



Facility Rental Fact Sheet

Thank you for your interest in a Gator Event Group Facility Rental. For your reference, the items below outline some of our basic policies & frequently asked questions.

Time Limit: Unless otherwise stated, all events are limited to a **4 hour window** with **3 hours of set-up** beforehand and **1 hour of break-down** post event. Additional time may be given based on availability.

Parking: Parking restrictions in the Stephen C. O'Connell Center parking lot are lifted at 3:30pm. Please be sure not to park in any 24/7 reserved spots. If you need group parking before that time, please contact UF Transportation and Parking Services.

Groups using the F-Club or Touchdown Terrace are allowed to pull 2 vehicles into the stadium to unload for an event. The vehicles should be moved after unloading.

Catering: You must use a list of pre approved caterers.

Alcohol: All Alcohol must be served by a licensed bartender that holds current liquor liability insurance.

What's included with venue (Note: If any additional quantities are needed. We will assist with the communication with Keith Watson Events):

- A. Round tables:** Our Round Tables are 72" in diameter and seat 10 chairs. We can only guarantee 30 round tables for the first scheduled event.
- B. Chairs:** Blue padded stacking chairs with silver or brown frames. We can only guarantee up to 300 chairs per event.
- C. Banquet Tables:** 6 feet and 8 feet. We can only guarantee 10 six foot tables and 7 eight foot tables per event.
- D. High Top Tables:** Based on location. There are several different quantities and varieties.
- E. Lounge Furniture:** Based on location.
- F. In-House A/V:** Basic A/V needs are included (mic, laptop, video, projector, projector screen, etc.) For events requiring A/V services, there will be a \$150 charge (minimum of 4 hours at \$37.50/hour) for events during non-business hours. Events occurring between standard business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding UAA observed holidays) will not be charged for A/V assistance.
- G. Podium:** We can provide a basic podium in any location.

Events Services (As provided by Keith Watson Events):

- A. Décor:** Linens, Floral, Drapery, Centerpieces, Custom Fabrications
- B. Coordination and Booking:** Catering, Entertainment, Timelines and Run-Of-Show, Transportation
- C. Rentals:** Tables, Chairs, and Dinnerware
- D. Audio/Visual Production:** Lightning, LED and Projection Screens, PA Systems, Programming
For more information please visit: www.keithwatsonevents.com or call 352-264-8814

Additional Services:

- A. Staging:** Staging will be rented from an outside vendor. This cost will be passed to the client.
- B. Video Board Display:** Based on availability. A message can be displayed on the stadium video boards for a flat fee of \$250.

For any additional questions, please contact Caroline Robinson, External Events Coordinator, at CarolineR@gators.ufl.edu