

EVENT VENUE GUIDE

INTRODUCTION

Thank you for considering The Schoolhouse! Our venue is more than just the perfect location for local guests as well as those from out of town; it is the perfect combination of convenient amenities, Southern charm and exclusive privacy that will make your event less stressful and more memorable. The 3000 square foot venue easily accommodates up to 220 people for a standing cocktail style event or for a seated dinner. Whether you are hosting a large corporate event or an intimate personal function, The Schoolhouse's flexible approach will allow you to create exactly what you have in mind.

WHAT'S INSIDE?

Good question! We hope that you will find this document helpful as a printed reference for times when you may be offline. In addition to answers to our most frequently asked questions, you'll find a price sheet as well as a diagram which shows our floor-plan. Dimensions of our main spaces are included for your reference.

TOURS AND CONTACTS

We are available for tours during business hours, Monday-Friday 9:00 am–5:00 pm, as well as weekends depending on our event schedule. To schedule a tour or learn more about our venue, please email our Events Director, Vanina Meystre at eventspace@theschoolhousechs.com or call the office at 801.550.0280. **We look forward to assisting you with your event!**



EVENT VENUE RENTAL RATES

WEDDINGS/FULL CAMPUS

WEEKDAY	FRIDAY	SATURDAY	SUNDAY
9a-10a \$2300	9a - 11a \$3000	9a - 11a \$3750	9a - 8p \$1000

THE GREAT HALL

WEEKDAY	FRIDAY	SATURDAY	SUNDAY
9a-3p \$400	9a - 3p \$400	9a - 3p \$750	9a - 5p \$600
4p - 10p \$550	4p - 10p \$1125	4p - 11p \$1500	

THE MUSIC ROOM

WEEKDAY	FRIDAY	SATURDAY	SUNDAY
7a - 9a \$150	7a - 9a \$150	9a - 3p \$600	9a - 5p \$400
9a - 3p \$300	9a - 3p \$300	4p - 11p \$750	
4p - 10p \$400	4p - 11p \$750		

Note: Introductory prices are subject to change. Local noise ordinances require that events end at 10:00 pm Sunday through Thursday, and 11:00 pm on Friday and Saturday. Event breakdown must be complete within two hours following your event. Please contact us to determine a set-up time for your event.

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE TIME ALLOWANCES AND RESTRICTIONS FOR RENTING YOUR SPACE?

Our weekday (Monday–Thursday) daytime rate includes the use of the venue from 9:00 am–5:00 pm. Please note that the commercial kitchen is not available Monday through Thursday during the day. Weekday evening rates include use of the kitchen space and venue from 4:00 pm with use of the kitchen beginning at 5:00 pm. Local noise ordinances require that events end at 10:00 pm Sunday through Thursday, and 11:00 pm on Friday and Saturday. Event breakdown must be complete within two hours following your event. Please contact us to determine a set-up time for your event.

WHAT NUMBER OF GUESTS ARE ALLOWED?

Great Hall rates are based on events for up to 220 guests while our Lounge/Conference rates are based on a maximum of 70 guests.

WHAT DATES ARE PEAK AND OFF SEASON?

Peak Season runs March through June and September through December. Our off season includes the months of January, February, July and August.

WHAT DEPOSITS ARE REQUIRED, AND ARE THEY REFUNDABLE?

We require 50% of your rental rate and a \$500 damage deposit to be paid 30 days prior to your event. Your damage deposit is completely refundable. Rental deposits are forfeited upon event cancellation.

WHAT IS INCLUDED OR NOT INCLUDED IN YOUR PRICES?

The outdoor space including parking for roughly 70 vehicles (additional parking available at Ackerman Park) and the potential for tented events is included along with your indoor space of choice. Use of the kitchen is intended for prep and storage only; please call us directly if your caterer requires use of the space for cooking purposes. Prices do not include tables, chairs, linens, dishes, flatware, glassware, etc. Please contact us if you would like help coordinating the rental of these items.

IS IT POSSIBLE TO SUPPLY MY OWN ALCOHOL?

While we cannot allow outside alcohol, we are happy to assist you in choosing a package that suits your needs through our preferred vendor, King Street Beverage Company.

FREQUENTLY ASKED QUESTIONS

IS A PLANNER OR COORDINATOR REQUIRED FOR ALL EVENTS?

All weddings and large scale events require a planner or coordinator who is not a guest at your event to act as the main point of contact between your party and The Schoolhouse. (Smaller non-wedding functions may not require a planner or coordinator depending on the size and scope of your event. Please contact us directly for more information.) This individual will be responsible for set-up and break-down of your event, and act as liaison between us and any third-party rental companies including entertainment. At the conclusion of the event, The Schoolhouse venue manager will conduct a final walk through with your planner or coordinator to assess any possible damages that may have occurred during the event and/or any excessive clean up that may be necessary.

IS OUTSIDE ENTERTAINMENT ALLOWED?

Yes. All outside entertainment will need to be approved by our Events Director prior to your event.

WHAT DECORATIONS ARE ALLOWED, AND ARE THERE ANY RESTRICTIONS?

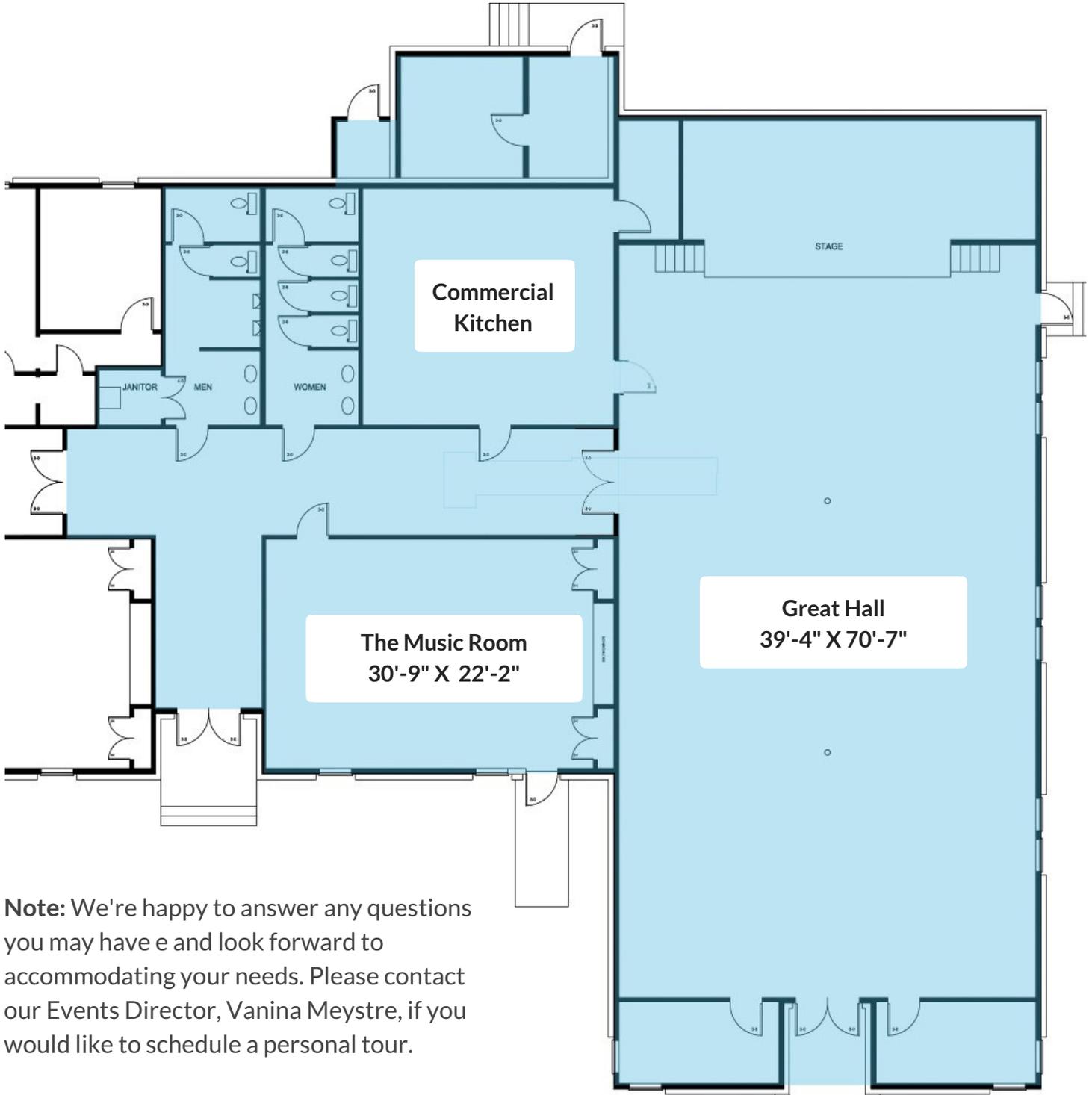
While we do love to see creative decorations at our events, we do have a few rules. For safety reasons, all candles must be in containers. We do not allow the throwing of rice, birdseed, confetti, glitter or similar items, although flower petals are acceptable provided they are removed completely. We ask that you do not affix anything to the walls or to the building itself, and require that all decorations must be removed entirely following your event.

I'M INTERESTED IN THE SCHOOLHOUSE; WHAT NOW?

Please email us at eventspace@theschoolhousechs.com or call our Events Director at 801.550.0280 to schedule a visit or to learn more. We look forward to assisting you with your event!

THE SCHOOLHOUSE

FLOOR-PLANS AND DIMENSIONS



Note: We're happy to answer any questions you may have and look forward to accommodating your needs. Please contact our Events Director, Vanina Meystre, if you would like to schedule a personal tour.