



DINE WITH THE DINOSAURS, DANCE UNDER THE STARS,
CELEBRATE WITH ORLANDO SCIENCE CENTER

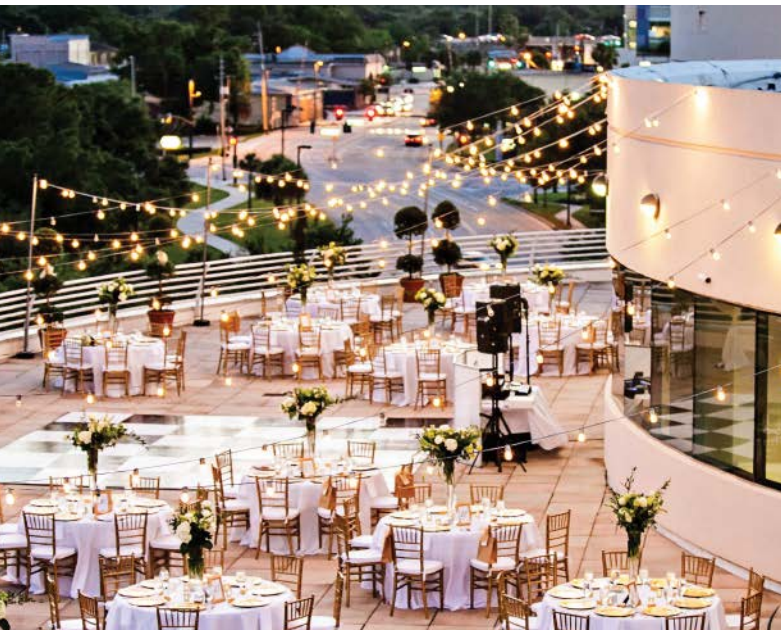


TO START PLANNING YOUR WEDDING CALL OR EMAIL // 407.514.2290 • HTILLEM@OSC.ORG



DinoDigs

Our DinoDigs exhibit hall is a one-of-a kind event space where guests can dine and dance with the dinosaurs. Your special day can take place amongst the ancient rulers of our planet. 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 wedding reception, ceremony or cocktail hour on the SunTrust Terrace. Dazzle your guests under the stars with this breathtaking outdoor space. DinoDigs is offered as a reception weather back-up for the SunTrust Terrace.



Our Planet

You should feel on top of the world on your wedding day! Say "I do" in space with our globe featuring projected images of Earth and the solar system. This exhibit hall is intimate and transitions nicely into an interactive cocktail hour.

Venue Amenities

- (12) 60" round reception tables seating 8 guests comfortably per table, (100) black or white resin chairs used for reception only, (10) 6' tables, (10) cocktail tables and (1) cake table included. Additional and upgraded tables and chairs must be rented through Orlando Science Center.
- Complimentary garage parking with covered access into the building
- Assistance of an Orlando Science Center Event Coordinator who will work closely with client(s) and vendors to ensure that the wedding proceeds smoothly and efficiently.
- Event labor; including set/strike staff, house manager, greeter, janitorial staff, and event staff
- Wedding ceremony and receptions can take place between 6:00pm and 11:00pm
- Ceremony rehearsal scheduled before 4:00pm the week prior to your wedding.
- Dressing rooms available after 4:00pm on wedding day
- Room diagrams will be created using AllSeated. As wedding date approaches, event staff will invite client and caterer to the software. Client can use the software to create seating arrangements, wedding timeline and much more.
- Digital signage 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.
- Orlando Science Center staff and facility will not be available for services until 4:00pm on wedding day.
- We require any wedding items to be delivered prior to the day of the wedding and removed at the end of the wedding.
- Dance Floor is NOT included. Dance floors must be rented through Orlando Science Center.
- A 72-hour courtesy hold may be placed for an event date without a deposit. To confirm a rental, a non-refundable deposit in the amount of 25% of the rental fee and a signed rental agreement are required within 2 weeks after the contract is sent out. 50% of the remaining balance is due 180 days prior to event date. The remaining balance of the rental fee is due seven business days prior to the event date.

If the event is booked less than 180 days out, a 50% deposit is required to book the 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.

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 has 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
- Premier Event Services
- Puff 'n Stuff Catering
- 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

Entertainment/DJ:

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

Photo Booths:

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

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

Wedding Planners:

- Anna Christine Events
- At Last Wedding + Event Design
- Plan It Event Design & Management

Audio Visual:

- American Audio Visual

Cake:

- Anna Cakes
- Cut the Cake
- It's Tasty Too!
- Party Flavors Custom Cakes
- Sprinkles Custom Cakes

Officiants:

- A Lovely Ceremony
- Sensational Ceremonies

Transportation Services:

- Apollos Chariots
- VIP Wedding Transportation

Miscellaneous Vendors:

- Florida Candy Buffets
- Balloon World
- Fun Planners
- THREE2Oh! Liquid Nitrogen Ice Cream
- Yogurtland Winter Park

Frequently Asked Questions

What is the wedding rental time?

The wedding rental time is from 6:00 p.m. - 11:00 p.m. Set-up and breakdown takes place before and after these times.

What time is the earliest that I may arrive day of?

The wedding party has access to the venue and dressing areas no sooner than 4:00 p.m. Orlando Science Center staff and facility will not be available for services including pictures, set up, vendor load in, cake delivery, item drop, etc. until after 4:00 p.m. on wedding day.

What is your weather contingency plan for outdoor spaces?

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 wedding in order to give vendors and our set-up crew an adequate amount of time to complete event set-up. If the National Weather Service, or any of the local stations, forecasts a 30% chance of rain or higher between the set-up time and the event start 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. Orlando Science Center events department retains the right to make the final decision to move forward with weather plans.

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. You and your 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 guests to the correct parking garage.

Should I place an earlier start time on my invites?

We do not advise placing an earlier start time on invites. If you are planning to walk down the aisle at 6:00 p.m., the time on the invitations should be 6:00 p.m. Guests will know that your ceremony will start at this time and will arrive a few minutes before.

Frequently Asked Questions

Should I provide an aisle runner?

We do not suggest aisle runners unless they are made of a heavier fabric, like carpet rather than thin paper, and placed by a professional. Orlando Science Center events team will not place aisle runners. We recommend reaching out to a florist or event rental company to provide and place aisle runners.

How much assistance is available with the setup of décor items?

- Client should provide all décor items such as a guest book, pens, champagne flutes, cake knife set and any other décor items to Orlando Science Center the day before your wedding, during your scheduled rehearsal. If items are not dropped off prior to the day of the wedding, event staff will not be available the day of to assist with getting the items into the building.
- We strongly suggest that all wedding items come with a detailed description or a picture for our team to reference. It is our goal to achieve what you have envisioned and any information provided to us is a huge help.
- Event Coordinator will place any small décor items like a card box, place cards, favors, and any small pre-arranged, already unwrapped décor items like candles, picture frames, etc.
- Orlando Science Center staff will not place any items that require large assembly. This includes: photo booths, backdrops, large games, etc.
- Orlando Science Center staff will not be available to set out any ceremony décor. Please designate a vendor or friend to take care of set-up and breakdown of specific items. All ceremony decor needs to be broken down by the end of the evening.

Does the venue provide assistance getting gifts or décor back to a designated car after the event has concluded?

Yes. At the end of the night, the Event Coordinator will pack-up all décor items and gifts and will place all items onto a cart. They will assist with getting the items to the designated individual's vehicle.

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. If your wedding is taking place on the SunTrust Terrace, we recommend using décor items that are able 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 they are melting down into something, such as a votive. If your wedding is taking place on the SunTrust Terrace, we strongly recommend using LED candles.

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 the 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. 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. Most caterers on our Certified Catering List allow you to provide them with the alcohol you would like served at the wedding. We do require that the alcohol is dropped off with the caterer, the caterer brings it on-site, they are the ones to serve it and that they pack up any remaining alcohol and 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

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 interested in the T-Rex sign for \$100.00, we require a completed high resolution .JPEG or .PDF file that can be enlarged to 24" H x 48" W without becoming blurry. We need to receive the image two weeks prior to the event date to give our graphics department adequate time to print and mount the image.

What is needed to book a date? What is your cancellation policy?

A 72-hour courtesy hold may be placed for an event date without a deposit. To confirm a rental, a non-refundable deposit in the amount of 25% of the rental fee and a signed rental agreement are required within 2 weeks after the contract is sent out. 50% of the remaining balance is due 180 days prior to event date. The remaining balance of the rental fee is due seven business days prior to the event date.

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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.

Will there be any other events going on in the building during my wedding?

Only one private event is scheduled on Level 4 per day. During November – February we host Star-Studded Evenings every Friday and Saturday Evening, 5:00 – 9:00 p.m. These guests would only be in the Digital Adventure Theater on level 2 and in the Observatory during this time. The Events team will place signage noting that Level 4 is closed for a private event so only guests of the event will be allowed past certain points.

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. As the wedding date approaches we will introduce you to an Event Coordinator from our team who will be onsite the day of the wedding 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 wedding proceeds smoothly and efficiently.

Event Coordinator will:

- Schedule the load in of all vendors, confirm any table and power needs, and confirm any wedding details;
- Create room diagrams of ceremony, cocktail hour and reception locations and share them with client and vendors;
- Direct set up crew in the placement of tables and chairs, and will direct vendors to their set-up locations and be available to answer any questions;
- Conduct wedding rehearsal prior to wedding day and ceremony the day of the wedding;
- Assist DJ or MC with lining up bridal party for reception introductions;
- Place all wedding items onto a cart at the conclusion of the wedding and will bring cart to the designated vehicle in the parking garage. Client is required to load out all wedding items at the conclusion of the wedding.

After the ceremony and cocktail hour, we ask that the DJ takes over MCing the reception and moving the client through all of the special moments like the dances and cake cutting. The photographer will be responsible for moving the client throughout the building and with lining up family members for desired photos. Client's caterer will be responsible for serving and clean-up of all food and beverage.