

FOX THEATRE BALLROOM RULES

Please read the following information carefully. Failure to do so may cost you money – we love The Fox Theatre and want to make sure its ballrooms will be around for many years to come.

NO

nails, tacks or adhesive of any kind may be used on any surface of the theatre or ballrooms. No sparklers or pyrotechnics are allowed anywhere on the Fox premises.

IN ORDER TO PROTECT OUR FACILITY

nothing can be hung from chandeliers or other fixtures in the theatre or ballrooms.

WE DO ENCOURAGE

the use of easels, posters and other creative ways to market your products, logos, or company name.

CANDLES

or other illumination must be globed and approved by the management prior to the function. No wax candles or open flames are allowed; votives with enclosed oil wicks may be used instead.

ENTERTAINMENT

Any entertainment in the ballrooms must maintain a sound level that does not exceed 100 decibels.

PLEASE

plan on throwing confetti or flower petals outside the entrance to the building. Your guests' safety is our highest priority.

DELIVERIES

We must be informed of all vendors' delivery times. This allows us to set a schedule and oversee all deliveries, which avoids possible delays in the start of your event.

RENTALS

Any rental items you have ordered and scheduled for delivery to The Fox Theatre must be accepted by you or a representative of your organization. We can only accept and sign for deliveries arranged by The Fox Theatre. All rentals must be delivered and picked up within the contracted event times.

LOADING AREAS

The alley is used for unloading and loading only. Please be considerate and do not park your vehicle there, as this prohibits other vendors from making deliveries on time. The alley is also a fire lane and your vehicle will be towed if left unattended. Please be flexible as loading access changes frequently.

SOMETIMES

we can secure items for you that need to be picked up the following morning. However, we cannot assume responsibility for these items. If additional time is needed, arrangements must be made prior to the day of your event.

Thank you for choosing the Fox Theatre for your event