

# The Event Space @ Simply Plated Café FAQs

## 1. What is included with an event space booking?

All bookings include the use of the following Inventory:

- Exclusive use of the event space
- Complementary Wi-Fi Access
- Free street and parking lot parking
- Use of up to 12- 60" round tables
- Use of up to 12- 8ft Banquet tables
- Chairs
- Onsite event staff member
- Table setup and teardown before and after event

## 2. How many people does your space hold?

- Seated event: 100 people
- Cocktail style event: up to 1750people

## 3. Is there a minimum number of hours required to book the space?

Yes, for bookings made Monday-Thursday it is required the space is booked for a minimum of two hours. For bookings made Friday after 4pm, Saturday and Sunday there is a minimum booking requirement of 5 hours.

## 4. What is required to book an event?

In order to book an event, we require a deposit of \$250 and a signed contract to reserve your event. If both items are not received, your event will not be confirmed on our calendar. We also required a completed and signed credit card authorization form for additional charges that may be incurred the day of the event.

## 5. When is my final payment due?

Final payment is due 2 14 days prior to your event. If final payment is not received at this time, your event will be canceled and removed from our calendar

## 6. Does my rental include setup and tear down time?

You will not receive additional setup and clean up time outside of the contracted rental time. If additional time is needed, an hourly fee of \$150 will be charged for every additional hour of time requested.

## 7. Are there rules with décor?

Yes. We do not allow glitter or confetti, no crazy string, no type of powder poppers, open flame candles, or items adhered to the walls or doors without prior approval.

## 8. What types of payments are accepted?

We accept all major credit and debit cards. We do not accept cash or money orders. If you need to provide a Purchase Order for payment processing, prior approval from the Simply Plated team is required.

## 9. Can I bring in my own catering?

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Since this event space is managed by Simply Plated, we require all onsite catering is provided by Simply Plated Catering. No outside catering vendors are allowed. If you are interested in providing catering for your event, please let us know and we will connect you with our catering sales team.

## **10. Can we bring in our own décor and rentals?**

Absolutely! We do require that all décor and event rentals are delivered and picked up on the same day as your scheduled event. The Simply Plated and the Lower Lights Christian Health Center teams are not responsible for any damage that occurs to any décor or rental items while on the property. Any items left on the premises outside of the contracted rental hours will be charged a \$75/day fee until items are removed.

## **11. What is the cancellation policy?**

All deposit payments are non-refundable. However, if cancellation is made within 14 days of your event, Simply Plated will reapply your deposit payment towards an event within the next 6 months.