



FAQS

WHAT YOU NEED TO KNOW BEFORE YOUR EVENT

- **Where do my guests park?**
 - Rideshare is encouraged.
 - 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.
 - There are also multiple lots surrounding the building that are available for daily buyouts.
- **What is provided with my rental?**
 - A mix of soft seating to accommodate up to 50-55 guests.
 - Additional tables and chairs
 - Standard black linens available
 - Private green room suite
 - 105 SQFT catering prep room
 - Access to our in-house AV system
 - Use of our wet bar area
 - Use of Projector
 - 2,800 SQFT 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 a licensed and insured bartending service.
- **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 \$60/hr (4hr min).
 - 3% credit card service fee. ACH or check is available at no additional cost.