



### Frequently Asked Questions:

How do I book events at 701 Whaley? Call or email 701 staff to check availability of the date and room(s) you want to book. If available, a contract will be sent to you. Upon return of a signed, completed contract and the required deposit, the room(s) are officially secured. Contracts are due back within 2 weeks of receipt. The deposit amount is 25% of the total rental amount or \$500, whichever is greater.

How can I pay for my deposit or subsequent payments? 701 accepts cash (exact change), checks and money orders. Please make checks payable to *701 Whaley, LLC*.

How long is the rental period? The rental period runs from 10am to 12am for events occurring Monday through Saturday, and 12pm to 12am on Sundays.

Does a rental at 701 include wedding planning services, catering, bartending services, decorations, special lighting, audio/visual services, etc.? A rental with 701 is only for the use of the space, which also includes a set number of chairs and tables (please see the rate sheet). Any planning services, catering, bartending, decorating, lighting, rentals, televisions, projectors, screens, etc., will need to be contracted out by the Renter. 701 has a simple PA system within our Grand Hall that can be used for announcements, background music, etc., in that space. It should not be used for live music or DJ's. It includes the use of up to two wireless microphones and may be rented for your entire event for \$75.00.

Who is responsible for the set-up and breakdown of the rented room(s)? The Renter is responsible for both setting-up and breaking down their room(s). The Renter typically has the help of family, friends, wedding planners, full-service caterers, and/or other companies-for-hire.

Are trashcans provided? 701 provides trashcans and liners. Your planner, catering company, etc., can decide where you would like to place these receptacles during your event. At the end of your event, all trash must be removed from the building and placed *in* the dumpster in the rear of the parking lot. After emptied, we ask that all trashcans be returned to the catering room.

Does 701 supply linens for tables? 701 does not provide linens. You will need to either rent or purchase these items for your event.

Is event security provided? 701 requires the hiring of security personnel for some types of events. If it is deemed necessary by 701, the Renter will be notified prior to the contract being signed. If not required by 701, but requested by the Renter, our staff can help handle logistics. 701 utilizes off-duty officers. Private security companies are also available. We are happy to help work with you on any of your security concerns.

Can I have a band or DJ at 701? Bands and DJ's are allowed. However, because of our location and because we have residential lofts in our building, music in the Olympia Room (upstairs) and in the Market must end by 11:30pm and music in the Grand Hall and Granby Room (downstairs) must end by midnight. If having live music or DJ's in the Market, the garage doors must be closed at 10pm to comply with neighborhood noise ordinances.

Do you have a full kitchen for catering purposes? 701 does not have a full kitchen. We do have a catering room located downstairs in the main building. This prep area includes tables for staging and has sinks, but does not include stoves/ovens, refrigeration, or an ice maker.

Where will my guests park? 701 has several designated parking areas for your guests which are marked with 701 signage:

- A paved lot next to the main building.
- A gravel lot next to the Market Building (The Radius parking lot - available for event parking unless there is a church event, in which case a "Church Parking Only" sign will be in place).
- Parking is available across the street from 701 on the Wayne Street side of the building. This parking runs all the way down the length of Pacific Park to the wooden fence and back out to Whaley Street.
- Some surrounding streets allow for on-street parking.
- Local valet parking companies are very familiar with our Venue + Art Gallery and can accommodate all of your event's parking and transportation needs.

\*\*Please see our parking map for all parking options and consider distributing this to your guests.

Are there any hotels close to 701 Whaley? 701 is located close to many nice hotels. We are a proud member of the Congaree Vista Guild and help anchor the Vista's south side. The Vista is the largest of Columbia's three hospitality districts, followed by Main Street and Five Points. Between the surrounding Congaree Vista and our Main Street District, you should be able to accommodate all of your out-of-town guests. Please see our "Vendor Suggestions List" for a current list of available accommodations closest to the venue.