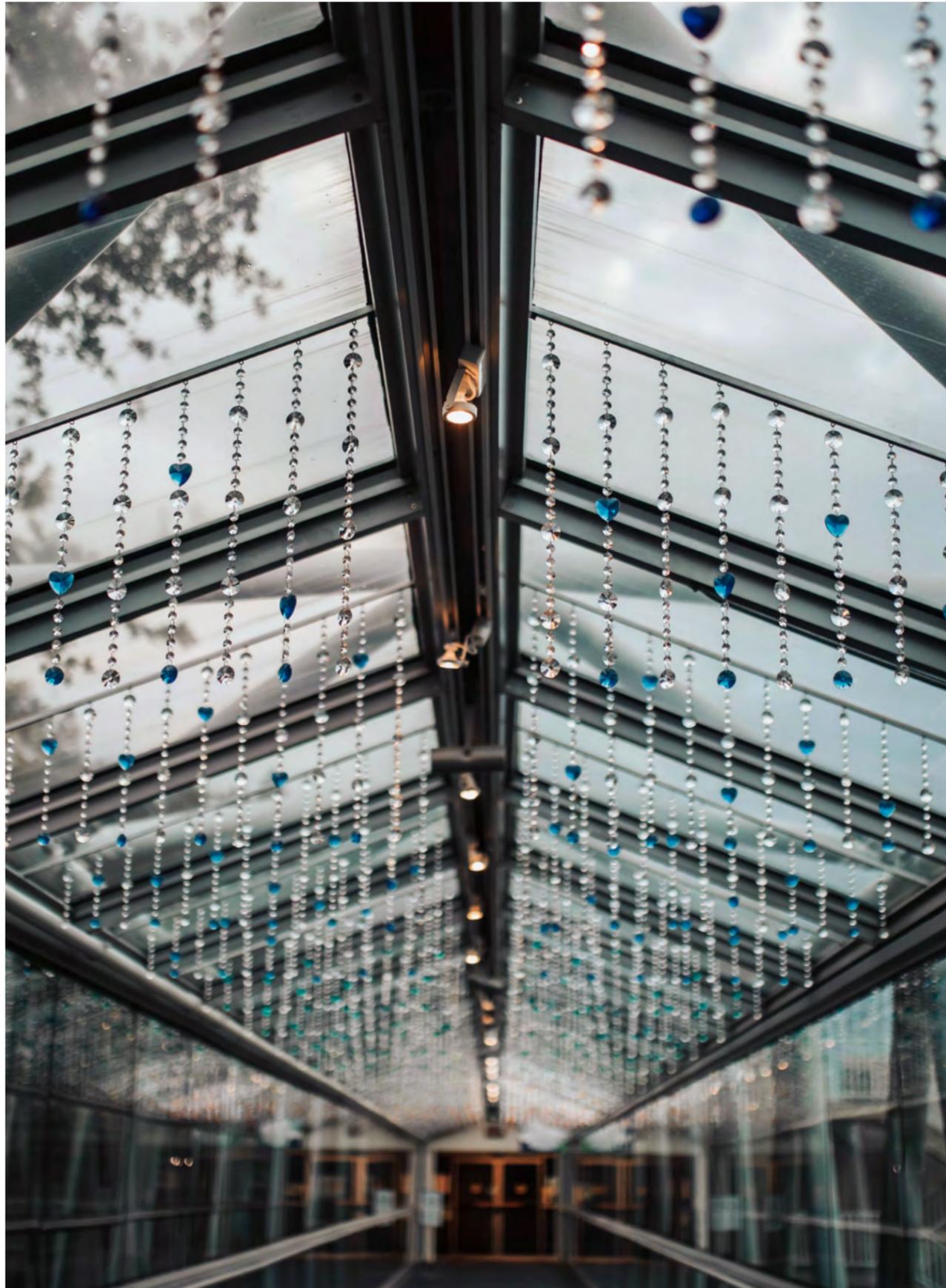


A large, detailed dinosaur skeleton is the central focus, displayed in a museum hall. The skeleton is illuminated with blue and purple lights, highlighting its intricate structure. In the background, a crowd of people is gathered, some looking at the exhibit and others talking. The ceiling is high with visible structural beams and lighting rigs. The overall atmosphere is one of a high-profile event or exhibition.

ORLANDO
SCIENCE
CENTER
VENUE
RENTALS



From corporate events and film screenings to milestone celebrations, Orlando Science Center's indoor and outdoor settings feature backdrops ranging from the modern Orlando skyline to prehistoric dinosaurs and everything in between.

Located just outside downtown Orlando in beautiful and historic Loch Haven Park, Orlando Science Center's unique architecture and creative energy makes it the quintessential setting for any event.

A striking five floor facility, Orlando Science Center 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.

By hosting your event at the Science Center, you will also be providing mission-enabling support to our organization, ensuring that inspiring and engaging educational experiences are available for curious minds of all ages throughout our community and beyond.

Our talented events team is adept at making every event unforgettable, leveraging our strengths to create a fun, eclectic atmosphere, no matter what you're searching for. We provide assistance every step of the way to ensure an unforgettable and seamless event for you and your guests.

WE HAVE
EVENTS
DOWN TO A
SCIENCE

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To reserve an event date, set up a meeting, or ask questions
please call 407.514.2290 or email htillem@osc.org.



Image Credit: Roberto Gonzalez



DINODIGS

Care to add a prehistoric touch to your event? DinoDigs is a one-of-a-kind event space to suit your prehistoric party plans. In fact, it's the only location in Central Florida where guests can dine, dance, and celebrate in the company of dinosaurs. Boasting dramatically high ceilings and epic photo backdrops, this space can be customized to fit all your event needs! Whether it be an award presentation or a holiday celebration, guests are sure to have a great time exploring all of the unique features of a dino-filled room. DinoDigs provides a unique, whimsical, and exciting atmosphere unlike anything in Orlando.

| | |
|---------------------------------|-----|
| Capacity | |
| Seated Reception | 200 |
| Cocktail Reception | 500 |
| Theatre Style | 300 |

Image Credit: (Top to bottom)
That First Moment, VMP Photography,
Rudy & Marta Photography



THE TERRACE

With panoramic, unobstructed views of Downtown Orlando, a canopy of market lights, and stunning surrounding greenery, the Terrace makes the perfect canvas to create an unforgettable event. Enjoy a cocktail reception overlooking the City Beautiful as the sun sets in the distance, dine under a sky full of stars, or enjoy the light evening breeze as you dance the night away. The Terrace offers plenty of room for all of your event celebrations with weather back-up options just feet away inside our facility!

| | |
|---------------------------------|-----|
| Capacity | |
| Seated Reception | 200 |
| Cocktail Reception | 500 |
| Theatre Style | 300 |

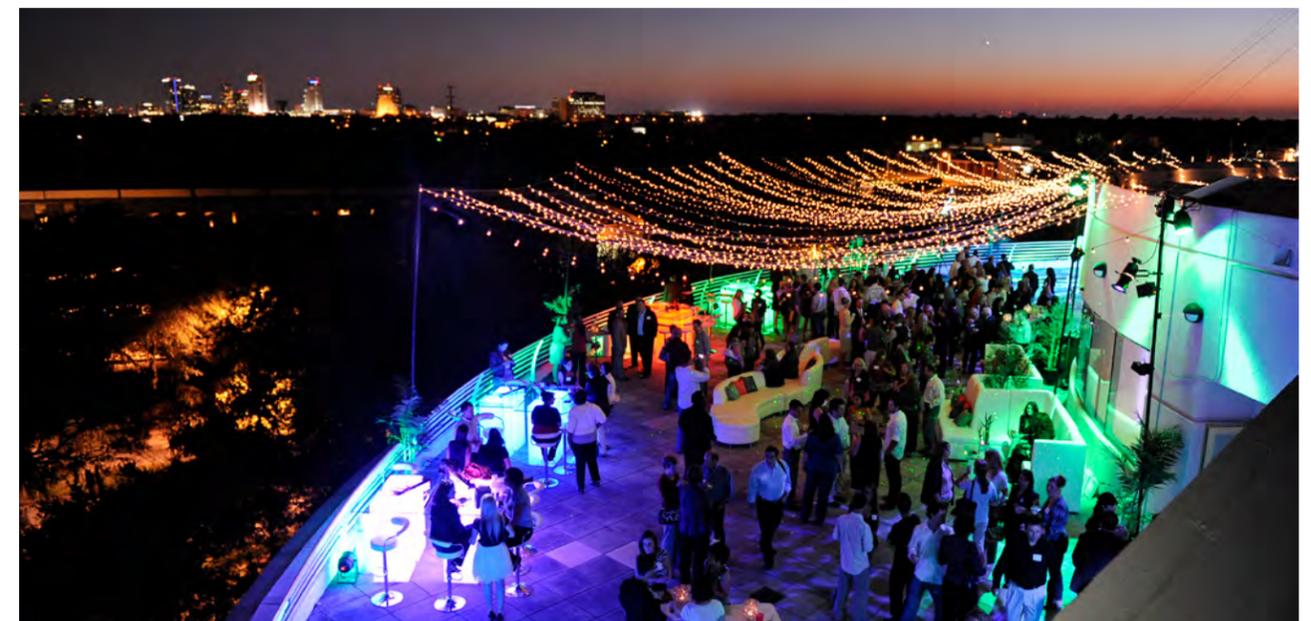


Image Credit: (Top left to bottom) Roberto Gonzalez, Shaina DeCiryran, Damon Tucci



Image Credit: (Top to bottom) Roberto Gonzalez, Sunshine Photographics, That First Moment

OUR PLANET

Watch your guests unearth the wonders of Our Planet with an array of engaging hands-on exhibits and let science set the scene for your event! Whether you're looking for an intimate presentation space that is out-of-this world, or a fun interactive cocktail reception, Our Planet has it all. Guests will shake things up on an earthquake simulator, make and launch paper airplanes, and use our weather stations to predict clear skies for your celebration. With built-in event entertainment and a customizable suspended globe, perfect for branding opportunities, Our Planet creates the perfect atmosphere for any event!

Capacity

Seated Reception..... 100

Cocktail Reception..... 200

Theatre Style..... 150



DINODIGS, THE TERRACE, & OUR PLANET

With all 3 spaces located on Level 4 of our building, you can combine all 3 locations to create multiple experiences, taking guests from a cocktail hour and silent auction, to a plated dinner and presentation, followed by a night of dancing.



Image Credit: Live Happy Studio



FOUNDERS ROOM

With a scenic view of Loch Haven Park, Founders Room is the perfect space for a meeting or event. This versatile space can be set several different ways to accommodate all your event needs. Additionally, the private room is accessed by our Fusion: A STEAM Gallery exhibit. This exhibit shows that art and design aren't removed from science – they are essential complements. This area is perfect for registration, receptions, food and beverage, and inspiring breaks from your meeting.

Founders Room can be used as one large meeting space with built-in screens and projectors in the front and back of the room, built-in sound system, and up to 3 microphones. If breakout space is needed, Founders Room can be divided in half and work as 2 separate spaces

| | |
|-------------------------|-----|
| Capacity | |
| Seated Reception..... | 100 |
| Cocktail Reception..... | 75 |
| Theatre Style..... | 150 |



Image Credit: (Top to bottom) Roberto Gonzalez, Laura Bastidas

LOOKING TO ADD A TEAM BUILDING OR CREATIVE EXPERIENCE TO YOUR EVENT?

Both The Hive: A Makerspace and the Flight Lab offer guests hands-on opportunities to work together and be inspired.



Image Credit: (Left to right) Hannah Glogower, Roberto Gonzalez

THE HIVE: A MAKERSPACE

The Hive: A Makerspace presented by The Isaacs Family is a collaborative workspace for making, learning, exploring, and sharing. In The Hive, you'll have access to real tools, materials, and workshop leaders that will help turn your creative ideas into reality. The Hive offers a series of workshops that can run between 1-2 hours and can accommodate up to 30 people per workshop.

FLIGHT LAB

Visitors will get to “virtually” climb into the cockpit and experience life as a pilot in Orlando Science Center’s immersive experience, Flight Lab. This experience uses real-world mission scenarios to teach standards-based STEM concepts and to develop critical communication, decision-making, team building, and collaborative skills. Missions can vary and certain tasks will require all 13 teams to work together. Flight Lab can accommodate up to 26 people per experience, broken into 13 groups of 2.



Image Credit: Roberto Gonzalez



Image Credit: Roberto Gonzalez

DIGITAL ADVENTURE THEATER

Seating 220 people in cushioned comfort, the Digital Adventure Theater is perfect for performances, meetings, and other special events. The stage measures 22 X 30 ft. and has a 12 X 12 ft. retractable screen with full projector capabilities.

Theater rentals include up to 6 microphones, a screen, projector, sound system, and an audio visual technician to run equipment.



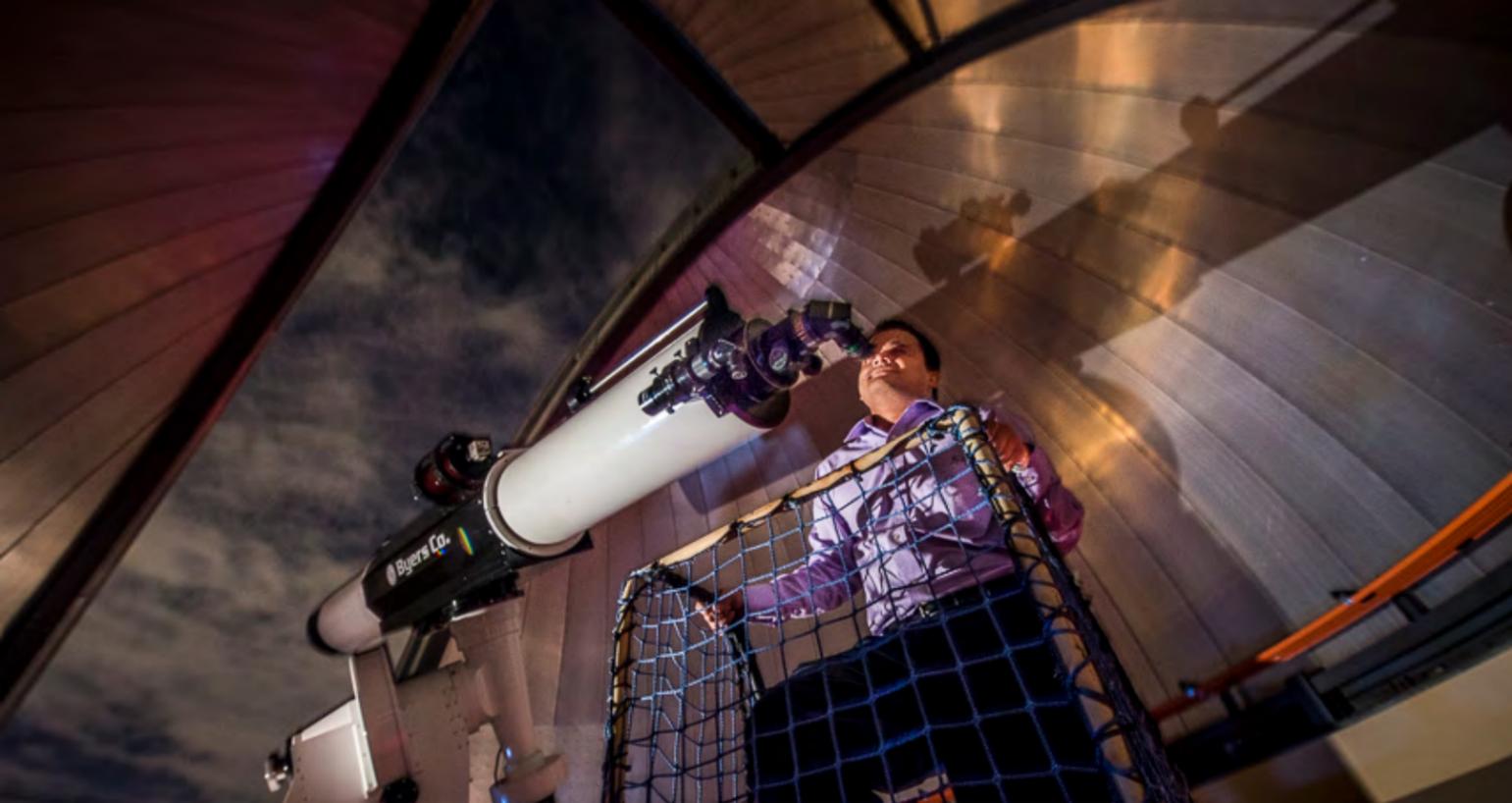
KINETIC ZONE

Invite your guests to challenge their minds with a series of hands-on exhibits that encourage them to design, build, and test their own creations. Kinetic Zone offers a great back drop for an interactive cocktail reception and pairs well with a presentation in the Digital Adventure Theater.

PAIR KINETIC ZONE & DIGITAL ADVENTURE THEATER



Image Credit: (Both photos) Roberto Gonzalez



DR. PHILLIPS CINEDOME

Shake up your general sessions with stunning visuals on a larger-than-life scale. The Dr. Phillips CineDome's 8-story, 180 degree screen surrounds guests and provides a unique viewing experience for films, product launches, or ceremonies.

Theater rental includes one microphone, screen, projector, sound system, and an audio visual technician to run equipment.

Capacity
Theater Style.....310



Image Credit: (Both photos) Roberto Gonzalez

OBSERVATORY

Add a truly special touch to your next event by incorporating the Observatory. Guests will have access to Orlando's best view for stargazing using Florida's largest publicly accessible refractor telescope. Give event guests an out-of-this-world experience while they enjoy cocktails and dinner paired with a guided tour of the night sky.

Looking for a special gift to commemorate the evening? Adopt a star for each of your guests! Each guest will leave with a customized certificate identifying their star, the story behind the star, and a star viewing guide. Please inquire for more information about the Adopt-A-Star program.



Image Credit: (Both photos) Roberto Gonzalez

Capacity
Seated Reception..... 50
Cocktail Reception.....50





VENUE AMENITIES

ALL EVENT PACKAGES INCLUDE

- Seating for up to 150 guests
 - (18) 60" round reception tables seating 8 guests comfortably per table
 - (150) black or white resin chairs
 - (10) 6' tables
 - (10) cocktail tables
 - cake table included
- Complimentary garage parking with covered walkway.
- Dedicated Orlando Science Center Event Coordinator who will work closely with you and your vendors to ensure that the event proceeds smoothly and efficiently and will manage all of your day-of needs.
- Additional event labor, including set/strike staff, house manager, greeter, janitorial staff, and event staff.
- 5 hours of dedicated event time taking place from 6:00 – 11:00 p.m. Some areas are available to daytime rentals, please inquire for more information.
- 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.

- Digital signage monitors available for personalization located in different areas of the building.

HOW TO RESERVE A DATE

A 72-hour courtesy hold may be placed for an event date without a payment.

- To confirm a rental, a non-refundable payment in the amount of 50% of the rental fee and a signed rental agreement are required within two weeks of receiving the contract.
- The remaining balance is due one month prior to 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.
- 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.



EVENT ENHANCEMENTS

Celebrating with Orlando Science Center should be fun! Below are additional items to include in your event plans.

- Customize our largest event guest, Stan the *T. rex*, with a branded message held up by his teeth **\$100**.
- If your guest list has room for a few more, our NatureWorks team is available to bring a collection of our animals to meet and greet with guests. Animals include an alligator, tortoise, skunk, and snake **\$200**.
- Want to add some science fun to your guest's experience? Our dynamic team members can set up table top experiments featuring liquid nitrogen, circuits, and other guest favorites **\$200**.

DANCE FLOOR

All dance floors are required to be reserved through Orlando Science Center. For customized dance floors, please inquire within for price quotes. Prices include set up and break down of dance floors.

- **BLACK + WHITE**
18 X 18'.....\$700
15 X 15'.....\$600
- **WOODEN**
18 X 18'.....\$600
15 X 15'.....\$500
- **WHITE**
18 X 18'.....\$800
15 X 15'.....\$600
- **BLACK**
18 X 18'.....\$800
15 X 15'.....\$600

CATERERS

Orlando Science Center requires that all food and beverage be served by one of the licensed and insured caterers below.

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

*Puff 'n Stuff Catering is the preferred caterer of the Orlando Science Center. Puff 'n Stuff Catering has a strong and lasting reputation for creating and catering incredible events.



Image Credit: (Left to right) Ashley Jane Photography, Roberto Gonzalez

Image Credit: (Both photos) Ashley Jane Photography



Image Credit: (Left to right) Ashley Jane Photography, Roberto Gonzalez

PREFERRED VENDORS

The vendors below are the preferred vendors of Orlando Science Center. We want only the best vendors for our clients and we stand behind their services and products.

FLORIST

- Atmosphere Floral
- Flowers by Lesley
- In Bloom Florist
- Lee Forest Design
- Lee James Floral

ENTERTAINMENT/DJ

- Junction 88 Productions
- DJ Live Productions
- Felix and Fingers
- Harpist: Christine MacPhail
- Orlando DJ Group
- Our DJ Rocks
- White Rose Entertainment

PHOTO BOOTHS

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

DÉCOR AND FURNITURE RENTAL

- American Furniture Rental
- Chic! Event Furniture
- Dazian Creative Fabric Environments
- Orlando Wedding and Party Rentals
- Swag Décor

MISCELLANEOUS VENDORS

- Florida Candy Buffets
- Balloon World
- Fun Planners
- Kelly's Homemade Ice Cream
- Sweet City Gelato
- THREE2OH! Liquid Nitrogen Ice Cream

AUDIO VISUAL

- American Audio Visual



Image Credit: Roberto Gonzalez

FAQ's

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. As event date approaches, we will introduce you to an Event Coordinator from our team who 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 on site to ensure 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 cleanup of all food and beverage.

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 3:30 p.m. 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 backup location.

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.

Do you provide linens?

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

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.

What image format do you need to receive for the T. rex sign?

If you are interested in the T. rex sign for \$100, 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 are not accepted more than one 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.

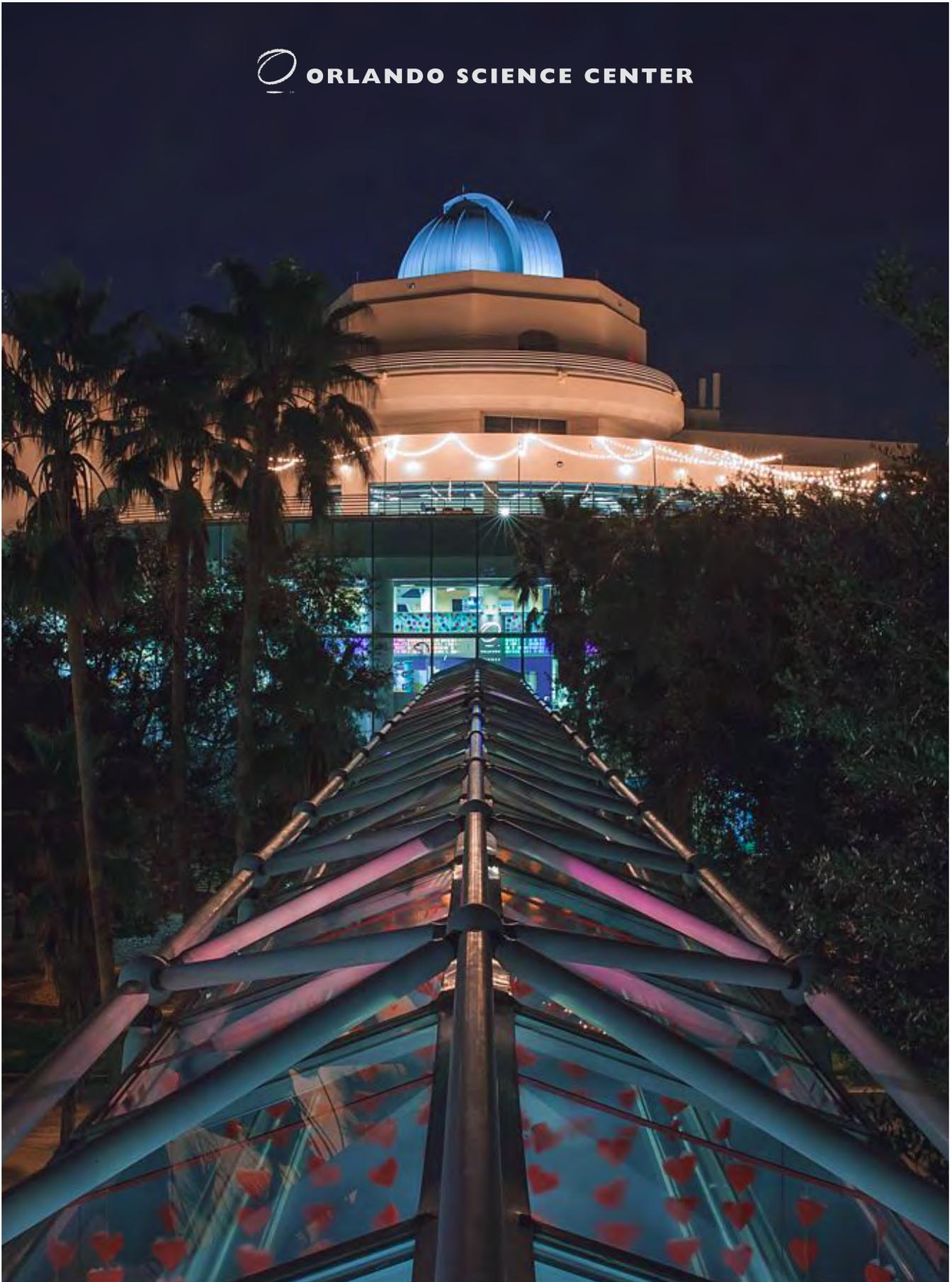
Can guests visit all exhibit halls during an event?

Guests only have access to the exhibit halls that have been reserved during your contracted event time. If you would like to allow your guests to explore during regular operating hours, discounted tickets are available for purchase prior to event date.



Image Credit: (This page) Nicole Ami Photography, (Back cover) Hannah Glogower

 **ORLANDO SCIENCE CENTER**



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