

FAQ'S



Q: WHAT IS THE DEPOSIT FOR THE VENUE AND WHEN IS THE REMAINDER DUE?

A: 50% deposit, remainder 50% due no later than three weeks before your event date.

Q: WHAT IS REQUIRED TO BOOK?

A: A signed contract by all parties, a 50% deposit, renter insurance and vendor insurance for each hired vendor is required to book the event space.

Q: WHICH METHODS OF PAYMENT DO YOU ACCEPT?

A: You'll receive an online portal with an invoice section where we offer online options for payments with ACH with no fee, or you can mail us a check with no fee (a mailed check must arrive no later than three weeks before your event date), or use a credit card via phone or online for a 4% fee.

Q: ARE THERE TAXES AND SERVICE FEES ON PRICING?

A: Yes, there is a 4% fee for credit card payments.

Q: SINCE MY RENTAL FEE IS SUPPORTING A CHARITY, IS IT TAX DEDUCTIBLE?

A: No. According to IRS guidelines, you cannot deduct contributions from which you benefit. However, 100% of your rental fee supports Outreach International and will be used to facilitate community-led development worldwide. Please consult a tax advisor for more information.

Q: WHAT IS THE MAXIMUM NUMBER OF GUESTS THE EVENT SPACE CAN ACCOMMODATE?

A: We have standing capacity for 120 people and seating capacity for 90.

Q: DOES THE VENUE PROVIDE TABLES AND CHAIRS?

A: We have four circular tables and three rectangular tables. Tables each comfortably seat six. We have 32 chairs that are included with the rental. If you need more chairs you need to rent them from a vendor. We do know a rental company we highly recommend should you need more than 32 chairs.

Q: DO YOU HELP WITH FLOOR PLANS AND LAYOUTS?

A: We wouldn't leave ya hangin'. Our event manager will help lay out the tables and chairs to best fit your needs.

Q: WILL YOUR STAFF BE ON SITE ALL DAY?

A: Yes. We will have a venue host on site on your event day. This includes but is not limited to: help managing vendor arrivals and departures, bathroom and trash clean-up and answers to any questions you may have throughout your event.

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Q: CAN WE GET READY AT THE VENUE? WHERE CAN WE STORE OUR STUFF?

A: We offer two great private suites for getting ready or storage during your event.

- Our first private suite is 365 sq ft, has more of a feminine touch with five getting ready mirrors with countertop, a sitting area, armoire for hanging clothing, a large floor mirror and multiple outlets.
- Our second private suite is 190 sq ft, with more of a masculine feel with a television, countertop and mirror, and a large garage door that opens into the alley for more hangout space.

Q: DO YOU HAVE A KITCHEN?

A: We've thought of all the details. We've got an open full kitchen in the back with space for a buffet line.

Q: CAN WE BRING IN OUR OWN FOOD OR ALCOHOL?

A: Yes, we do allow you to hire your favorite caterer or bartender, but have our referral list we prefer. Contact us for the list.

Q: DO YOU HAVE PREFERRED PROFESSIONALS YOU WORK WITH?

A: Absolutely. Ask us and we can get you our list of valued, trusted, fantastic professionals we love to work with. OI is not responsible for any vendor booked outside of the Outreach Event Space.

Q: CAN WE RENT THE SPACE FOR JUST 1-3 HOURS?

A: No, the minimum rental for our space is 4 hrs.

Q: DO YOU HAVE OTHER EVENTS BOOKED ON OUR DAY?

A: If you book the whole day, the whole day is all yours. If you only book four or five hours, we might have another event the same day, with time for a reset in between.

Q: WHAT TIME DO MY GUESTS AND VENDORS NEED TO LEAVE AFTER MY EVENT?

A: All guests, vendors and decor need to vacate by midnight on your event day.

Q: DO YOU HAVE A SOUND SYSTEM?

A: We have professional audio equipment for music and microphones.

Q: WE WANT TO SHOW A VIDEO. DO YOU HAVE A PROJECTOR?

A: Yes. We have two overhead projectors and screens. One on the north side of our space and another on the east side.

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Q: WHAT'S THE PARKING SITUATION?

A: We have three private spots directly behind our building and ample curbside parking throughout the surrounding neighborhood.

Q: DO YOU HAVE SECURITY ON SITE?

A: It depends! Based on the time and size of your event, we will assess security needs.

Q: HOW DO YOU ACCOMMODATE WHEELCHAIR OR SPECIAL NEEDS GUESTS?

A: We are a fully ADA-compliant facility (Americans with Disabilities Act) with a wheelchair ramp at our front entrance and a lift from our main event floor to the suites and kitchen.

Q: DO YOU HAVE ANY IN-HOUSE SERVICES?

A: We do! We offer an open air photo booth rental with options to upgrade to an Airstream, VW bus booth or an open trailer concept.

Q: ARE ANIMALS ALLOWED ON SITE?

A: At this time we do not allow animals on site unless they are certified service animals. If you want your fur baby (or feather or prickly baby, no judgement here) to join the party, let us know and we can discuss special accommodations.

STILL HAVE QUESTIONS? WE'RE HERE TO HELP!

Contact Jana at jana@outreachmail.org!