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# Private Events FAQ

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## Capacity & Venue Details

### What is your capacity?

Your rental includes the 2000 sqft of indoor space and 6000 sqft of outdoor art park and adventure playground. We do not include the outdoor square footage in our rental capacity since its occupancy is weather-dependent:

- 150 indoor capacity (standing room/mingling)
- 90 (theater seating)
- 75 (table seating)

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## Pricing & Rental Structure

### How much does it cost?:

- Full rentals are available Monday-Sunday after 6 pm. 4-hour minimum on Fridays and Saturdays. \$250/hour
- Full "buy-out" rentals during our general business hours of 10 - 6 pm are \$300/hour
- Base pricing includes 2 staff for up to 75 total guests
- Additional fees may apply for over 75 guests so that we can staff your event appropriately
- Nonprofit/School Discount: 20% discount off of hourly rate.
- Groups under 50 have the option of renting Community Hall, rather than the full venue. Rates vary based on day and time. Renting Community Hall after-hours is only available Monday-Thursday. Friday-Sunday, it is only available between 10 - 6 pm
- Discounted week-day pricing may be available during slower months.

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## **Food & Alcohol**

### **Can we bring in our own food, catering, or book a food truck?:**

- You can bring your own, have it catered, or hire a food truck (we have several food trucks we work with often and can help with that communication if desired)
- You are also welcome to inquire about in-house catering options.

### **Can we bring in our own alcohol?:**

- No. Our liquor license restricts groups from bringing in alcohol
- We serve beer, wine, and simple cocktails. We can provide an open bar, ticketed bar, or cash bar as desired.
- We need advance notice on the number of people attending to staff and stock accordingly.
- Please inquire further if interested in "signature" cocktails.
- Nonprofit organizations can bring in donated alcohol. We must serve it and we cannot charge for it.

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## **Music, AV & Tech**

### **What are our music options?**

- We have a great sound system hooked up to a laptop with Spotify and internet access
- You may also hire a DJ or band
- One mic or hookup into our sound system is included. If there are additional sound needs there is a \$40/hour fee to cover the cost of a sound engineer.

## What other technology is available to us?

- PA and microphones
  - Projector and projection screen
  - If a band or DJ is using our equipment, you will be required to pay for the support of one of our contract sound engineers. This is a \$40/hour fee.
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## Staffing & Support

### How many staff will be working?

- Space comes with 2 staff members
  - Additional staff may be available for \$40/hr
  - Playground lifeguard or activity facilitator \$25/hour - Recommended for gatherings with over 30 kids
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## Parking & Arrival

### Where can people park?

- We have 35 spots in our lot.
- Overflow parking is available after-hours/weekends in the lot across Frontier Ave.
- Lots of street parking behind (Old Pearl Street)
- Folks can also park across Pearl Parkway near Black Lab Sports

### How early can we arrive to set up?

- You will get 30 mins of set-up time and 30 mins of clean-up time in addition to your rental duration.
  - If you require additional time, please consider a longer rental.
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## **Waivers**

### **Do guests need to sign a waiver?**

- Yes, we encourage everyone to play (even adults). Our insurance also requires that everyone over 18 must sign a waiver.
  - For first-time visitors, we strongly encourage you to share the waiver link in advance.
  - If folks have been here before, there is no need to sign again — their waiver is already on file!
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## **Deposits, Cancellations & Payment**

### **Do we pay a deposit and what is the cancellation policy?**

- You'll be asked to put down a \$250 deposit.
- You can change the date of your event up to 4 weeks before the event.
- Canceling or moving the event within less than 4 weeks will result in the loss of your deposit.

### **How do we pay the remaining balance?**

- You'll pay your remaining balance at the conclusion of your event along with a bar tab (if created).
- If you are unable to pay at your event, we will follow up with an invoice.