

Thank you for your interest in booking SUITE 101 for your special occasion. Our **standard event packages** include:



4-hours, tables, tablecloths, and chairs to accommodate up to 100 guests.

In the event you require additional guest seating or additional hours see pricing below. In addition to your package cost, you may book additional hours for event related tasks such as planning sessions, rehearsals, or family/friend viewing, etc. at a rate of \$25/hr (Mon-Fri) and \$50/hr (Sat-Sun). Planning hours **cannot** be booked during prime weekend (evening) hours (Fri-Sun after 5p).

<i>Weekday Rate all day (Monday - Thursday)</i>	<i>Weekend Day Rate before 5p (Friday - Sunday)</i>	<i>Weekend Evening Rate after 5p (Friday - Sunday)</i>	<i>Additional Options & Pricing</i>
\$350 - 4 hours rental	\$450 - 4 hours (Sunday Only) \$550 - 4 hours rental \$650 - 6 hours rental	\$750 - 4 hours (Sunday Only) \$1,050 - 4 hours rental \$1,250 - 6 hours rental \$1,750 - 8 hours rental \$2,050 - 12-hours rental	\$100 each additional hour \$50 wedding rehearsal fee (1 hr) \$30 per hour - off duty officer (when alcohol is served)
<i>Pricing subject to change without notice during peak holiday or wedding season - Last Updated September 2017</i>			

Additional details about booking SUITE 101:

- **3,500 sqft** of open space to accommodate up to **150 guests**, concrete flooring, exposed ducts with cedar ceilings, **FREE Wi-Fi**, kitchenette with full fridge, sink, and prep counter.
- **Venue hours are 9a through 12a; all events must be over and shutdown NLT than 12a, with NO exceptions. Our max capacity for events is 150 guests due to limited parking around the facility.**
- Event packages include the following **options** for setup: **(10) 60'** and/or **(10) 72' round** or **(12) 6ft rectangle** tables, **150 black chairs**, and **tablecloths in black or white** (color linens available at an additional cost). **Additional equipment** is available per request and additional cost. Event setup assistance, **table & chair setup**, and post event cleaning. Decorating assistance is available for **an additional cost**.
- **Props** and other decorating **equipment** (throne chairs, stage, projector, mics, karaoke, etc.) are available for an additional cost.
- Additional **professional services** available - DJ, Bartender, Photographer, Catering, and Valet, by request.
- **Outside food** for up to 50 guests is allowed (light appetizers with no kitchen use). **Over 50 guests** require use of in-house caterings services (starting cost listed above). **Outside alcohol** for up to 50 guests is allowed, but **cannot** be sold on the premises under any circumstances. **Over 50 guests** require use of in-house bartender and/or wait staff.
- If your event cost totals, **more** than \$500 there is a **non-refundable deposit** of **(50%)** of the total amount required to reserve your booking. If your event total is **less** than \$500 the entire amount is required to reserve your booking. **Please be advised, until deposit is received AND confirmed the facility can and will be leased to other potential Lessees without prior notice.**
- The **entire balance** of your event must be paid in full no later than **10 days prior** to your event date. Cancellation **within 30 days** of your event is allowed, however, the **non-refundable deposit amount** will be retained for inconvenience.
- With the exception of table and chair setup, our staff **will not** provide any other setup or decorating assistance unless otherwise requested. Event planning, setup, and décor services are available for **an additional cost**.
- **Parking is VERY limited** around the venue. If feasible, please encourage your guests to **carpool** to your event.