



GOOD ROOTS

PRIVATE
EVENTS
guide

PRIVATE EVENTS / INTIMATE WEDDINGS / PHOTO SHOOTS



THE SPACE



A message from the owners.

We've been overwhelmed by all the response and support from our community, including requests to spend more time in our space and an interest in experiencing life moments here — We've heard you. We are honored. And we are beyond thrilled to offer private events.

Thank you for considering hosting your celebration with us.

xo, Ashley & Lindsay



A GATHERING PLACE



When your guests arrive, they will be transplanted into a lush, comfortable, specially curated world – vintage rugs adorn the floors, striking artwork and mirrors line the walls, and our bold & inviting fireplace will make them feel right at home. As they journey to the back of the space, they'll be uprooted to an urban loft with 20 foot wood ceilings, exposed brick & contemporary light fixtures and the ever-involving plush display of houseplants – our goal is for your guests to experience a sensory overload in the best way; leaving little for you to invest in the décor department.

Every Good Event starts with Good Planning.

Our in-house Event Manager will work with you from conception to conclusion. She will guide you through the planning process to create the event you're envisioning – including vendors, timeline, layouts, design, and Day-of Coordination.

To assist with any outside vendor selection you may need, we have rounded up some of our local favs! Please note, you are not limited to our vendor list but we do have recommendations for those best suited for our space.

INCLUSIONS & AMENITIES

Your event rental includes all of the existing décor, including light fixtures, vintage rugs and textiles, furniture vignettes for lounging, and the ever-evolving houseplants and home décor pieces.

In order to set your desired ambiance we have added dimmers to almost every light fixture, old and new. Our sound system is connected to Spotify to easily play your specially curated event playlist.

Four custom built countertops can be left adorned with our décor pieces and plants or we can clear them to accommodate for serving areas, bars, dessert buffets, or gifts.

Ensuring your event is seamless from start to finish we include an experienced Event Manager to assist you through the planning process and perform Day-of Coordination in our rental rates.

Our team will have the venue setup in your desired layout and all in-house rentals in place for your event. We will be on-site to oversee any outside vendors that will be brought in as well as supervise their breakdown.

Your event rental will include the following:

All existing décor, including, but not limited to:

- ✦ An experienced Event Manager to assist you through the planning process and perform Day-of Coordination, to ensure your event is seamless from start to finish.
- ✦ Supervised Setup & Breakdown. Our team will have the space setup in the agreed upon layout and all in-house rentals in place. We will be on-site to oversee any outside vendors that are brought in e.g. Food/Beverage, additional rentals, etc.
- ✦ Opulent inventory of plants
- ✦ Vignettes of furniture for photo opps & lounging
- ✦ Sound System
- ✦ Complimentary WiFi
- ✦ Restroom with amenities basket
- ✦ Beverage Cooler for small items

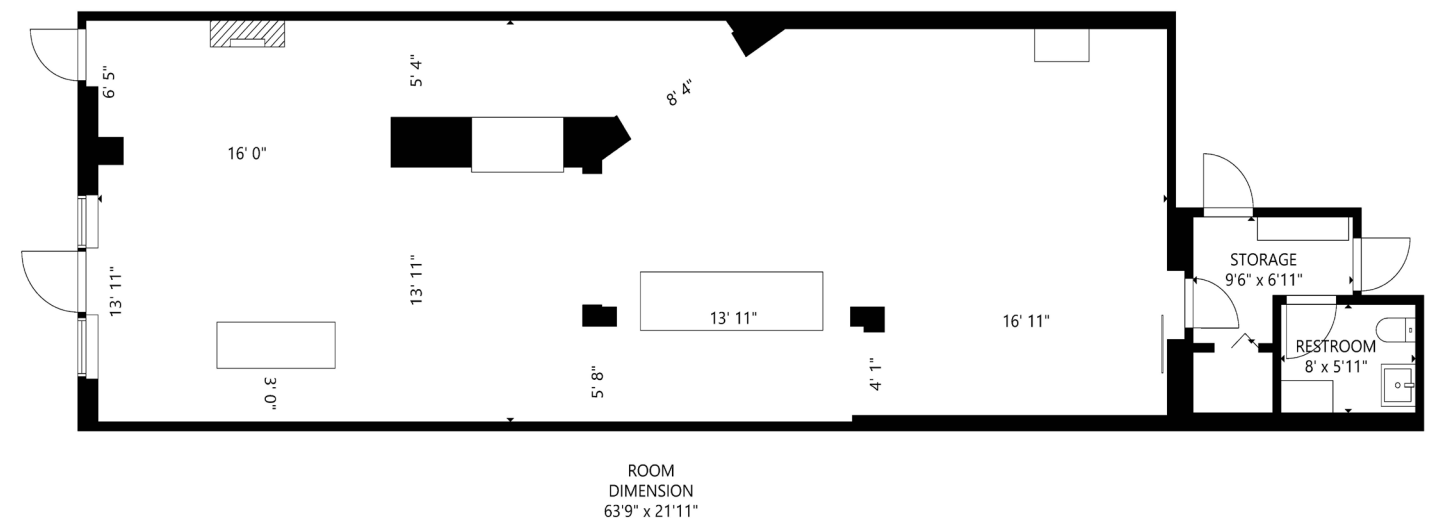
Things to note:

- ✦ Please note the décor is subject to change, with no guarantees of specific inventory — Only the current (the day of your event) supply is pledged.
- ✦ Three of the countertops are stationary; and while one is mobile, there will be a small removal fee.
- ✦ Any outside rentals must be setup/broken down by the client or the contracted vendor.



SPECIFICATIONS

- ✦ 1531 sq ft main space
- ✦ Capacity : 50 guests
- ✦ 10ft ceilings in front / 20ft in back



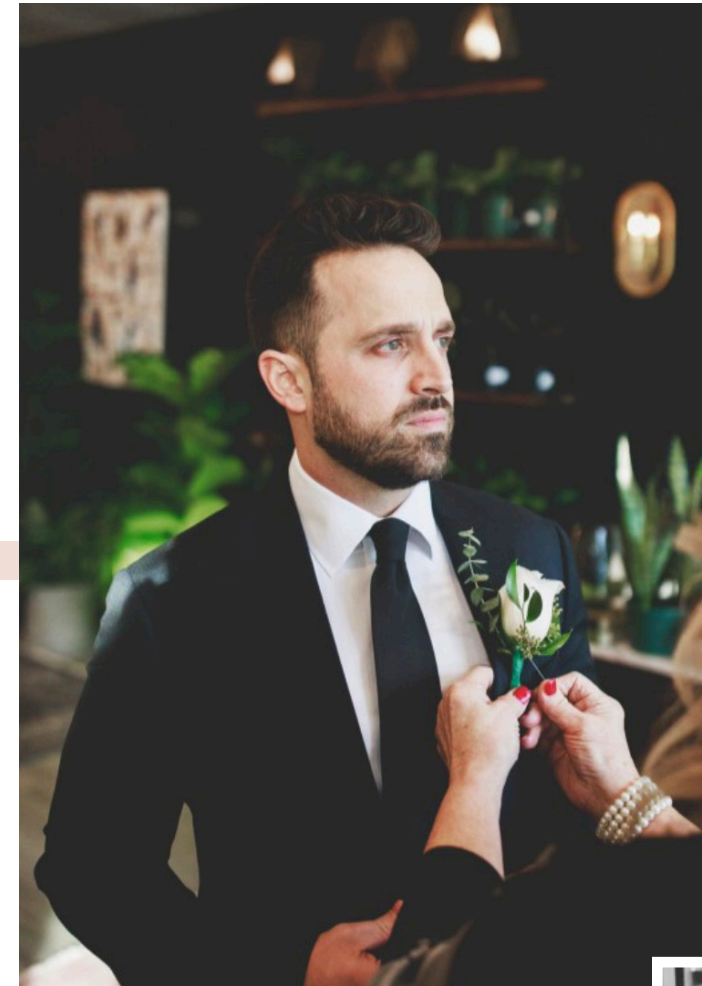


PRIVATE EVENT RATES

AVAILABLE DAYS	AVAILABLE TIME WINDOWS	RENTAL FEE
Thursday + Friday	6pm—midnight	\$1,500
Saturday	6pm—midnight	\$1,650
Sunday	3pm—midnight	\$1,250

Please note:

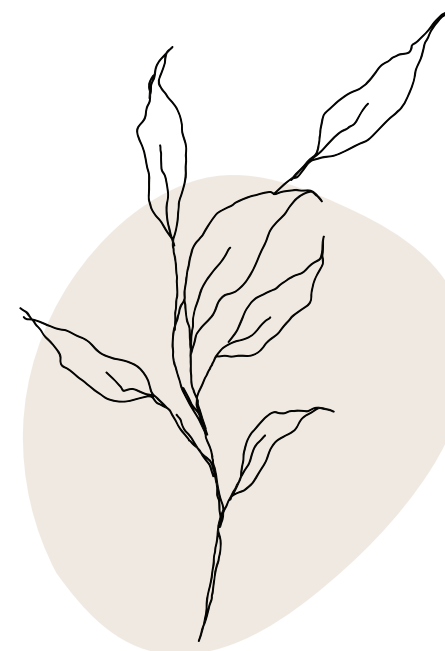
- ✦ All event rentals include up to 5.5 hours of event time, with setup and breakdown.
- ✦ Additional time is available for \$250/hour, up to 2 hours (available in 30 minute increments).
- ✦ REFUNDABLE Security deposit of \$1,000: We hope you and your guests rock the house down, enjoying the space and all the existing décor in place – But we do hold this refundable deposit in the event of any damages or broken goods. Your deposit will be refunded in full or you will receive a receipt of deductions within 48 hours after your event has concluded.



the vibe

Good Roots is best suited for intimate, cocktail-style events. Our availability for events is limited, but we have set such times to coincide with the vibe of our space.

We've incorporated inkier hues and natural elements into an instinctively airy ambiance – it's the perfect juxtaposition of bright and moody; offering the most ideal setting for intimate, late afternoon or evening events.



GOOD ROOTS

FAQ

✦ *How many guests can I have attend my event?*

To keep within our building capacity, the maximum headcount for your event is 50 guests. Depending on your type of event, our layouts may dictate and alter that number (i.e. for a Cocktail style (standing only) vs. a Seated event (whether dining/activity tables or theatre/ceremony seating).

**Please keep in mind that any outside vendors staying during the Event (i.e. Photographer, DJ, Wine Sommelier), do go towards the headcount/capacity.*

✦ *What are the Venue Fees?*

For use of Good Roots Event Space, your event is allotted a 5.5 hour window, which includes the time needed for any of your personal and/or outside vendor(s) setup/breakdown:

Thursday + Friday: \$1,500

Saturday: \$1,650

Sunday: \$1,250

A refundable security deposit of \$1,000 is due 24 hours prior to your event. The deposit will be refunded in full or you will receive a receipt of deductions within 48 hours after your event has concluded.

✦ *What is included in the rental fee?*

Pricing is for the space rental & included Coordination only, but please refer to our “Inclusions & Amenities” page. Any extra amenities that are not listed will either be available on our “Rentals” page and have set additional charge(s); or for inventory we don’t carry/services we do not perform, may be supplied by an outside vendor of your choice (our recommendations are listed for your convenience on our “Preferred Vendors” page.)

✦ *What is the payment schedule?*

Upon booking, a 50% deposit is due to hold the space for your date. The remaining balance is due 5 business days prior to your event. If needed, a post-event invoice will be issued for any changes made or items added after the final invoice has been paid. Payment for post-event charges is due upon receipt.

✦ *What is the Cancellation Policy?*

We have a 48 hour cancellation policy. Trust us, we understand things happen.

If you need to cancel your event for any reason, you may do so within 48 hours of your event.

We will keep your initial deposit that held the space and refund any additional amount you have paid.

✦ *Do we need insurance to host our wedding at Good Roots?*

Yes, insurance is required for all weddings and can be easily obtained online via Wedsure or Wedsafe.

✦ *Can we host a Rehearsal at Good Roots the night before our Wedding?*

Rehearsals are not implicit; they are subject to availability and can be booked up to two weeks in advance with the Event Manager, and there is a \$250/hour fee.

✦ *Do you have a dressing room on-site?*

While do have a restroom, it will be used by all guests; we do not have private changing accommodations. So we recommend getting ready at an off-site location of your choice, and when you show up all ready for your event, Good Roots will be too.

✦ *Do you have any outdoor spaces?*

We do not have a formal affiliated outdoor space – guests are welcome to step outside the front entrance for fresh air, but the mood is so good inside, we’re guessing you’ll be back in a flash!

✦ *Where do my guests park?*

There are a few spaces in front of our entrance, a public parking lot across the street, and street parking is accessible within walking distance to the venue.

✦ *Do you offer Coat/Bag Check?*

We have Coat/Bag racks + hangers that can be rented for a self-serve.

✦ *Can I come in for a tour of the space?*

Absolutely, we encourage it. You’re welcome to come in any time during normal business hours to see the space, shop, etc. But to get any event information, see layout or rental options, etc. you must schedule a formal tour with our Event Manager - simply fill out the Private Event Inquiry Form and we’ll be in touch shortly.

✦ *When can we access the space on the day of our Event?*

Event space access begins with your allotted time window.

✦ *When do we have to be out of the space?*

All wedding rentals include one hour for tear down/load out. Please note this timing is based on the contracted guest departure time/event end time. All floral & décor brought in and personal belongings must be removed at the conclusion of your wedding/event.

✦ *What is your open flame policy?*

We are 100% pro-candle

✦ *Can we bring in our own DJ or play our own music?*

Our sound system is accessible and included – Client is responsible for handling own music/device. We do allow DJs; they must comply just as any other outside vendor; and do consider they go towards capacity headcount & the space required for equipment.

✦ *Will Good Roots set up our flowers & décor?*

Good Roots is not responsible for set up, breakdown and/or disposal of any outside items brought in. Prior arrangements must be made with your florist or any outside vendors to coordinate set up, transition, and removal.

Due to the space restrictions of our dumpsters, all floral, décor, hardgoods, signage, installations, boxes, personal items, etc. must be removed from the space at the conclusion of your event.

*****IMPORTANT*** No glitter, confetti, confetti guns or cannons—NO exceptions**

CREDIT CARD AUTHORIZATION FORM

Please complete all fields and return to lindsaylipari@shopgoodroots.com

By signing this form I authorize GOOD ROOTS to process and debit my account for \$_____.

Payment reference: _____

Card Type:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover	Other: _____
Cardholder Name (as shown on card):	_____				
Card Number:	_____				
Expiration Date (MM/YY):	_____				
CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX):	_____				
Billing Address:	_____ _____ _____				

CARDHOLDER SIGNATURE: _____ DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form. This payment authorization is for the amount indicated above only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company. I understand that the payment is non-refundable.

GOOD ROOTS

PRIVATE EVENTS & WEDDING VENUE CONTRACT

This contract is made effective as of _____ (date) by and between GOOD ROOTS and _____ (CLIENTS).

The CLIENTS represent that they desire to hold a private event or wedding on _____ (date) at GOOD ROOTS and agree to pay the rental fee set at \$_____. This fee includes the space only. Therefore, the parties agree as follows:

1. VENUE RENTAL FEE(S):

- The CLIENT(S) or REPRESENTATIVE(S) OF THE CLIENT(S), agree to pay an initial non-refundable DEPOSIT of 50% in the amount of \$_____. This payment serves to hold the venue for the specified date of the private event or wedding and is payable at time of contract signature.
- The remaining balance, a payment of \$_____ is owed to GOOD ROOTS by the CLIENT(S) or REPRESENTATIVE(S) OF THE CLIENT(S) no later than 5 days before the scheduled private event or wedding. This payment along with the DEPOSIT, guarantees use of facilities from _____PM to _____PM on the agreed upon date. All festivities must be done by 11:30PM to allow time for clean-up and departure by 12AM.
- If Food and/or Beverages of any kind are served, a \$25.00 cleaning fee will apply and be added to the remaining balance. If the event surpasses the agreed upon time window, an additional fee of \$250.00/hour will be invoiced to the CLIENTS and due within 24 hours.
- A refundable Damage Deposit of \$1,000.00 (to be paid by separate check or money order) is due up to 24 hours prior to the event, and is returnable to CLIENT(S) or REPRESENTATIVE(S) OF CLIENT(S) up to 48 hours after the event has concluded and the property has been inspected for any potential damage from the private event or wedding. If any damages or broken goods are found, GOOD ROOTS will submit an itemized receipt of deductions from the refundable deposit.

2. DATE CHANGES:

In the event the CLIENT(S) is forced to change the date of the private event or wedding, every effort will be made by GOOD ROOTS to transfer reservations to support the new date. The CLIENT(S) agrees that in the event of a date change, any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the CLIENT(S). The CLIENT(S) further understands that last minute changes can impact the quality of the event and that GOOD ROOTS is not responsible for these compromises in quality.

GOOD ROOTS

CONTACT US

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