

BRANNONCENTER



“Live, love, and surround yourself with good company”



105 South Riverside Drive, New Smyrna Beach, FL



About Us

The Brannon Center is Central Florida's premier wedding venue, located in the heart of New Smyrna Beach, just steps to historic downtown and minutes from the beach. Let the sparkling Intracoastal waterway be the background to an occasion you'll never forget. From wedding ceremonies and receptions to corporate conferences, The Brannon Center can accommodate it all! Set directly on the water, the floor to ceiling windows offer spectacular water views. Use the waterfront dock to host a picture-perfect ceremony, let your guests mingle on our out-door private terrace, and entertain up to 500 in our Grand Ballroom.

Facility Specifications

The Brannon Center rental options include the Grand Ballroom, Room A, Room B, and the full facility.

ROOM	BANQUET CAPACITY	THEATRE CAPACITY
Grand Ballroom	500	750
Room A	50	90
Room B	50	90
Room A/B Combined	100	180
Full Building	600	925

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Contact us to schedule a tour today | 386.410.2880 | sgreen@cityofnsb.com

Brannon Center Rates

Thursday or Friday evening Saturday, Sunday or Holiday Rentals

Requires a full building rental
(no individual rooms available during these times)
Full building rental includes use of the full indoor facility
as well as private outdoor terrace and south lawn.

Rental times MUST INCLUDE all set-up and breakdown of the event. All guests
and vendors must vacate the building by the end of the rental period.
This includes caterers, DJ's, bands, rental services, etc.

Thursday Evening Block Rental

Full Building Rental: 4:00 pm - 11:00 pm	\$1750
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Friday Evening Block Rental

Full Building Rental: 3:00 pm - 11:00 pm	\$3500
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Saturday Rental

Full Building Rental: 12:00 pm - 11:00 pm	\$5000
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Sunday Rental

Full Building Rental: 12:00 pm - 11:00 pm	\$3500
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Holiday Rental

Holiday (Monday - Wednesday ONLY)	\$2000
Sunday before a Monday holiday	\$5000

Holidays Include:

New Year's Eve, New Year's Day, Martin Luther King Day,
President's Day, Memorial Day, Independence Day, Labor Day,
Thanksgiving, Christmas Eve, and Christmas Day.

Weekday Block Rates

Monday—Thursday: 8:00 am—4:00 pm

Friday: 8:00 am—3:00 pm

Monday—Wednesday Evening Blocks: 6:00 pm—11:00 pm

Weekday Block Rates

Full Building	\$1000
Grand Ballroom	\$750
Room A	\$200
Room B	\$250
Room A&B Combined	\$500
Additional one hour of set-up Friday—Sunday	\$500
Additional one hour of set-up Monday—Thursday	\$250



105 South Riverside Dr. New Smyrna Beach, FL

For more real-event photos, check out Facebook @BrannonCivicCenter



Security Deposits

Building Use	Security Deposit
Evening or Holiday Rental	\$500

A security deposit must be paid to hold any event date. Security deposits are in addition to the rental fee and when submitted, are deposited into the City of New Smyrna Beach General Fund. The refundable security deposit will be returned via check, up to six (6) weeks following the event. Deductions may be made for damage, excessive cleaning, or time used beyond contracted period.

Cancellation Policy

Time Period Before Event Date	Amount Refunded
6 months - 12 months prior to event	100% Refund Full Deposit Refund
3 months - 6 months prior to event	100% Refund No Deposit Refund
0 months - 3 months prior to event	0% Refund No Deposit Refund
30 Days or Less	Full Rental Payment will not be refunded

Reservations are booked when the Facility Use Agreement is signed and the security deposit is paid. Please read our cancellation policy above to understand the percentage of the rental fee and damage deposit that will be refunded in the event the booking is cancelled. All cancellations or changes to the contract must be made in writing.

Payments

The City of New Smyrna Beach accepts payments in the form of cash, check, Visa, Mastercard or Discover. American Express is not accepted. Payments to the account can be made at any time during regular business hours and the full rental fee is due thirty (30) days prior to the event date.

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Catering, Food, and Beverage

All catering and bartending services must be provided by one of the following **Select Caterers**. Catering fees are not included the Center’s rental price. The Select Caterers have been chosen to provide a wide variety of menus and services and to accommodate diverse tastes, budgets, and occasions. Please contact them directly to help plan your event. **No other catering services are permitted.**

Select Caterer	Phone	Website
Brian’s BBQ	(386) 736-8851	www.briansbbq.com
Carefree Catering	(386) 871-9539	www.carefreecater.com
Dustin’s BBQ	(386) 423-5299	www.dustinsbarbq.com
Jason’s Corner	(386) 424-9878	www.jasonscorner.com
Panheads Catering	(386) 872-4924	www.panheadspizzeria.com
Puff ‘n Stuff	(407) 629-7833	www.puffnstuff.com
River City Catering	(407) 324-4343	www.rccatering.com
Riverside Catering	(386) 409-5588	www.riversidecateringandmarket.com
SoNapa Grille	(386) 402-8647	www.sonapa.com
South of the Mouth	(386) 428-0838	www..southofthemouth.com
The Patio Restaurant	(386) 423-8355	www.thepatiorestaurantandcaterers.com

NON-CATERED EVENTS: Kitchen facilities are available only to the Select Caterers although the lessee may bring in and serve simple or prepared food items Monday - Friday 8:00 am - 2:00pm. The following are examples of simple or prepared food items: breakfast pastries & boxed lunches. No heating elements are permitted. The lessee is responsible for clean-up: all of which must occur during the rental period. Center staff must be informed no less than thirty (30) days prior to the rental period if you plan to serve any non-catered food

ALCOHOLIC BEVERAGE POLICY: All alcoholic beverages must be served via your Select Caterer. Please contact your caterer to learn their procedures and policies regarding alcohol services **NO CASH BARS PERMITTED.**





Available Equipment

The following is a list of additional equipment included with your rental at the Brannon Center. Please submit your floor plan to Center Staff no less than ten (10) days prior to your event date. Please contact an outside vendor for any other equipment your event requires. *(This is a proposed list of equipment. Items are subject to change or may require a nominal fee.)*

400	Chairs for Indoor Use only	2	Ballroom Projectors and Screens*
50	60" Round Tables (Seats 8 Guests)	1	Room A Projector & Screen*
12	8' Rectangular Tables (30" x 96")	1	Room B Project & Screen*
8	30" High-Top Cocktail Tables	1	Podium with or without Microphone*

*A/V equipment use is complimentary and must be scheduled at least ten (10) days prior to the scheduled event date with the Center Staff.

Set-Up and Cleanup

Set-Up

- ◆ Use of the Brannon Center's tables and chairs are included with your rental (please see above)
- ◆ The Brannon Center's staff will set up all tables, chairs, podium, A/V equipment and other items listed above. You must submit a floor plan of your desired set-up no less than ten (10) days before your rental period. All equipment/décor that is not property of the Brannon Center is the renter's responsibility to set-up.
- ◆ For catered events, the caterer frequently will develop the floor plan and decorate for your event. It is up to the rental party to submit a floor plan to the Center no less than ten (10) days prior to your event.
- ◆ For non-catered events or events where the caterer will not provide set-up/decorations, the rental period must include ALL time needed by the renter and vendors for decoration, setup in excess of table and chair arrangement, and cleanup.
- ◆ Decorations are permitted within reason. They must be approved by Center management no less than ten (10) days prior to your event. Glitter, rose petals and other confetti-like decorations are prohibited.
- ◆ Tape, tacks, nails and staples are not permitted to attach your decorations. Hanging decorations on Center walls is prohibited.

Clean-Up

- ◆ The rental facility must be returned to the condition it was provided to the renter.
- ◆ Tables and chairs must be cleared of all debris.
- ◆ All equipment and materials that are not Center property must be removed. The Center is not responsible for any materials left behind.
- ◆ Waste and all paper products must be placed in the dumpster.
- ◆ For non-catered events or events where the caterer will not provide clean-up, the rental period must include ALL time needed by the renter and vendors for set-up/decoration, clean-up and to remove all materials that are not center property.

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Booking Procedure

- ◆ The security deposit, along with a signed Facility Use Agreement will secure an event date (unless the reservation is made within thirty (30) days of the event date; in which case the total rental fee plus sales tax would be due).
- ◆ The rental fee balance (with sales tax) is due thirty (30) days prior to the event.
- ◆ If you are tax exempt, please inform staff prior to completing the contract. You will need to provide the proper paperwork, including your Certificate of Sales Tax Exemption. All State of Florida rules regarding this type of sale will be followed.
- ◆ Security deposits (due at booking) are deposited into the City's general fund. The security deposit will be returned via City check, usually within six (6) weeks following the event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.
- ◆ Courtesy holds may be accepted and held for a maximum of seven (7) days, at which time the hold may expire without notice. Courtesy holds may be made in person or by telephone. It is not guaranteed that customers will be contacted by Center staff prior to the expiration of the hold.
- ◆ Floor plans and a list of requested equipment must be submitted to Center staff no less than ten (10) days prior to the event.
- ◆ The Brannon Center reserves the right to cancel the Facility Use Agreement if the rental fee balance is not paid when due, thirty (30) days prior to the event date.
- ◆ Please contact the Center office at 386-410-2880 to make your reservation, reschedule, or cancel an event, or for additional facility information. Office hours are Monday - Saturday, 8:00 am - 5:00 pm.
- ◆ To reserve the facility or take a tour, please contact the Center office, tours are available Monday - Friday, 8:30 am - 4:30 pm. Please call in advance to check on the availability of the staff and building for tours.





Frequently Asked Questions

How do I reserve the Brannon Center? All rentals are first-come, first served. A \$500 security deposit, signed facility use agreement and policy agreement are required to reserve your date.

Do you have a calendar of events? We do not have a published calendar of events, as most of our rentals are private events. All City sponsored and public events are available to view on the City of New Smyrna Beach Calendar.

Is there a damage / security deposit? Yes, all rentals require a \$500 refundable security deposit. The security deposit is deposited into the City's general fund and will be returned via check, usually within six (6) weeks following the event. This deposit is in addition to the full rental price of the facility.

Can I choose my own vendors? All catering services must be provided by one of our listed Select Caterers. No other catering services are permitted. Kitchen facilities are available ONLY to Select Caterers. Other vendors (i.e. DJ's , florists, photographers) are of your own choosing.

Can I come anytime to view the building? The building is available for tours Monday - Saturday, 8:30 am - 4:30 pm, by appointment only. Please call the facility at 386-410-2880 to set up an appointment to ensure that the building is not in use.

How may I decorate? Decorations are permitted within reason. They must be approved by Center management no less than ten (10) days prior to your event. Glitter, rose petals and other confetti-like decorations are prohibited. Tape, tacks, nails and staples are not permitted to attach your decorations.

Can I have a sparkler exit? Sparklers are permitted outside of the Center for your exit. All sparklers must be disposed of properly, used sparkler must be discarded in a bucket of water or sand. Failure to properly dispose of sparklers may result in the loss of the damage deposit. Please inform Center staff prior to your event.

What methods of payment are accepted? We accept, Visa, MasterCard, Discover, cash, or check. Please note: American Express is not accepted.

Can I serve alcohol at my event? All alcoholic beverages must be served by or through your Select Caterer. Please contact your caterer to learn their policies and procedures regarding alcohol service.

What equipment do you provide? We have state-of-the-art audio and visual equipment including microphones, projectors, and screens available. Every rental comes with set-up, use and tear-down of chairs and tables. We have fifty (50) 60" round tables, four hundred (400) indoor-only chairs, and twelve (12) 8' rectangle tables available.

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