



## EVENTS AT 3 BADGE FIREHOUSE

### Capacity

*How many people can the venue accommodate?*

The venue can accommodate up to 75 people.

### Facilities

*What amenities does the venue offer, such as audiovisual equipment, catering services, parking, and accessibility for people with disabilities?*

We have a big screen TV for displaying graphics or video as well as a Sonos music system for playing music. 3 Badge does not offer any catering services; however, we will provide a list of our preferred vendors for you. We have a private parking lot that includes 11 spaces. All restrooms and event areas are accessible to people with disabilities. For groups larger than 30 we will provide a portable restroom.

### Cost

*What is the rental fee, and are there any additional costs or minimum spending requirements?*

10-30 people

The rental fee is \$500 per hour with a 3-hour minimum (\$1,500 minimum).

If \$250 of wine is purchased, that will offset the event fee up to \$250 (i.e. \$1,250 for 3 hours).

Gratuity is not included but appreciated.

A standard \$500.00 reservation security deposit is required and due with the signed contract. This non-refundable, non-transferable deposit is required to guarantee the event date and can be paid prior to the date of the event.

31-75 people

The rental fee is \$1000 per hour with a 3-hour minimum (\$3,000 minimum).

### 3 BADGE BEVERAGE CORPORATION

If \$500 of wine is purchased, that will offset the event fee up to \$500 (i.e. \$2,500 for 3 hours).

Gratuuity is not included but appreciated.

A standard \$1,000.00 reservation security deposit is required and due with the signed contract.

This non-refundable, non-transferable deposit is required to guarantee the event date and can be paid prior to the date of the event.

#### **Insurance and Permits**

*Does the venue require event insurance or specific permits?*

Yes, we require that event liability insurance be purchased that covers \$2 million. This can cost you between \$200 and \$230. We can provide a list of online vendors that provide event insurance so you can confirm a price.

#### **Layout**

*Can the space be configured to meet your event's needs, such as seating arrangements or specific room setups?*

All of the current furniture in our event space can be moved to allow for flexible room setups or seating arrangements.

#### **Cancellation Policy**

*What is the venue's policy in case you need to cancel or reschedule the event?*

We require a written cancellation notice 7 or more days prior to the event to avoid any additional fees outside of the non-refundable deposit.