

FAQ for LOOM Facilities Rentals rev. 2/24



Thank you so much for considering LOOM as you plan your future event! Below are frequently asked questions to assist you in choosing your venue and planning your event.

I hear you have lots of options! What types of spaces does LOOM have to offer? What kind of events do you allow? When are they available?

- **The Gallery@LOOM** (120 Academy St.) is a 1400 SF modern, upscale, art filled, multipurpose environment used for adult oriented professional, social and community events and celebrations (for public and family events children may be present however, they are required to be under direct adult supervision while in the facility). The Gallery is available weekday evenings (after 6:00 pm) and on weekends. An additional expansion area can be rented for larger events to accommodate a separate buffet, prep space, lounge or vendor area.
- **The Studios@LOOM** (118 Academy St.) is perfect for business, active, arts and educational events for all ages! The building contains three main spaces that are available any day/evening, 7 days/week based on availability. The spaces are perfect for corporate meetings and gatherings of all types and appropriate for both adult and youth events (Youth events must be after 5pm Monday - Friday or on the weekends).
 - **The Studio** is a 730 SF multipurpose meeting space, great for classes, off-site retreats and celebrations. It is fully outfitted with mobile furniture, bench seating, large screen mobile TV and a separate front door entrance for check-in.
 - **The Workshop**, plus adjacent galley, is a 350 SF flexible, bright, open, casual space, perfect for interactive meetings, family gatherings, art classes, trade shows, etc.
 - **The Training Room** is a 250 SF private, flexible, fully furnished, acoustically sound space, with big screen TV and ample marker board space. Great for meetings, classes, or as a "war room".
 - The Workshop and Training Room are often combined with the Studio for larger events. These may not be available for individual rental during peak times.
- **Small Meeting Rooms** - More intimate, private spaces with professional furnishings and technology, including a fully equipped podcast studio.
- **Capacity** of each space may vary based on use, layout, furnishings, activities, and current local ordinances. We recommend calling us to discuss your specific uses so that we may make suggestions about the most appropriate space to meet your needs. See flyers on our website's *MEETINGS and EVENTS* page for floor plans and photos!
- **Availability** - All Saturday daytime events in the Gallery and Studio must be over by 4pm to accommodate for evening event setup. Evening events are scheduled as early as 5:30pm. This does not apply to full day events booked for 7 hours or more. Weekday and Sunday events scheduled based on availability of multi-use spaces.
- Faith based meetings/services are welcome based on management approval. We are a Christian owned community.

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

*The following rates for event space rentals take effect on **March 1, 2024**

- The Gallery@LOOM = \$140/hr. The adjacent catering expansion space = \$35/hr including room dividers
- The Studio space = \$80/hr, The Workshop = \$45/hr, Training Room = \$45/hr
- Private Meeting Rooms, the Podcast Studio/Media Lab, Consultation Room & Phone Room are available for hourly and repeat user rentals. Pricing ranges from \$20 to \$25 per hour.
- We offer discounts for non-profit organizations, full and multi-day rentals and multispace rentals.
- Bookings made less than 2 weeks' in advance of the event date may incur a late booking fee of \$50.
- Rental rates are fully transparent and do not increase with peak seasons and holidays. Credit card fees apply.
- We want our guests to feel welcome at LOOM and treat it as they would their own home. Rental rates are kept low due to the expectation that our renters treat the facility with respect, leaving it in as good a condition as it was found.

Do I have to rent the space for an entire day or a large block of hours?

- No! You can rent spaces for as little as two hours. We allow rentals in half hour increments. Fees are based on your continuous and total time of building access (*including setup/decorating and breakdown/cleanup times*).

What IS included in the rental fee that is typically extra at other venues?

- Essential furnishings and their setup so that when you arrive, you can concentrate on your food and décor details!
- High speed, reliable wi-fi plus presentation equipment. Large flat screen TVs & marker boards.
- For public events, inclusion on LOOM's Facebook event calendar (see also extended promo information below).

What is NOT included in rental, but available for rent?

- Black table linens
- Karaoke machine/speaker, microphones, photography backdrops and lighting equipment
- Additional specialized furnishings, based on availability
- Extended event promotional assistance via our extensive social media networks, calendars and event listings

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

- Within each building, there are essential spaces to support your event including restrooms, water fountains, breakroom/prep area, and outdoor spaces. Breakout rooms & extended outdoor spaces are also rental options.

Can I rent a space weekly or monthly for my business or organization?

- To help you grow, we have created a Community Partner Organization (CPOs) program which provides weekly/monthly recurring renters with discounts on all spaces, priority bookings, promotional assistance, web presence and other perks. Ask us for a quote!

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 with options for your event layout.
- Once a contract is signed, we will discuss your needs and will provide you with a custom layout for your use in planning.

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 and beverage! We can certainly give recommendations of great local 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 prior to the event.

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

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

Where are you located? Is sufficient free parking available?

- We are conveniently located in historic downtown Fort Mill, SC just 3 minutes from Exit #85 on I-77 at Kingsley, 10 minutes south of Ballantyne/Charlotte, NC and 5 minutes from Rock Hill, SC. We provide free parking within our parking lot with additional parking spaces on an adjacent street as well as convenient municipal parking and church lots within 1 block. Renters are informed if simultaneous events are taking place and when overflow parking is required.

Can I serve alcohol? Are DJs allowed? Can I decorate inside? Outside?

- Yes! You can serve or BYOB alcohol at an event. You cannot sell alcohol unless you have a town license.
- DJs and bands are permitted, however loud music must be over by 11pm in the Gallery and 12am in the Studio.
- Yes, you can decorate and we encourage you to be creative! Decorating guidelines will be provided to protect the furnishings, surfaces, and artwork.
- We do require that events be ethical and do not involve nudity, inappropriate activities or vulgar music.

When can I have access to the space? How is access provided?

- You will have access to the space according to your entire rental timeframe which includes setup & breakdown times.
- We use a user-friendly smartphone door access app for building access.

Can I get a tour of space? What if I can't visit the space in person?

- First, request information via the *SUBMIT EVENT INQUIRY* link on the events page of our website.
- In person or zoom tours of all the spaces are scheduled on weekdays from 7:30am-5:30pm. We will provide a link to schedule a tour.
- In person tours should include the renter and/or event planner only. No children under 12 should attend.
- An informative video tour as well as photos and floor plan options can also be provided upon request.

How do I hold the space? Is a deposit required? Can I request a contract to review?

- We can "pencil you in" for a few days prior to a tour and contract request, unless there is another interested party.
- A \$100 security deposit and signed contract are required to secure the space. Once secured, cancellation policies apply. Half of the deposit (\$50) is retained for planning/coordinating fee for after hour events.
- Interested renters can be supplied with a sample contract, furnishings inventory, etc. prior to official contract signing.

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

- It is easy! Simply submit your completed information via the *REQUEST PERSONALIZED CONTRACT* link on the Meetings and Events page of our website.
- We'll send you a digital contract for review and signing. Once complete, we will follow up with helpful planning info!

Questions? Want to check availability? Take a Tour? Call us at [803-548-5666 \(LOOM\)](tel:803-548-5666), email loominfo@loomcoworking.com or visit us online at www.loomcoworking.com to submit an Event Inquiry.