

FAQ for LOOM Facilities Rentals rev. 3-21



Thank you so much for considering LOOM as you are planning your future event!
Below are frequently asked questions that will assist you in making your venue decisions and with planning your event.

What kind of events do you allow in your facility? Is the space suitable for children's events?

- The **Gallery** is for adult oriented professional, social and community events (for public and family events children may be present however, they are required to be under direct adult supervision while in the facility).
- The entire **Studio** building is perfect for business, active, educational and arts events for all ages!
- Faith based meetings/services are welcome based on mgmt. approval. We are a Christian owned & run community.

I hear you have lots of options! What spaces does LOOM have to offer? How big are they? When are they available?

- **The Gallery@LOOM** (120 Academy St.) is a 1400 SF modern, upscale, art filled, multipurpose environment used for adult oriented meetings, classes, and celebrations of all types. The Gallery is available weekday evenings (after 6:00pm) and on weekends. An additional expansion area can be rented for larger events to accommodate a separate buffet, prep space, lounge or vendor area. Capacity varies based on layout, activities and current social distancing guidelines.
- **The Studios@LOOM** (118 Academy St.) contains three main spaces. These are available any day/evening, 7 days/week based on availability. The Spaces are perfect for meetings and gatherings of all types and appropriate for both adult, teen, and children's events. Capacity varies based on layout, activities, and current social distancing guidelines:
 - **The Studio** is a 730 SF multipurpose meeting space, great for classes, off-site retreats, celebrations, and children's events. It is also a fully outfitted dance/exercise studio, contains non-slip resilient flooring, mirrored wall, barre, bench seating, large screen mobile TV and a separate front door entrance for check-in.
 - **The Workshop**, plus adjacent galley, is a 400 SF flexible, bright, open, casual space, perfect for interactive meetings, family gatherings, kid's events, art classes, trade shows, etc.
 - **The Training Room** is a 300 SF private, flexible, fully furnished, acoustically sound space, with big screen TV, ample marker board space and coverable mirrored wall. Great for meetings, classes, or as a team "war room".
 - The Workshop and Training Room are often combined with the Studio for larger events. These may not be available for individual rental during peak times.
- **Meeting Rooms** - Private spaces with professional furnishings and tech, including a fully equipped podcast studio.
- **Capacity** of each space may vary based on use, layout, furnishings, and activities. We recommend calling us to discuss your specific uses so that we may make suggestions about the most appropriate space to meet your needs. See space flyers for each building on our website's "MEETINGS and EVENTS" page for sample floor plans and photos!

What are the hourly rates for standard rentals? Any discounts? How can you be so economical?

- The Gallery@LOOM = \$120/hr (2 hr minimum). The adjacent catering expansion space = \$30/hr including room dividers
- The Studio space = \$70/hr, The Workshop = \$40/hr, Training Room = \$40/hr (2 hr minimum).
- Private Meeting Rooms, the Podcast Studio/Media Lab, Consultation Room & Phone Room are available for hourly and repeat user rentals. Pricing ranges from \$15 to \$20 per hour.
- Bookings made less than 2 weeks' in advance of the event date may incur a late booking fee.
- Rental rates are fully transparent and do not increase with peak seasons and holidays. Credit card fees apply.
- We offer discounts for non-profit organizations, full and multi-day rentals and whole building rentals.
- We want our guests to feel welcome at LOOM and treat it as they would their own home. Rental rates are kept low due to the expectation that our renters treat the facility with respect, leaving it in as good a condition as it was found.

Do I have to rent the space for an entire day or a large block of hours?

- No! You can rent spaces for as little as two hours. We allow rentals in half hour increments. Fees are based on your continuous and total time of building access (*including setup/decorating and breakdown/cleanup times*).
- All Saturday daytime events in the Gallery and Studio should plan on being over by 4pm to accommodate for evening event setup. This does not apply to full day events lasting 7 hours or more.

Can I rent a space weekly or monthly for my business or organization?

- Yes! To help you grow, we have created a Community Partner program which provides reoccurring renters with substantial discounts on all spaces, priority bookings, expanded promotional assistance, web presence and other perks!

What other spaces are included in my rental? What spaces can be added?

- Within each building, there are essential spaces to support your event including restrooms, water fountains, a coat/supply space, breakroom/prep area and outdoor recreational areas.
- Breakout rooms & extended outdoor spaces are also rental options.
- The entire Studio building can be rented at a discounted rate.

What IS included in the rental fee that is typically extra at other venues?

- High speed, reliable wi-fi plus presentation equipment; large flat screen TVs, marker boards & podiums
- Essential furnishings and their setup ... when you arrive, you can concentrate on your food and décor details!
- For public events, inclusion on LOOM's Facebook event calendar (see extended promo info. below)

What is NOT included in rental, but available for rent?

- Black table linens
- Projector & screen, karaoke machine, speakers, mics, photography equipment, disco/party light
- Additional specialized furnishings, based on availability
- Extended event promotional assistance via our extensive social media networks, calendars and event listings

I don't have an event planner but need help with deciding how to use the space. Can you help?

- Yes! We have a certified interior designer and dozens of sample plans to help you envision options for your event layout.
- Once a contract is signed, we will discuss your needs and will provide you with a custom layout for your use in planning.

Do I have to use particular caterers or other vendors when I plan an event at LOOM?

- Absolutely not! We understand being smart with your budget. There is no required vendor list and you are welcome to bring in your own food! We can certainly give recommendations of vendors who have worked closely with us and we always prefer to use local, Fort Mill vendors if possible. Outside vendors must submit license/insurance documents

If I need more specialized or additional furnishings, can those be rented from an outside vendor?

- You are welcome to utilize outside rentals, but all items must be delivered and picked up during the rental time frame.

Where are you located? Is sufficient free parking available?

- We are conveniently located in historic downtown Fort Mill, SC just 3 minutes from Exit #85 on I-77 at Kingsley, 10 minutes south of Ballantyne/Charlotte, NC and 5 minutes from Rock Hill, SC.
- There are more than 35 parking spaces within our parking lot and 35 additional parking spaces on an adjacent street as well as convenient municipal parking lots and 2 church lots within 1 block. Renters are informed if simultaneous events are taking place.

Can I serve alcohol? Are DJ's allowed? Can I decorate inside? Outside?

- Yes! You can serve or BYOB alcohol at an event. You cannot sell alcohol unless you have an appropriate liquor license.
- DJs and bands are permitted, however loud music must be over by 11pm in the Gallery and 12am in the Studio.
- Yes, you can decorate and we encourage you to be creative! However, decorating guidelines will be provided to protect the furnishings, surfaces, and artwork.
- We do require that events be ethical and do not involve nudity, inappropriate activities or vulgar speech.

When can I have access to the space? How is access provided?

- You will have access to the space according to your entire rental timeframe which includes setup & breakdown times.
- We use a smartphone door access app for building access. Specifics are provided upon receipt of contract & deposit.

Can I get a tour of the space? What if I can't visit the space in person?

- In person tours of the Gallery building are scheduled on weekdays from 7:30-8:30am and 4:30-5:30pm.
- Zoom virtual tours of either building and in person Studio building tours are scheduled from 8:30am-4:30pm weekdays.
- In person tours should include the renter and/or event planner only. No children under 12 should attend.
- Request your tour preference via the "SUBMIT EVENT INQUIRY" link on the events page of our website.
- An informative virtual tour of the Gallery as well as photos and floor plan options can also be found on our website.

How do I hold the space? Is a deposit required? Can I request a contract to review?

- We can "pencil you in" our calendar for up to one week prior to contract signing or until another contract is secured.
- A \$100 security deposit and signed contract are required to secure the space. Once secured, cancellation policies apply. Half of the deposit (\$50) is retained if the event serves food.
- Interested renters can be supplied with a contract, furnishings inventory, and other information prior to official contract.

I LOVE IT! ... How do I make it official?

- It is easy! Simply submit your completed information via the "REQUEST PERSONALIZED CONTRACT" link on the Meetings and Events page of our website.
- We will then send you a digital contract for signing. Once completed, we will follow up with helpful planning information.

Questions? Want to check availability? Take a Tour? Call us at [803-548-5666](tel:803-548-5666) or email loominfo@loomcoworking.com

Visit us online at: www.loomcoworking.com

Address: 120 Academy Street, Fort Mill, SC 29715