



Corporate Meeting Rentals

Please note this is a template and will be turned into something more decorative

THE SPACE

- Flexible indoor space for meetings & trainings
- Ample complimentary parking
- Handicap accessible

EQUIPMENT

- Tables and chairs
- Wi-Fi
- Indoor sound system
- Event manager and security
- Consultations with venue manager to plan catering and event logistics
- Custom room layout diagram
- Setup and breakdown of tables and chairs

RENTAL FEES

Rental period includes time for event setup, the arrival through departure of guests and breakdown. You may select any 12-hour time frame for your rental hours; however, the rental period must conclude by 12 am.

- Monday – Thursday (7am – 4pm) - \$200 per hour (Min 2 hours)
- Monday – Thursday (6pm – 11pm) - \$2,000 for 5 hours
- Friday – (4pm – 12am) - \$3,000, with a 10-hour max.
- Saturday – (7am – 12am) - \$4,500, with a 10-hour max.
- Sunday – (7am – 12am) - \$4,000, with a 10-hour max.

*Venue rental rate does not include food, beverage, catering staff, operational charge and sales tax. Pricing is subject to change until under contract. For Holiday Rentals add an additional \$1,000 (Thanksgiving, Christmas, New Year's).

*Early Morning/After Hours Fee is \$150 per hour and upon the approval of the venue manager at least 30 days prior to the event.

ENHANCEMENTS

To simplify planning and customize your experience, we can enhance your package with the following items.

- Up lighting: To Be Determined
- Coat Check Attendant: \$150/per staff

- Room Flip/Change Fee \$500
- Base Linen Package

Ask About: Using our outdoor parking area to host private events.

CATERING / PROFESSIONALS

Caterers are responsible for leaving the facility in the same condition as when they arrived prior to the event. All trash, recyclables, food, beverages, and equipment must be removed immediately following the event.

Any liquor service, which includes beer and wine, requires an ABC permit and liquor liability coverage. If your caterer does not provide bar services, please let us know as we can recommend bar service.

Caterers NOT on the Preferred Caterers list must be approved by management and a \$350 fee will be charged. Caterers must also supply license and insurance information 30 days prior to event.

Preferred Caterers Consist of:

<p>PAINTED PLATE CATERING 336-230-2433 paintedplate.com</p>	<p>1618 CATERING 336-327-3246 1618concepts.com</p>
<p>CULINARY VISIONS CATERING 336-632-0550 culinaryvisions.com</p>	<p>THE BLISSFUL PALETTE 336-520-0121 theblissfulpalette.com</p>
<p>CRAFTED – The Art of the Taco 336-273-0030 eatatcrafted.com</p>	<p>THYME 2 CATER 336-686-7888 thyme2cater.com</p>

Contracted professionals are welcome to provide other goods and services. We are happy to provide a list of preferred professionals upon request.

OUT OF TOWN ATTENDEES

If your event will feature some out of town attendees or your guests may need a room to stay at we can create complimentary room blocks at any hotel you request at no additional charge. Some of the nearby hotels are:

- Biltmore
- Westin – Coming Soon!
- Downtown Greensboro Marriott

RESERVING YOUR DATE

When can I visit the space?

Due to our active event calendar, all tours and meetings must to be scheduled in advance. Meetings are typically scheduled on Tuesday, Thursday, Friday, and occasional Saturdays depending on availability. Please email or call to setup a convenient time.

May I get a custom quote for my event?

We are happy to prepare a custom proposal to reflect your event needs. Our detailed proposal will provide an estimate of venue rental, food, beverage, rentals, catering staff, operational charge, and sales tax to give you a starting point of overall costs.

As you make final decisions throughout the planning process, we will keep you up to date with revised quotes, so you know where your costs are allocated.

How do I reserve my date?

1. Return the signed contract
2. Submit a nonrefundable first payment of 50% of rental fee.
3. Submit a credit card authorization form

What is the payment schedule?

- To reserve your date, submit a nonrefundable first payment of 50% of rental fee. This payment will apply to the final bill.
- The balance of the final Total Due must be paid 7 days prior to the Event Date.

Payments are accepted by cash, check and credit card.

When is the final guest count due?

The final guaranteed guest count, seating plan and event details are due 14 days prior to the Event Date and is not subject to reduction.