



# FAQ for LOOM Facilities Rentals

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*Thank you so much for considering LOOM as you are planning your future event! Below are frequently asked questions that will assist you in making your venue decisions and with planning your function. (PLEASE CONSULT WITH MANAGEMENT ON ANY APPLICABLE SOCIAL DISTANCING GUIDELINES)*

## **I hear you have lots of space options! What are the spaces this venue has to offer, when are they available and how large are they?**

- The Gallery@LOOM (120 Academy St.) is a 1400 SF modern, upscale, art filled, multipurpose environment used for meetings, classes, and celebrations of all types. It can accommodate 100 max (mingling or seating only). The Gallery is available weekday evenings (after 6:00pm) and weekends. An additional expansion area can be rented to accommodate a separate buffet, lounge or vendor area. Capacity varies based on layout, activities and any current distancing guidelines.
- The Studios@LOOM contains three main spaces. These are available any day/evening, 7 days/week based on availability. Capacity varies based on layout, activities and any current distancing guidelines:
  - The Studio is a 730 SF multipurpose meeting space, great for great for classes, off-site retreats, celebrations, and children's events. Also a fully outfitted dance/exercise studio, the space contains non-slip resilient flooring, mirrored wall, barre, large screen TV, a space for check-in and bench seating.
  - The Workshop is a 400 SF (plus adjacent galley) flexible, bright, open, casual space perfect for interactive meetings, family gatherings, kid's events, art classes, trade shows, etc. Often combined with The Studio for larger events.
  - The Training Room is a 300 SF acoustically and visibly private, flexible space great for meetings and classes and as a professional "war room". Fully furnished with big screen, lots of markerboard space, covered mirror wall, and ergonomic seating. Maximum seating for 12 conference style.
- Meeting Rooms - We offer 4 private meeting rooms with professional furnishings and technology, including a fully equipped podcast studio. These seat 2 to 6 people.
- Capacity of each space may vary based on use, layout, furnishings and activities. We recommend calling to discuss your specific uses so that we may make suggestions about the most appropriate space. See space flyers for sample floor plans!

## **What other spaces are included in my rental? What spaces can be added?**

- Within each building, there are the essential spaces to support your event; restrooms, water fountains, coat/supply space, a breakroom/prep area and outdoor recreational areas.
- Breakout rooms and extended outdoor spaces are also options. Full Studio building can be rented at a discounted rate.

## **What IS included in rental fees that is typically extra at other venues?**

- High speed, reliable wi-fi
- Presentation equipment (large flat screen TVs, marker boards, podiums)
- Essential furnishings setup so when you arrive, you can concentrate on your food and décor details
- Inclusion of rental public events on LOOM social media listings

## **What is NOT included in rental (but available for rent)?**

- Black table linens and room dividers
- Projector & screen, Karaoke machine/speakers, mics, photography backdrop and umbrellas
- Additional specialized furnishings, based on availability
- Extended event promotional assistance via our many social media networks as well as on local calendars and event listings

## **I don't have an event planner but need help with deciding how to use the space. Can you help?**

- Yes! We have a certified interior designer and dozens of sample plans to help you envision options for your event layout.
- Once you visit and reserve the space, we will discuss your needs, number in attendance, etc., and you will be provided with a suggested custom layout for your use in planning.
- We can also make recommendations for an independent event planner if you require additional planning assistance.

## **Do I have to rent the space for an entire day or a minimum number of hours?**

- No! You can rent most of our spaces for as little as one hour and we allow rentals in half hour increments. Rental hours must include your continuous hours of building access (i.e.: set up and breakdown times).

## **Can I rent a space each month or each week for my business or organization?**

- That would be wonderful! To help your business or organization grow, we have created a Community Partner program which provides reoccurring renters with substantial hourly discounts on all spaces, priority bookings, expanded promotional assistance, web presence, facility signage and other perks!

**What kind of events do you allow in your facility? Is the space suitable for children's events?**

- The entire Studio building is perfect for active, educational and arts events for all ages!
- The Gallery is meant for adult oriented professional, social and community events. Although for public and family events children may be present, they are required to be under direct adult supervision while in the facility.
- All kinds! We do require that events be ethical and do not involve nudity or vulgar speech.
- Faith based meetings are welcome based on management approval, as this is a Christian owned and run community.

**Is plenty of free parking available?**

- Yes! There are more than 35 spots in our lot and 35 additional spots on an adjacent street. There are convenient municipal lots and 2 church lots available at the corner. Renters are made aware if simultaneous downtown events are taking place.

**What are the hourly rates for standard rentals? Any discounts or guarantees? How can you be so economical?**

- The Gallery = \$100/hr. The adjacent expansion space (for buffet or other uses) = \$20/hr.
- The Studio = \$60/hr, The Workshop = \$40/hr, The Training Room = \$40/hr
- Private Meeting Rooms, The Podcast Studio/Media Lab, Consultation Room & Phone Room are available. Meeting room reservations can be made for \$15/hour during workday hours (8-5) or \$20/hour evenings (after 5pm) and weekends. Podcast studio use is \$20/hour during workday hours (8-5) or \$25/hour evenings (after 5pm) and weekends.
- Rental rates are fully transparent and do not increase with peak seasons and holidays. Credit card processing fees apply. Day pass members can use the meeting room for up to 2 hours but cannot make advanced reservations.
- We offer discounts for non-profits, full and multi-day rentals, and whole building events.
- We want our guests to feel welcome at LOOM and treat it as their own. Rental rates are kept low due to the expectation that renters treat the facility with respect, leaving it in as good a condition as it was found, as you would your own home.

**Do I have to use particular caterers or other vendors when I plan an event at LOOM?**

- Absolutely not! We understand being smart with your budget. There is no required vendor list and you are welcome to bring in your own food! We can certainly give recommendations of vendors who have worked closely with us and we always prefer to use local, Fort Mill vendors if possible. Outside vendors must submit license/insurance documents.

**Can I serve alcohol? Are DJ's allowed?**

- Yes! You can serve or BYOB at an event, but you cannot sell alcohol unless you have an appropriate license.
- DJs and bands are allowed but loud music must be over by 11pm in the Gallery and 12am in the Studio.

**If I need more specialized or additional furnishings, can those be rented from an outside vendor?**

- Yes! You are welcome to utilize outside rentals, but all items must be delivered and picked up during the rental time frame.

**When can I have access to the space?**

- We use a smartphone door access app to give building access. Hourly rental fees are based on the entire and continuous block of time you access the space, so you should include your set up and clean up times in your planning and budget.

**Can I decorate inside? Outside?**

- Yes! We provide guidelines for protecting the furnishings, surfaces and art but we encourage you to be creative!

**We live out of town and we can't visit the space in person. How can you help with planning?**

- If you are considering The Gallery@LOOM, we have a wonderful virtual tour available on our website.
- If you provide us with the type of event being planned, space(s) of interest (Gallery, Studio, Workshop), preferred date(s) and times, and number of attendees anticipated, etc. and we will send you more detailed venue information, some representative layouts, and even take you on a personal video tour!

**How do I hold the space? Is there a deposit? Is it refundable? Any other reservation fees?**

- When you visit, we can "pencil you in" our calendar for up to one week. After that, a \$100 deposit and contract are required to hold the space. Half of the deposit (\$50) is retained unless it is an event which does not serve food.
- Bookings made less than 2 weeks in advance of event may incur a late booking fee.

**I LOVE IT! ... How do I make it official?**

- It's easy! If you decide to utilize any of our spaces, let us know and you will be provided a detailed contract for your review.
- Within one week of receipt, you will need to return the signed contract and submit the deposit (online or in person).

Questions? Want to check availability or take a tour? Give us a call at 803-548-5666 or email [loominfo@loomcoworking.com](mailto:loominfo@loomcoworking.com)