



## Venue Frequently Asked Questions

### Booking, Payments & Deposits

#### Do you offer refunds?

No. All bookings are non-refundable.

#### How do I secure my date?

Your date is secured only after the contract is signed and payment is received.

#### Do you require a security deposit?

Yes. A security deposit is due 7 days before your event date. The standard deposit is \$500 and may vary for hourly rentals.

#### Is the security deposit refundable?

Yes — only if all contract terms and venue rules are followed. Any damages, violations, or overtime may reduce or void the refund.

### Event Timing & Access

#### What is the latest time I can rent the venue?

All events must end by 2:00 AM. No exceptions.

### **Are there any special rules for late-night events?**

Yes. Any booking past 12:00 AM requires an on-site attendant. The client is responsible for the attendant fee.

### **Is the attendant security?**

No. The attendant is not security and is not stationed inside the event full-time.

### **Can I extend my event time?**

Approved extensions are \$150 per hour and must be arranged in advance.

### **What happens if we stay past our booked time without approval?**

Unauthorized overtime is \$150 per hour PLUS a \$50 penalty fee.

### **Does setup and cleanup time need to be within my rental hours?**

Yes. All setup and cleanup must be completed inside your booked time.

## **Cleaning & Trash**

### **Is there a cleaning fee?**

Yes. There is a \$150 post-event cleaning fee.

### **Do I still have to clean?**

Yes. Clients must remove ALL trash and remove everything brought into the venue. Failure to do so may result in additional fees or deposit loss.

### **Do you offer a full cleanup service?**

Yes. Full Cleanup Service is \$250 — in addition to the \$150 standard cleaning fee. With this service, you may leave the venue as-is and we handle everything. Must be requested and paid at least 1 day before the event.

## **Furniture & Space Use**

### **What if I don't need all the tables and chairs?**

We can remove them — but the package price does not change.

### **Can I rent the space only (empty)?**

Yes. There is a \$150 furniture removal fee for space-only rentals, and this does not reduce the rental rate.

## **Vendors, Food & Alcohol**

### **Can I use outside vendors?**

Yes — outside vendors are welcome.

### **What if I'm serving alcohol?**

If hiring a bartender, they must provide a valid bartending license and liability insurance. If this is not provided, a \$200 alcohol fee applies.

### **Is cooking allowed on-site?**

No. Cooking on-site is not permitted. All food must arrive prepared.

## **Décor, Safety & Venue Rules**

### **Can I hang décor on the walls?**

Only non-damaging methods. No adhesives that damage paint or surfaces.

### **Is confetti or glitter allowed?**

No. Confetti, glitter, foil, and similar materials are NOT allowed.

### **Can I use candles?**

Flameless candles only. No open flame permitted.

### **Is smoking allowed inside?**

No. Smoking indoors is prohibited.

### **Are hookahs allowed?**

Yes — they must be used responsibly and safely.

## **Supplies & Amenities**

### **Are basic toiletries provided?**

Yes. We provide complimentary paper towels, toilet paper, and trash bags per rental.

## **Staffing & Responsibility**

### **Who is responsible for guest and vendor behavior?**

The renter is responsible for all guests, vendors, and activities during the event.

### **Is the attendant security?**

No — the attendant monitors the venue and supports basic needs but is not security staff.

## **Capacity**

The venue capacity is 70 seated and 95 standing.

## **Examples of Deposit Deductions Include:**

- Rule violations
- Damages

- Excessive mess
- Failure to remove trash or items
- Unauthorized overtime
- Contract breaches
- Unapproved vendors or alcohol use

## **Tours & Viewings**

Tours are available by appointment only.