission must pour and serve alcohol and will be provided by SMU Catering for an additional fee. Service is allowed for two hours for a reception and three hours for a reception and dinner combined. On weekdays alcohol may only be served after 4:00pm. Any event during which alcohol is served must obtain permission from Vice President for Student Affairs. The SMU Catering event manager can assist in processing the appropriate documentation and advise the client if the approval is denied.

Red wine and red or dark punch are not allowed in the ballroom and lobby.

### **Decorations / Flowers / Music**

The SMU Catering event manager must approve decorations, flowers, and music. Candles (including votives), oil lamps, and other open flames are not allowed. Helium balloons, glitter, sequins, confetti, fake snow, etc. are not allowed. Live, amplified music must be approved in advanced and may be allowed during non-business hours only; the A/V technician will set sound levels.

### **Promotional / Printed Materials**

The SMU Catering event manager must approve (for technical and factual accuracy) any promotional materials produced for the event that reference the ballroom (including invitations, programs, press releases, etc.).

### **Tables/Chairs/Equipment**

60” round tables and 350 banquet chairs are included in the price of a catered seated or buffet meal only. A rental fee for use of tables and chairs for all other events and for other equipment will be incurred. Alternate chairs may not be rented from an outside source. However, chair covers are allowed. Specialty linens can be rented from outside sources through the SMU Catering event manager.

There is no piano in the room and one may not be brought in from an outside source. A keyboard may be brought in.

## **Audio Visual Equipment**

The ballroom is equipped with select audio visual equipment. An SMU audio visual technician is required when audio visual materials and equipment are utilized. No audio visual equipment may be brought in by the client without the consent of SMU Audio Visual staff. An SMU technician will be required to be on-site. Use of any SMU audio visual equipment and technician will incur a fee. Contact Shawn Remek at [media@smu.edu](mailto:media@smu.edu) or call (214)768-4419 to reserve equipment and technician or for any questions.

## **Outside Vendors / Rentals**

Any rented items must be approved in advance by the SMU Catering event manager. All outside vendors (rental companies, bands, valet parkers, etc.) must submit a certificate of liability insurance to the SMU Catering event manager. This certificate will be kept on file with SMU's Risk Management office and is good for one year. All deliveries must be coordinated in advance with the SMU Catering event manager.

## **Responsibility for Damages**

The user/client assumes full responsibility for damages to the facilities and furnishings. The SMU Catering event manager will determine the damage and will accordingly charge the client for all repairs, refinishing or replacements.

## **Limitations**

The Ballroom is a smoke-free facility. Tobacco products are not permitted anywhere inside the building.

The Ballroom cannot host fundraising events for other organizations without prior approval from the Vice President for Business and Finance and the Vice President for Development and External Affairs.

All events must end no later than midnight.

## **Contracts / Deposits / Payments**

A requested date will be held 10 business days, by the end of which a signed contract and deposit is required. If a signed contract and deposit of \$250.00 amount have not been received, the date will be released. The deposit is 100% refundable if the event is cancelled more than 90 days before the scheduled date, 50% refundable if cancelled 30-90 days prior and not refundable if cancelled less than 30 days prior to the event date. Payment can be made by cash, check, Mastercard and VISA, or SMU departmental org. Full payment must be received 5 business days prior to the event.

## **Parking**

Parking is limited on campus, so parking must be arranged in advance through the SMU Park 'n Pony Office at (214)768-7275 or <http://smu.edu/parknpony/>. If required, valet services must be arranged via the SMU Park 'n Pony office. Additional fees may be incurred.

## **Insurance**

Southern Methodist University requires all outside users to provide a certificate of public liability and property damage insurance in the amount of \$1,000,000 for your event. The University provides a program (TULIP) for individuals to meet this requirement.

## **INSURANCE REQUIREMENTS**

### **Insurance Requirements Southern Methodist University**

#### **I. Insurance Coverage**

Groups holding events on the Southern Methodist University campus are required to provide a certificate of insurance evidencing coverage in the following minimum amounts:

General Liability \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence  
Automotive Liability \$250,000/\$500,000 Bodily injury  
\$100,000/\$100,000 Property damage  
Workmen's Compensation Statutory  
Employer's Liability \$500,000 Each accident  
\$500,000 Disease-Policy limit  
\$500,000 Disease-Each employee

#### **II. Certificate of Insurance**

Lessee agrees that with respect to the required insurance provision of this Agreement, that all insurance contracts and Certificate(s) of Insurance (COI) will contain the following provisions, and that such insurance shall be in effect through the duration of the Agreement.

- a) Name Southern Methodist University, its trustees, officers, employees, and agents as additional insured (as the interest of each insured may appear) as to all insurance coverage's required;
- b) Provide for thirty (30) days notice to SMU for cancellation, non-renewal, or material change of such required coverage;
- c) Provide for notice to SMU at the address shown below;
- d) Lessee agrees to verify and forward to SMU evidence via a COI that all subcontractors and independent contractors comply with the insurance requirements. Subcontractors and independent Lessees hired by Lessee pursuant to the Agreement shall submit such certificates through the Lessee prior to providing services hereunder. The Lessee shall not allow subcontractors or independent contractors hired by Lessee to provide service until all insurance required has been obtained and approved by SMU;
- e) Lessee agrees to waive subrogation against SMU, its trustees, officers, employees, and agents for injury, including death, property damage, or any other loss to the extent same may be covered by the proceeds of insurance;
- f) Provide that all provisions of this Agreement concerning liability duty and standard of care, together with the indemnification/defense provision below, shall be underwritten by contractual coverage sufficient to include such obligations within applicable policies;
- g) The required insurance must be written by a company licensed to do business in the State of Texas at the Time the policy is issues, and the company must be acceptable to SMU; and
- h) The Lessee shall not occupy space pursuant to this Agreement until he has obtained all insurance required hereunder, certificates of such insurance have been filed with SMU, and such insurance has been approved by SMU.

#### **Notices**

Lessee shall notify SMU in the event of any change in coverage and shall give such notices not less than thirty (30) days prior to the change, which notice must be accompanied by a replacement COI.

All notices shall be given to SMU at the following address:

Anita Ingram  
Director of Risk Management  
Southern Methodist University  
P.O. Box 750231  
Dallas, TX 75275

Approval, disapproval or failure to act by SMU regarding any insurance supplied by contractor shall not relieve Lessee of full responsibility or liability for damages and accident as set forth in the contract documents. Neither shall bankruptcy, insolvency, or denial of liability by the insurance company exonerate Lessee or its officers, trustees, employees, and agents (including subcontractors and independent contractors hired by Lessee) from liability.

In the event that any claim for loss or damage arising from the Lessee's negligence exceed the limits of the insurance policies and/or is not insured under the terms of the policies, and/or is not insured under the terms of the policies, Lessee shall stand the risk at its sole expense.

### **Application Process for Event Insurance**

To apply for the event insurance coverage, please go to the following website:

<http://www.smu.edu/riskmgmt/insurance/tulip.asp>

Scroll down to the "External Users" section, and click on the link within that paragraph. This will take you into the application process. You will need to start an account by inputting all of your contact info, etc. At some point during this process, you will be asked for a passcode. It is: 30771274. From there, it will walk you through some questions about the event before providing a quote.

Should you have any questions during the application process, please contact SMU's Risk Management department, Linda Oliver 214-768-2807.