

Frequently Asked Questions

What's the venue square footage?

Approximately 2,000 square feet.

What is the cost?

We charge \$125.00 per hour, with a four-hour minimum rental. You may book your event for up to 8 hours total, which must end before 10:00 p.m.

Do you have to get event insurance to rent the space?

Yes, you are required to purchase a one-time policy to cover any injury of your guests or any loss/damage to the venue and its assets. This is a common requirement of venues. Here are two websites that offer such insurance:

- <https://www.progressive.com/special-event-insurance/>
- <https://www.nationwide.com/general-liability-special-events-hb.jsp>

Can we bring our own food?

You can bring your own prepared food or hire the caterer of your choice. You may use our gas cooktop and baking oven to heat food and we also have a microwave oven.

Can we bring our own drinks?

Yes, you can bring in your own beverages, including alcohol, providing you do not sell any drinks or serve any alcohol to minors.

What's included in the basic rental?

Parking, trash and small recycling, SONOS audio system with two portable speakers, Wi-Fi, and a loading dock and prep area for caterers and other vendors.

What add-ons do you offer to the basic rental?

For additional fees, you may rent pieces from our curated vintage collections, such as tableware, serving ware, barware, décor, chairs, etc. We can also set up and/or style your event.

What about smoking?

No smoking of tobacco or cannabis is allowed anywhere inside the building or on the grounds. Violations to this policy will result in additional fees.

How do I book the venue?

Please schedule an appointment for a tour: plankandpearl@gmail.com, so we can discuss your proposed date and time, and go over the event details. You may also download our Venue Rental Agreement by closing this pop-up window and returning to Rent Our Venue.

When is payment due if I decide to rent the venue?

After signing the agreement, we will collect a non-refundable credit card payment of 50% to hold your space. The final 50% is due 48 hours prior to the event.

What about setup and cleanup of our event?

A: The hours you book must include your setup and cleanup time. If you go beyond the ending time of your booking, you'll be charged for that time. You must leave the venue as you found it, removing all food, drink, decorations, serving items, and personal belongings, and large trash items. If you're hiring a full-service caterer, you can work out those details with the catering staff.

Will you have staff at our event?

A: Yes, at least one Plank & Pearl staff member will be available to help and answer questions throughout your event. She/he will greet you when you arrive and be onsite until the end of your rental.