



350 WALLACE CENTER

Questions & Answers

WHAT IS THE CAPACITY?

Guest capacity may vary depending on the requested event set-up. The space can accommodate up to 100 guests. Requests for table seating, buffet, band set-up, dance floor, etc. will limit the capacity.

WHAT CAN THE SPACE BE USED FOR?

350 Wallace Center is ideal for small, intimate gatherings. Events that are easily accommodated include: corporate meetings/training, bridal shows, baby showers, small wedding ceremonies/receptions, birthday parties, religious gatherings, musical/arts performances, videotaping and much more.

HOW MUCH DOES IT COST TO RENT OUT THE SPACE?

Rates may vary based upon times and season of requests. Depending on services requested, a rental typically ranges from \$300 to \$2,400.

WHAT IS INCLUDED IN THAT COST?

- Use of upper level of event space, kitchen and restrooms
- Five 60-inch round banquet tables
- 40 folding guest chairs

WHAT ADDITIONAL SERVICES CAN I REQUEST?

- Additional tables/chairs
- Table linen
- Use of lower level of event space
- PA system and microphones
- PowerPoint projector

IS THERE ON-SITE PARKING?

350 Wallace Center has fifteen (15) on-site parking spaces. Additional parking is available at no additional charge at 341 Wallace Rd.

WHAT IS YOUR SMOKING POLICY?

Smoking is not permitted at the 350 Wallace Center. Any smoking must be at least 25 feet from the building entrance and should take place in your (or your guests') vehicles. There are no approved ash trays or receptacles on site for cigarettes. Please do not litter the premises with refuse.

CAN I BRING IN MY OWN ALCOHOL?

Yes, you can provide your own alcohol as long as it is given to your guest for free. If you are charging for alcohol it must be served by a caterer licensed to serve alcohol.

CAN I BRING IN AN OUTSIDE CATERER?

Yes. 350 Wallace Center does not provide catering. Caterers will have full use of the kitchen space and will be required to set up and break down within your designated rented area and time. It is important to note that the kitchen is production space and is to be used for final food presentation, plating and bussing only.

ARE THERE ANY RESTRICTIONS FOR MY EVENT?

Yes. Use of the event space by you and your guests is limited to only the space reserved. Unauthorized use of additional space may result in additional charges. Use of the space is also restricted to the purpose for which it was rented. No unlawful activities are permitted in the space.

WHEN CAN I TOUR THE VENUE?

You may browse pictures of the event space on the FaceBook page: <https://www.facebook.com/350Wallace>. The space may be toured by appointment only. Contact our Sales Team today at events@ataproerty.com or by calling (615) 724-0124 to request a tour:

WHAT IS REQUIRED TO RESERVE/BOOK THE SPACE?

You may place a temporary hold on the event space for no more than 24 hours. After 24 hours, if a deposit is not made, the space may be rented to another interested party. An event is booked when a rental agreement is signed, the 50% deposit is paid, and the credit card authorization form is complete.