



Event Studio

Capacity: 20-30 (table seating) / 30-40 (max) (table seating & standing)

What's Included in Rental:

- Event Facility Coordinator On-Site
- 4 Hour Event Time Minimum (**1 hour Set Up, 2-hour Event Time, 1-hour Breakdown/Clean up**)
- (6) 48" inches Round Tables (Seats 4-6)
- (8) 6ft Rectangular Tables (Seats 6-8)
- (4) High Top Tables (Cocktail Style)
- (50) Black Padded Folding Chair
- Free Wi-Fi
- Free Parking
- Kitchen On-Site (No Stove)
- Bluetooth enable Speaker for playing music on mobile device
- *Outside Catering/Food Welcome (**Client's Liability**)
- ***Linens & Event Design/Décor Setup, Catering & Bartending Service Packages available if needed.**

Event Rental Fees:

- **\$75 Refundable Security Deposit**
- \$500 4-6 hours Minimum| \$75 per additional hour
- \$300 (**Monday-Thursday only**) 4-hour Minimum| \$75 per additional hour
- \$600 (**Friday & Saturday Night Rate: Events Setup Starting after 6PM and Breakdown after 10PM**) 4- 6 hours Minimum| \$75 per additional hour ****Note: Latest Event End Time is 11PM****

In-House Table Linen Package:

- **\$185 Any Solid Color Standard Polyester Tablecloths**
- Package Includes: (6) Floor Length 48' inches Rounds, (4) 90x132 inches Full Length Rectangular Tables or (4) Additional Rounds, (4) Fitted/Black or Ivory High Top Tablecloths, Set Up & Breakdown of table linens only
- **Note: Other Specialty Linens available at additional cost, prices vary depending on style**

Event Studio continued.....

A La Carte Add On Décor Price Items available:

- **\$150** Specialty 8x10 Backdrop Setup for Photo Op, Guests of Honor or Specialty Table
- White/Ivory Chair Covers Rental & Setup/Breakdown Cost included (**\$1 per Chair**)
- Chair Covers with Theme Sash Setup/Breakdown Cost included (**\$1.50 per Chair**)
- Gold or Silver Charger Rental Setup/Breakdown Cost included (**\$.50 cents per Plate Charger**)
- Custom Design Balloon Garland starts at **\$25 per ft plus Delivery & Setup Fee (Average Balloon Garland with Backdrop is 6ft-10ft)**

Events Special:

- \$250 Includes 2 Hours Max of Event Space Usage (**Friday – Saturday only**) *Flat Rate with no additional hours

Other Fees/Services as needed:

- \$100 Refundable Security Deposit for 6+ hours
- \$150 On-Site Event Staff to assist with setting up your personal/purchased décor items before event begins, breakdown & cleaning at the conclusion of event. Therefore, you would not be responsible for any event cleaning after your event.
- \$100 Cleaning Service (**breakdown & cleaning at the conclusion of event**)
- Licensed Bartender required for all events where alcohol is being served. (**Bartender Service Fee: \$40 per hour with 4-Minimum**)
- **On-Site Security for events with alcohol is being served and night events, based on allocated time. (Event Security Service Fee: \$40 per hour with 4hour Minimum)**

Grand Event Room

Capacity: 30+-75 (table seating)/ 60-80 (max) (table seating & standing)

What's Included in Rental:

- Event Facility Coordinator On Site
- 4 Hour Event Time Minimum (**1 hour Set Up, 2-hour Event Time, 1-hour Breakdown/Clean up**)
- (6) 48" inches Round Tables (Seats 4-6)
- (8) 6ft Round Tables (Seats 6-8)
- (8) 6ft Rectangular Tables (Seats 6-8)
- (4) High Top Tables (Cocktail Style)
- (80) Banquet Style Chairs
- (50) Black Padded Folding Chair
- Free Wi-Fi
- Free Parking
- Kitchen On-Site (No Stove)
- Bluetooth enable Speaker for playing music on mobile device
- *Outside Catering/Food Welcome (**Client's Liability**)
- ***Linen & Event Design/Décor Setup, Catering & Bartending Service Packages available if needed.**

Rental Fees:

- \$75 Refundable Security Deposit
- \$600 4-6 hours Minimum/ \$75 per additional hour
- \$400 (**Monday-Thursday Only**) 4-hour Minimum |\$75 per additional hour
- \$700 (**Friday & Saturday Night Rate: Events Setup Starting after 6PM and Breakdown after 10PM**) 4- 6 hours Minimum| **\$75 per additional hour **Note: Latest Event End Time is 11PM****

In-House Table Linen Package:

- **\$200 Any Solid Color Standard Polyester Tablecloths**
- Package Includes: (8) Floor Length 60' inches Rounds, (4) 90x132 inches Floor Length Rectangular or (4) Additional Rounds, (4) Fitted/Black or Ivory High-Top Tablecloths, Set Up & Breakdown of table linens only

Note: Other Specialty Linens available at additional cost, prices vary depending on style

Events Special:

- \$300 Includes 2 Hours Max of Event Space Usage (**Friday-Saturday only**) ***Flat Rate with no additional hours**

A La Carte Add On Décor Price Items available:

- **\$150 Specialty 8x10 Backdrop Setup for Photo Op, Guests of Honor or Specialty Table**
- **White/Ivory Chair Covers Rental & Setup/Breakdown Cost included (\$1 per Chair)**
- **Chair Covers with Theme Sash Setup/Breakdown Cost included (\$1.50 per Chair)**
- **Gold or Silver Charger Rental Setup/Breakdown Cost included (\$.50 cents per Plate Charger)**
- **Custom Design Balloon Garland starts at \$25 per ft plus Delivery & Setup Fee (Average Balloon Garland with Backdrop is 8ft-10ft)**

Grand Room continued.....

Other Fees/Services as needed:

- \$100 Refundable Security Deposit for 6+ hours
- \$200 On-Site Event Staff to assist with setting up your personal/purchased décor items before event begins, breakdown & cleaning at the conclusion of event. Therefore, you would not be responsible for any event cleaning after your event. (***pricing for grand room only**)
- \$150 Cleaning Service (**breakdown & cleaning at the conclusion of event *pricing for grand room only**)
- Licensed Bartender required for all events where alcohol is being served. (**Bartender Service Fee: \$40 per hour with 4-Minimum**)
- **Full-Service Add-On Bar Package Available Cost: Starting at \$300 (For 50 Guests includes 4 Hour Bartending, all drink cups, napkins, straws, garnishes, ice, 2 specialty mixer drinks of choice)**
- **On-Site Security for events with alcohol is being served and night events, based on allocated time. (Event Security Service Fee: \$40 per hour with 4hour Minimum)**

Guidelines and Policies:

Cleaning:

- Please ensure that all items, decorations, food brought in the event space for event are clean up or returned to designate parties, all trash is removed and taken out to dumpster at end of event. Event Facility Coordinator will advise to client the location of trash dumpster outside building, all trash should be placed inside of dumpster.
- Kitchen and bathrooms must be returned to the way they were presented to you and in good standing. On-site event coordinator will determine before you leave if those areas are left in good standing and cleaned properly.
- Following the above guidelines determines whether you will be refunded your security deposit.

***Note: If you add the additional Event Cleaning Service or Event Staff Set Up & Breakdown Fee, you are still responsible for returning the event space back in reasonable cleanable conditions. Therefore, the Event Space should not be trashed. If the Event Space is left in unreasonable cleaning conditions, you are subject to losing your Refundable Security Deposit and charge an additional cleaning fee of \$75.**

Floors:

- Any food or decoration items that have dropped to the floor must be cleaned up. There is a broom and vacuum available if needed for excess items. This includes but is not limited to: cups, plates, napkins, serving ware, food particles & trash.

Prohibited Items:

- **Absolutely no confetti, confetti filled balloons, loose glitter, smoke machine at no times can be in the event space. If you are found with any of the above items, you will automatically lose your security deposit and subject to a fee of an additional fee of \$75**

Alcohol:

- Any events where alcohol is being served requires a licensed bartender that we provide at a fee of \$40 per hour for a minimum of 4-hours. If your event is held in the Grand Room, you are

required to have security when serving alcohol. The security fee is \$40 per hour for a minimum of 4-hours. Security must be on-site the entire duration alcohol is served.

Guest Capacity:

Event Studio:

- The maximum capacity for the Event studio is 40 guests. Any number above the capacity, you will be subject to a fine of \$75 and subject to losing your security deposit.

Grand Room:

- The maximum capacity for the Grand Room is 80 guests. Any number above the capacity, you will be subject to a fine of \$75 and subject to losing your security deposit.

Building Etiquette:

- During your event, you and your guest are only allowed to access the designated rented event space area, with exceptions to kitchen and bathrooms.
- Event host must maintain order of guest to ensure your event is contained in the designated areas.
- Keep in mind, this is a professional business building not a club and we must respect the space of other building tenants.

Contact Us Online at:

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