ORLANDO SCIENCE CENTER

EVENTS

TO START PLANNING YOUR EVENT CALL OR EMAIL // 407.514.2290 • HTILLEM@OSC.ORG
Orlando Science Center, a striking five floor facility, has more than 200,000 square feet of exhibits turned event space. Our facility holds up to 2,500 guests, and our event space can be utilized in various ways to accommodate a combined or separate location for your event. Each level is constructed around a rotunda featuring several interactive science exhibits, and all floors are available for private functions.

DinoDigs

Care to add a prehistoric touch to your event? DinoDigs exhibit hall is a one-of-a-kind event space where guests can dine, dance and celebrate in the company of dinosaurs. Your special event can take place amongst Earth’s ancient rulers. Don’t forget to add the T-Rex and Triceratops to your RSVP list!

SunTrust Terrace

Make the dramatic Orlando skyline the backdrop for your event on the SunTrust Terrace. Bathe your event in a soft glow under a stunning canopy of market lights. Dazzle your guests with one of the largest outdoor spaces in the city. DinoDigs and Our Planet serve as weather back-up locations.

Our Planet

Explore the four spheres of Earth and learn how they interact to make life possible. Our Planet offers several hands on experiences that lend themselves to excellent event entertainment. This space is great for cocktail receptions and intimate presentations.

Founders Room

With a scenic view of Loch Haven Park, Founders Room is the perfect space for your meeting or event. The room is a versatile space that can be set several different ways. Additionally, a 700 sq. ft. balcony area that can be used for registration, receptions, or displays lies directly outside of the room for your convenience. Founders Room includes a screen, projector, and sound system available for use.
Digital Adventure Theatre

This intimate live performing arts theater seats 220 people in cushioned comfort. The stage measures 22 X 30 ft. and has a 12x12 ft. retractable screen with full projector capabilities. The Theatre can be used for performances, meetings, and other special events. Includes 3 microphones, a screen, projector, and sound system.

Kinetic Zone

Visitors can engage in a series of hands-on challenges that invite them to design, build and test their own creations. Exhibits include the Coaster Challenge, which focuses on roller coaster engineering, and the Balance Challenge, where you test your creation’s balance on an 18-foot zip line. Other experiences let visitors use a pulley system to lift themselves off the ground, launch air rockets, and explore the physics of the virtual world with flight and driving simulators.

Crosby Observatory

Add a truly special touch to your next event by incorporating the Crosby Observatory. Guests will have access to Orlando’s best view for stargazing at Florida’s largest publicly accessible refractor telescope. Top off a night of fun with a breathtaking view of the heavens beyond the Orlando skyline. Monday – Thursday only.

Dr. Phillips CineDome

Shake up your general sessions with stunning visuals on a larger than life scale. The Dr. Phillips CineDome’s 8-story screen surrounds guests and provides an unique viewing experience for films, product launches, or ceremonies. Pick from a wide variety of films and planetarium shows that fit your events’ theme or message. Includes one microphone, screen, projector, and sound system.
VENUE AMENITIES

• (12) 60” round reception tables seating 8 guests comfortably per table, (100) Black or white resin chairs, (10) 6’ tables, and (10) cocktail tables. All additional tables and chairs must be rented through Orlando Science Center.

• Complimentary garage parking with covered access into the building.

• Flexible room configuration to suit large or small groups. Room diagrams will be created using AllSeated. As the event date approaches event staff will invite client and caterer to the software. Client can use the software to create seating arrangements, event timeline and much more. We also use this software to connect to your caterer.

• Event labor, including set/strike staff, house manager, greeter, janitorial staff, and event staff. Included is assistance of an event coordinator who will work closely with client to ensure that the event proceeds smoothly and efficiently.

• Digital monitors available for personalization

NEED TO KNOW

• Puff ’n Stuff Catering is our preferred caterer. Puff ’n Stuff Catering has a strong and lasting reputation for creating and catering incredible events. We require that all food and beverage be provided by a caterer on our list. Please refer to our vendor list.

• Linens are not included; linen arrangements must be made through your selected caterer.

• Event times vary based on event location and day of the week.

• Dance Floor is NOT included. Dance floors must be rented through Orlando Science Center.

• To confirm a facility rental, a non-refundable deposit in the amount of 50% of the rental fee and a signed facility rental agreement are required within 2 weeks of receiving the contract. The remaining balance is due 1 month prior to the event date. Any additional charges to include additional tables and chairs, dance floor, or t-rex sign are due 1 week prior to event date. Event space is not confirmed until a contract has been executed.

Cancellation of an event must be done via email through the Orlando Science Center Meetings and Events Office and will result in a loss of any money put toward reserving the event space.

• Complimentary admission to the Orlando Science Center is NOT included with our rental fees. Event guests will have access to reserved event space only during time of rental.
## Dance Floor Price Quotes

<table>
<thead>
<tr>
<th></th>
<th>Wooden Floor:</th>
<th>Black Floor:</th>
<th>White Floor:</th>
<th>Black &amp; White Check Floor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>18x18:</td>
<td>$600</td>
<td>$800</td>
<td>$800</td>
<td>$700</td>
</tr>
<tr>
<td>15x15:</td>
<td>$500</td>
<td>$600</td>
<td>$600</td>
<td>$600</td>
</tr>
</tbody>
</table>

For customized dance floors please inquire within for price quotes. Prices include set up and break down of dance floors.

## Caterers

Orlando Science Center requires that all food and beverage be served by one of the licensed and insured caterers below. Puff ’n Stuff Catering is the preferred caterer of the Orlando Science Center. Puff 'n Stuff Catering have a strong and lasting reputation for creating and catering incredible events. Should you provide your own alcohol to be served by one of our caterers we require that it be dropped off at the caterer’s facility prior to your event.

- 4 Rivers Smokehouse
- Arthur’s Creative Events & Catering
- Big City Catering
- Cocktails Catering
- Cuisiniers
- Hyatt Regency - Orlando International Airport
- John Michael Exquisite Weddings and Catering
- Millenia Event Catering
- Puff ’n Stuff Catering
- Premier Event Services
- Sonny’s BBQ
- Tim Webber Events

## Preferred Vendors

The vendors below are the preferred vendors of the Orlando Science Center because of the quality of their services. Although we do not require that these vendors be used, we highly suggest them and stand behind their services and products.

### Florists:
- Atmosphere Floral
- In Bloom Florist
- Lee Forest Design
- Lee James Floral

### Photography:
- Ashley Jane Photography
- Live Happy Studio
- Photography by Greg
- Rudy & Marta Photography

### Décor and Furniture Rental:
- AFR
- Chic! Event Furniture
- Orlando Wedding and Party Rentals
- Swag Décor

### Photo Booths:
- Just For You Photo Booths
- Photobooth Rocks
- SNAP! Studio Booth

### Transportation Services:
- Apollos Chariots
- VIP Wedding Transportation

### Audio Visual:
- American Audio Visual

### Entertainment/DJ:
- Junction 88 Productions
- Fun Factory Entertainment
- Harpist: Christine MacPhail
- DJ Live Productions
- Our DJ Rocks
- White Rose Entertainment
- Korndogg Entertainment Group

### Miscellaneous Vendors:
- Florida Candy Buffets
- Balloon World
- Fun Planners
- THREE2OH! Liquid Nitrogen Ice Cream
- Yogurtland Winter Park

### Entertainment/DJ:
- Junction 88 Productions
- Fun Factory Entertainment
- Harpist: Christine MacPhail
- DJ Live Productions
- Our DJ Rocks
- White Rose Entertainment
- Korndogg Entertainment Group

### Miscellaneous Vendors:
- Florida Candy Buffets
- Balloon World
- Fun Planners
- THREE2OH! Liquid Nitrogen Ice Cream
- Yogurtland Winter Park

### Audio Visual:
- American Audio Visual
Frequently Asked Questions

What is the event rental time? What is the earliest that I may arrive?

The event rental time is from 6:00pm-11:00pm. Set-up and break down take place before and after these times. The event client has access to event space no sooner than 4:00pm the day of the event. Orlando Science Center staff and facility will not be available for services including pictures, set-up, vendor load-in, item drop, etc. until after 4:00pm on event day.

Should I place an earlier start time on my invites?

We do not advise placing an earlier start time on invites. If the event is to begin at 6:00pm, the time on the invitation should be 6:00pm. Guests will know that your event will start at this time and will be able to plan accordingly.

Is there ample parking? Will guests be charged for parking?

We have 500 parking spots in the Orlando Science Center’s parking garage with covered access into the building. Guests will receive complimentary parking. Please make sure to provide your guests with the parking directions sent to you from Orlando Science Center. The provided directions will direct your guests to the correct parking garage.

My guests are arriving by bus, is there a place for them to be dropped off and picked up?

Yes. The client, as well as the transportation company, will be provided with a map to our bus entrance located on Level 1.

What is your weather contingency plan when renting the SunTrust Terrace?

In the case of inclement weather, Orlando Science Center events staff require a weather call be made by 3:30pm the day-of the event in order to give vendors and our set-up crew time to complete event set-up. If the National Weather Service, or any of the local stations, forecasts 30% chance of rain or higher between the set-up time and the event end time, the event will be moved indoors. Once the call is made and the event area is set up indoors, or kept outdoors, the event set-up is considered final. The Orlando Science Center events department retains the right to make the final decision to move forward with weather plans. Our indoor exhibit hall, DinoDigs, will be used as a back-up location.
Frequently Asked Questions

Do you offer on-site coordination? If so, what services are included and is there an additional charge for them? Will the coordinator supervise day-of?

Yes. Once it becomes closer to your event date, we will introduce you to an Event Coordinator from our team. The Event Coordinator will be onsite the day of the event from beginning to end. The Event Coordinator is included with the facility rental and they generally have one to two event assistants onsite to make sure the event proceeds smoothly and efficiently.

**Event Coordinator will:**

- Schedule load in of all vendors, confirm any table and power needs, and confirm any event details.
- Create room diagrams of event location(s) and share them with client and vendors.
- Direct set-up crew in the placement of tables and chairs, guide vendors to their set-up locations, and be available to answer any questions.
- Assist with placing event items onto a cart at the end of the event and will bring it to the designated vehicle in the parking garage. Client is required to load out all event items at the conclusion of the event.

*Client’s caterer will be responsible for the service and clean-up of all food and beverage.*

Do you have preferred caterers? Do I have to choose one off of your list?

Yes. Puff ‘n Stuff Catering is the preferred caterer of Orlando Science Center. Puff ‘n Stuff Catering has a strong and lasting reputation for creating and catering incredible events. Only caterers who have met the standards set forth by Orlando Science Center are eligible to cater an event. You can find these caterers on our Certified Catering List. Absolutely no food or beverages may be brought into Orlando Science Center by individuals.

Can I provide my caterer with alcohol that I purchase?

Yes. Many of the caterers on our Certified Catering List allow you to provide them with alcohol you have purchased. We do require that the alcohol is dropped off with the caterer, and then the caterer brings it on-site. They are the ones to serve it and pack up any remaining alcohol and will bring it to the designated individual’s vehicle at the end of the night. Orlando Science Center staff is unable to handle any of the alcohol. Kegs are not allowed on site.
Frequently Asked Questions

Do you have decoration restrictions?

The use of helium balloons, glitter, confetti, release lanterns, sparklers, loose moss, and fog or smoke producing machines are prohibited at Orlando Science Center. We also recommend décor items that are heavier and lower to the table to sustain the outdoor elements.

Can I have open flame candles?

You are welcome to use real candles at Orlando Science Center as part of your décor, as long as the wax melts down into a votive or something similar. If the event is taking place on the SunTrust Terrace, we strongly recommend using LED candles. With the outdoor elements, flames generally do not stay lit.

What kind of image can you place on the digital signage screens on Level 4?

We have multiple vertical TV screens located throughout the Science Center that we refer to as digital signage. For the digital signage screens, we require one high resolution JPEG or .PNG file sized to 1080 x 1920 vertically. Please save your file for the web to ensure the quality of your image. To minimize issues, we need to receive the image two weeks prior to your event date. The use of the digital screens is a new option we are offering and we cannot 100% guarantee their use in the case of technical difficulties.

What image format do you need to receive for the T-Rex sign?

If you are interested in the T-Rex sign for $100.00, we require a completed high resolution JPG, .PNG or .PDF file that can be printed at 24” H x 48” W without becoming blurry (.PDF is the preferred format).

May I ship items to Orlando Science Center for my event?

Deliveries to Orlando Science Center must be coordinated and approved through the events department. Deliveries must be delivered within the week of the event, and deliveries are not accepted more than a week before the scheduled event. Orlando Science Center staff is prohibited from loading/unloading, moving or conveying any deliveries, equipment or decorations. It is the responsibility of the client to move items to the event location from the loading dock and to remove or ship the items at the conclusion of the event.