

FAQS

WHAT YOU NEED TO KNOW BEFORE YOUR EVENT.

- **Where do my guests park?**
 - There are limited spots available in the gravel lot we share with Bearded Iris, limited street parking and multiple paid lots around the building off of Van Buren and Taylor Street.
- **What is provided with my rental?**
 - A mix of soft seating to accommodate up to 50-55 guests.
 - Access to our in-house AV system
 - Use of our wet bar area
 - 2 – 6' tables
 - Use of Projector
 - 2500 SF of venue space with use of back patio area
 - Ambient Philips Hue Smart lighting
- **Do I need to hire a planner?**
 - Yes, for weddings specifically we require a licensed and insured wedding planner. Our venue coordinators are purely there to answer venue related questions and are not event planners. Your event planner cannot be a family friend.
- **Can I hire any vendors that I want?**
 - We do have an open vendor policy, but we do require that all vendors are licensed and insured.
- **Do I need to hire a bartender?**
 - Yes, any alcohol served must be served by one of our required bartending services. We will provide contact information for these companies.
- **What AV equipment is available?**
 - We have an in-house sound system, projector and 3 wired Shure SM58 mics available for use.
- **Can I load in earlier or load out later for my event?**
 - Load in and load out must be completed within your booked event times. If you need to book additional time, this can be done by reaching out to the Venue Director. Additional time based on availability.
- **Do you have a list of preferred vendors?**
 - Yes, we are happy to share our preferred vendor list upon booking your event with us.
- **Are there any additional fees?**
 - We require a \$500 refundable damage deposit for each event hosted at The Event Space.
 - For events that are serving alcohol and/or have 100 guests or more, we require security that will be added to your event contract at \$65/hr (4hr min). If you wish to provide your own security, they will need to be licensed and insured and documents must be provided at least 2 weeks prior to event date.
 - 3% credit card service fee. ACH is available at no additional cost.

