

ORLANDO BALLET

VENUE RENTALS



**WHERE EVERY
EVENT TAKES
CENTER STAGE**



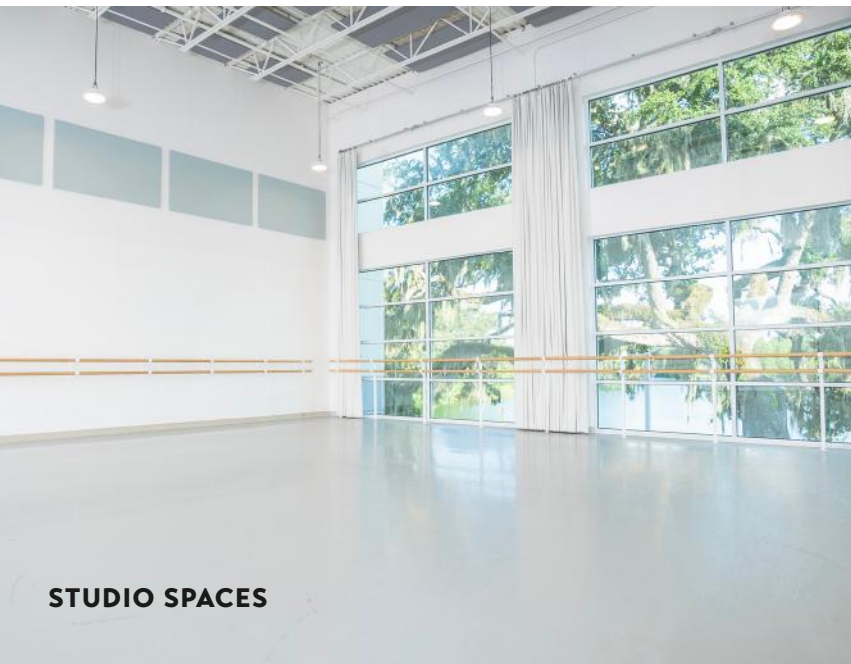
ORLANDO BALLET

VENUE RENTALS

Harriett's Orlando Ballet Centre

Where Every Event Takes Center Stage

Experience events in a new way at Harriett's Orlando Ballet Centre. Conveniently located in **Loch Haven Cultural Park**, this multi-faceted center features multiple event spaces that can accommodate **intimate gatherings** as well as **larger than life celebrations**. Our centre offers four ballet classrooms, multipurpose ballroom, spacious lobby, and an outside terrace which offers a **beautiful view of Lake Formosa**. With a dedicated team of professionals ready to help you every step of the way, you can be assured that your special day will be executed flawlessly. Whether you are planning a lavish gala for an organization or an unforgettable wedding, raise the barre on your next event at Harriett's Orlando Ballet Centre.



STUDIO SPACES



TERRACE

ORLANDO BALLET

VENUE RENTALS

Rental Spaces

Ledden Great Hall



Ledden Great Hall is our largest space, offering a flexible, elegant setting for any occasion. Featuring soaring floor-to-ceiling windows with breathtaking views of Lake Formosa, it is the perfect backdrop for weddings, galas, celebrations, large-scale corporate events, and performances with bleacher style seating and theatrical lighting.

Capacity: Up to 500 Guests

Terrace



Overlooking the scenic shores of Lake Formosa, the outdoor Terrace offers a picturesque open-air setting for ceremonies, cocktail hours, receptions, and social gatherings. Its tranquil atmosphere creates a memorable backdrop for any occasion.

Capacity: Up to 125 Guests

Lobby



The spacious lobby provides a welcoming and versatile setting for cocktail receptions, networking events, and private gatherings. With seamless access to the outdoor Terrace and Ledden Great Hall, it is an ideal space for guests to mingle before or during your event.

Capacity: Up to 150 Guests

Studios



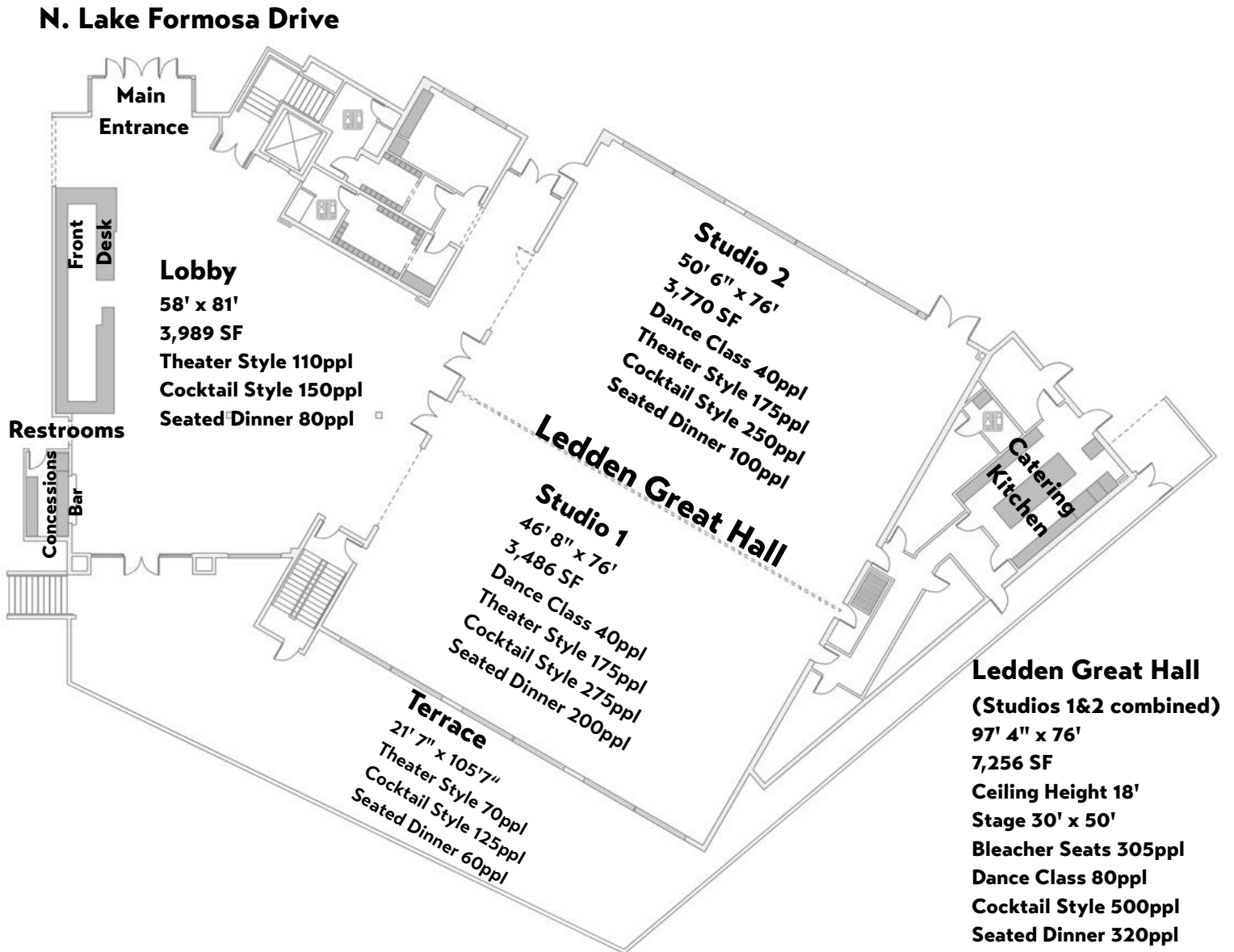
Choose from multiple spacious studios featuring floor-to-ceiling windows and stunning views of Lake Formosa. Designed for dance but adaptable for meetings, workshops, celebrations, performances, and other special events, these flexible spaces offer a distinctive setting for gatherings of all kinds.

Capacity: Up to 80 Guests

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Floorplans

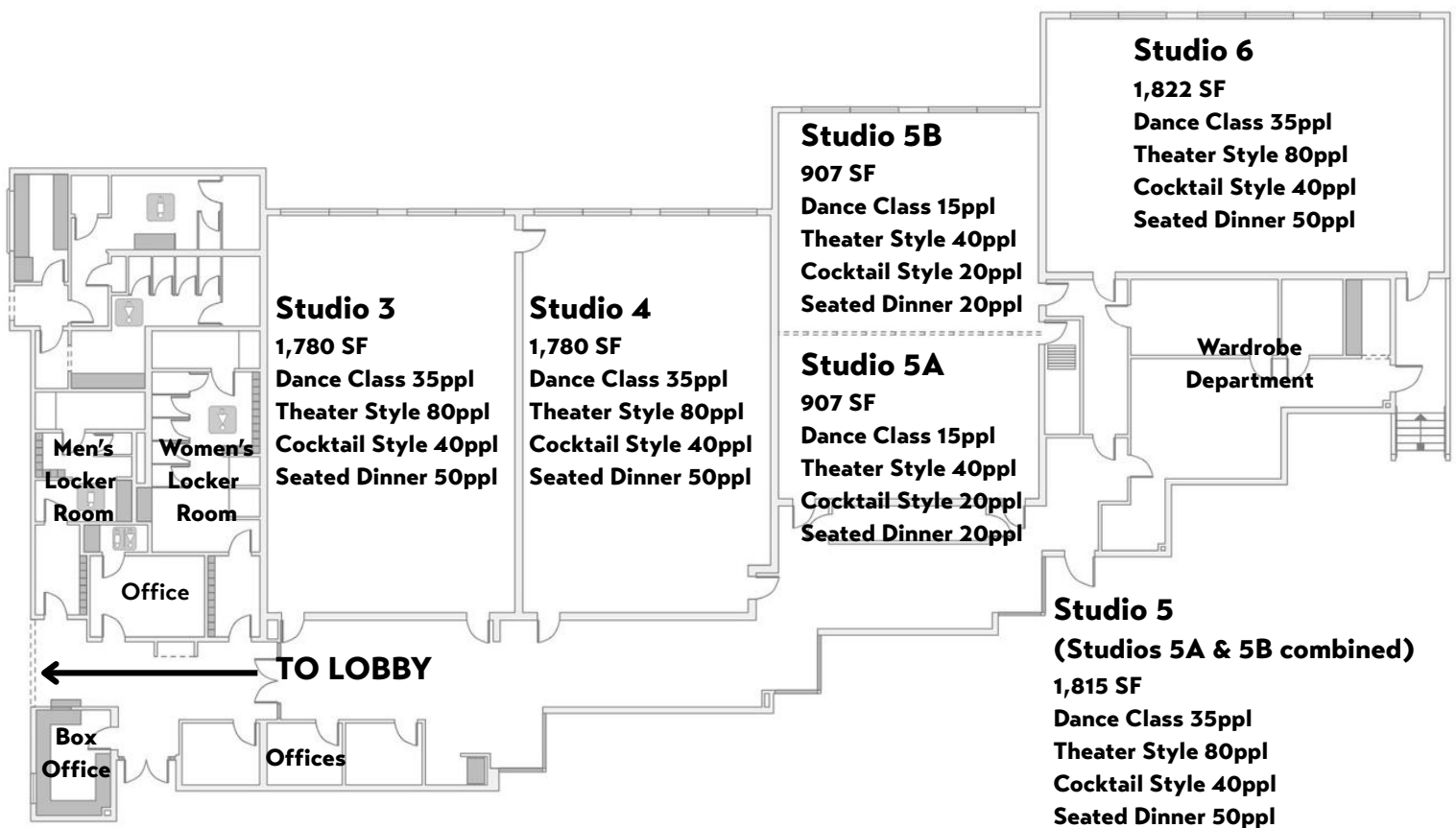


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Floorplans

Orlando Health Student Corridor



ORLANDO BALLET

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Floorplans

Rental Space	Size	Dance Class	Theater Style	Cocktail Style	Seated Dinner
Lobby	3,989 sq ft	—	110	150	80
Studio 1	3,486 sq ft	40	175	275	200
Studio 2	3,770 sq ft	40	175	250	100
Ledden Great Hall (Studios 1 & 2 combined)	7,256 sq ft	80	305 bleacher seats	500	320
Terrace	2,279 sq ft	—	70	125	60
Studio 3	1,780 sq ft	35	80	40	50
Studio 4	1,780 sq ft	35	80	40	50
Studio 5A	907 sq ft	15	40	20	20
Studio 5B	907 sq ft	15	40	20	20
Studio 5 (5A & 5B combined)	1,815 sq ft	35	80	40	50
Studio 6	1,822 sq ft	35	80	40	50

**Capacities are subject to event layout, fire code, venue approval, and event-specific requirements.*

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Available Equipment

The following equipment is included in the Facility Rental Fee and is located onsite at Harriett's Orlando Ballet Centre:

- (20) 72in round tables
- (10) 8ft rectangular tables
- (10) 6ft rectangular tables
- (20) Cocktail tables (high or low tops)
- Speaker podium
- (250) White resin folding chairs
- Standard lighting
- Basic music playback system

The user is solely responsible for set-up and breakdown of any equipment. Orlando Ballet may be able to provide additional equipment for an upcharge. No furnishings, equipment, or other objects belonging to Orlando Ballet may be used or moved without the permission of the Director of Events. Any equipment not provided by Orlando Ballet (such as china, linens, additional tables/chairs, etc.) should be arranged by the Client through their designated Client Representative. Orlando Ballet is not responsible for any equipment or materials brought in by Client and/or any third-party vendors hired by the Client.



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Event Administrator

Orlando Ballet shall provide an on-site Event Administrator as part of the Facility Rental Fee. The Event Administrator will open the building at the beginning of the engagement, remain onsite throughout the event to handle any facility related concerns (i.e., plumbing issues, restocking bathroom supplies, etc.), and will close the building immediately following the conclusion of the engagement. The Event Administrator will not serve as an event coordinator and will not be responsible for set-up or breakdown of tables, chairs, etc.



TERRACE

VICTORIA ANGELA



LOBBY BAR

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Booking Procedure

Harriett's Orlando Ballet Centre can be reserved by contacting:
rentals@orlandoballet.org

Securing a Date

Facility rentals are subject to the availability of the space desired. Orlando Ballet will place a temporary hold on a date for two business days without a signed agreement or deposit. To secure a rental date and reserve the space, the Client must sign the digital Orlando Ballet Facility Rental Agreement and pay a nonrefundable deposit equal to 20% of the Facility Rental Fee. A Client is not guaranteed a date until the agreement and deposit are received by Orlando Ballet.

Billing

Upon execution of the agreement, a nonrefundable deposit of 20% of the Facility Rental and Staffing Fees is required. The remaining 80% of these fees must be paid no later than 14 days prior to the date of the engagement. If less than 14 days remain when this agreement is signed, the full amount is due upon execution of the agreement. Any additional charges will be billed to the Client within one week following the engagement and are due within 30 days of the invoice date.



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Booking Procedure

Cleaning Fee and Additional Charges

A standard cleaning fee of \$250 is included in all Orlando Ballet Facility Rental Agreements and covers basic cleaning of the rental space and common areas utilized during the rental period. The Client is responsible for leaving the premises in a reasonable clean condition and removing all personal property, decorations, and debris upon completion of the event. Should Orlando Ballet determine that additional cleaning, repairs, or restoration are required beyond normal wear and tear, or if the Client fails to remove debris or otherwise comply with facility cleanup requirements, all associated costs shall be the responsibility of the Client. Orlando Ballet will invoice the Client for such expenses, and payment shall be due within 30 days of receiving the invoice.

Cancellation Policy

Cancellation of rentals must be sent in writing to the events team at rentals@orlandoballet.org. Should the event be cancelled, the following will apply: The original 20% deposit is nonrefundable. If the cancellation is made more than 60 days prior to the engagement, at the discretion of Orlando Ballet, the deposit may be applied to a future rental that occurs within 12 months of the cancellation date. If the cancellation is within 14 days of the event, 50% of the entire rental fee, including the deposit, will be forfeited. If the cancellation is within 7 days of the event, 100% of the rental fee is forfeited.



STUDIO

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Venue Policies

Access to Event Spaces

Access to event spaces to setup for the event is permitted two hours before the contracted event start time. Earlier access may be arranged upon request, subject to premises availability, at an additional fee of \$250 per hour. The contracted event timeline includes two hours for set-up, four hours of event time, and two hours for breakdown. Additional time can be added for \$250 per hour. Harriett's Orlando Ballet Centre standard end time for all events is 11:00 p.m. The Client is provided up to two hours after the event to load out. A request to extend past the 11:00 p.m. end time would incur a cost of \$1,000. Final end time of the event cannot exceed 2:00 a.m.

All vendors must load-in through the doors outside of Ledden Great Hall/Studio 2 near the loading zone or through the catering kitchen doors. All Client and vendor vehicles must utilize this loading zone area and entrance for deliveries.



Due to the low clearance height (11ft.), vendors are prohibited to pull up to the main entrance awning. Any damage caused to the awning by the Client or their vendors, will be billed directly to the responsible party for all repairs. The loading zone has a 30-minute time limit and there is limited street parking available, so please have your vendors coordinate where to stage their vehicles during your event.



LOADING DOCK

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Venue Policies

Delivery & Storage

Orlando Ballet does not provide storage without prior approval of the Director of Events. Delivery of items required for an event should be scheduled for the start of the set-up time for the event and pickup of the items should be scheduled at the conclusion of the event. The Client Representative must coordinate the schedule of deliveries with the Director of Events in advance of the engagement and must be present to direct and sign for all deliveries.

Decor

Plans for décor, including floral arrangements, table centerpieces, signs and banners are subject to approval by Orlando Ballet. Absolutely no nails, screws, tape, or other adhesives may be used to affix decorations to Harriett's Orlando Ballet Centre. Wall hangings and other fixtures may not be moved without prior permission from the Director of Events. Any décor supplied from an outside source must be promptly removed from the premises by the Client upon the conclusions of the engagement. All décor items and placement thereof must meet all fire and safety codes. To ensure the safety and security of guests, Orlando Ballet will not accept any type of material, substance, or equipment that could jeopardize the safety or integrity of the building and its contents. Orlando Ballet personnel will remove any item that could potentially become hazardous, and any party violating this policy will be held responsible for any damage or injury that occurs. The following items are not permitted to be used at Harriett's Orlando Ballet Centre: glitter, rose petals, rice, silly string, sparklers, helium balloons, open flames, or bird seed. Client agrees and will incur a \$750 clean up fee per area where the aforementioned items are used. Live flame candles are permitted so long as the flame is enclosed in a glass container.

Required Permits

Depending on the specifics of your event, a permit from the City of Orlando may be required. This would include the use of any amplified music outdoors or if road closures will be needed. Local sound ordinance standard quiet times for amplified sound are 10:00 p.m. – 7:00 a.m. If the event will utilize haze, fog, cold sparks, or CO2 confetti blasts, a fire permit is required. User is solely responsible for obtaining all applicable permits that may be required. [Request permit here.](#)

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Alcoholic Beverages

All alcoholic beverages for sale at an event on Orlando Ballet premises must be supplied and served by Orlando Ballet. All alcoholic beverages served complimentary rather than sold must be arranged through a licensed caterer.

Insurance

Eventsured | <https://www.eventsured.com/harrietts-orlando-ballet-centre/>

Client agrees to obtain liability insurance, issued by a company licensed to do business in the State of Florida and containing the agreement of the insurer that the insurer shall not cancel same without adequate prior written notice to Orlando Ballet. If Client is not able to obtain insurance on their own, Orlando Ballet may be able to assist in securing coverage. The Client shall deliver to Orlando Ballet no later than 15 days prior to the engagement, a Certificate of Insurance, in proper form, evidencing the required insurance coverage as follows:

- Orlando Ballet will be named as "Additional Insured"
- The City of Orlando will be named as "Additional Insured"
- Comprehensive general liability insurance, with broad form endorsement, including host liquor coverage, covering without limitation bodily injury, death and property damage, PREMISES/operations, products/completed operations, contractual, independent contractor, broad form property damage and personal injury in an amount not less than \$1,000,000 per occurrence; \$2,000,000 aggregate.



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Security

Orlando Ballet requires security to be booked for events of 75 or more guests and/or any events occurring while Orlando Ballet School classes are in session. We require a security “presence” at a minimum, but the Client may upgrade their security services if they prefer. All security fees will be added to the Facility Rental Agreement.

Garbage Removal

Orlando Ballet has limited trash recepticals onsite. Any large trash that does not fit in the Lobby trash cans must be removed by Client or vendor at the end of the event. This includes boxes and food waste. Should Orlando Ballet determine an excess of waste is left behind, the Client will be billed an additional cleaning fee of \$250.

Cooking & Frying Policy

On-site cooking or frying of food is not permitted anywhere on the premises, including both indoor and outdoor spaces. The venues catering kitchen is approved for prep use only and is not a licensed commercial kitchen. Additionally, the building is not permitted for on-site food cooking. These restrictions are in place due to fire safety regulations, ventilation limitations, insurance requirements, and applicable health codes.

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Preferred Vendors

Catering

Orlando Ballet has a list of Preferred Caterers who can operate as a catering partner at Harriett's Orlando Ballet Centre. This list may be updated from time to time. All food and beverage needs for any events at Orlando Ballet should be coordinated through one of these Preferred Caterers. No food or beverage of any kind will be permitted to be brought on property without prior written approval.

- 4 Rivers Smokehouse | Bobbie Deverall | bdeverall@4rsmokehouse.com
- Arthur's Catering | Lori Strickland | lstickland@arthurscatering.com
- Hyatt Regency Orlando INT'L Airport | Shannon McLaughlin | shannon.mclaughlin@hyatt.com
- John Michael Catering | Brian Fine | brian@johnmichaelevents.com
- Pearson's Catering | Matt Winne/Linda Frisard | info@pearsonscatering.com
- Runway Catering | Fernando Orriols | fernando@runwaycateringorlando.com
- Sonny's BBQ | Crystal | apopka.catering@sonnysbbq.com
- Russell's on Lake Ivanhoe | Philippe Villain | plvillain@gmail.com

Valet

Harriett's Orlando Ballet is surrounded by limited street parking and highly encourages the use of valet services for large events to ensure no unsafe carline back-ups or illegal parking that will result in ticketing or towing by the City of Orlando.

- One Way Valet | Sam Papia | spapia@onewayvaletinc.com



VICTORIA ANGELA