

# LEVENUE

## Frequently Asked Questions

1. How much is the rental?
  - The rental fee is \$100.00 per hour with a minimum of 2 hours.
2. Is there a deposit or cleaning fee?
  - We require a \$75.00 refundable security deposit and a \$75.00 cleaning fee.
3. Are tables and chairs included?
  - Round tables with your choice of black or white linens and chairs are provided for every rental.
4. What type of decorations are NOT allowed?
  - LeVenue wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. Only low tack tape is allowed on our floors and walls.
5. Are outside food and beverages allowed?
  - Yes! You are able to bring your own food and beverages. Alcoholic beverages are also allowed.
6. Is there a prep kitchen?
  - We have a prep kitchen for final food presentation, plating, and bussing. It is equipped with a refrigerator. There is also a bar to serve drinks.
7. Is there a speaker or TV?
  - Audio and video are included. We do have a television.
8. What is required to secure the event date?
  - In order to secure our venue we ask for you to complete our contract and pay \$150.00 for a cleaning fee and refundable security deposit.
9. What is the cancellation policy?

- If the event is canceled for any reason, you forfeit your deposit, but the remainder of your balance is not required.

10. How do I reserve a date?

- A date can be reserved with a \$150.00 deposit and a signed agreement.

11. Am I able to change the date of my event?

- If you need to reschedule your event, a \$25 fee will be deducted from the deposit in each instance the event date is changed.

12. Do I have to pay for the hours when I'll be decorating?

- With every event, we provide 1 hour of set up and 30 mins of wrap up time at no additional charge. This allows you to decorate and prepare before the event and have time to get the venue back in order before exiting the venue. Additional hours are available for an additional fee.

13. Is the venue available for photo shoots?

- Yes, for \$50.00 per hour you will have use of the full venue. A white backdrop with an 8ft stand, a 6ft table, and two chairs.

14. Do you decorate the venue?

- Event planning, decorating, and/or day of coordination are available for an additional fee. We'd be happy to discuss options with you.