



SUGAR SPACE ARTS WAREHOUSE

is the ideal location for arts and community related events, classes, meetings, receptions, exhibits, etc. Located minutes from downtown, we provide an urban, yet private setting that makes our venue the perfect space for a memorable event. Located in a quiet, mixed use neighborhood, the half acre site includes a converted 5,000 square foot warehouse/ mixed-use space. The setting has a vintage, industrial flavor with an artistic flair. We are committed to making your special day a success.

ARTS WAREHOUSE

FAQ'S

PLANNING YOUR EVENT

When can I visit Sugar Space Arts Warehouse to view the event spaces?

We offer site visits to view our venue Monday-Friday between 9 a.m. - 5 p.m. Please contact us to set up an appointment in advance and to check for venue availability.

River District Address:

132 South 800 West SLC, UT 84104
www.thesugarspace.com

Booking Contact:

Brittany Reese
P 801.558.3522 | admin@thesugarspace.com

What does the venue rental fee include ?

- 20 parking slots available on site. On street parking is available and TRAX is within walking distance (2.5 blocks). We also have partners in the area to work with for shared/ overflow parking and can arrange for for a shuttle from a lot at cost.
- One venue staff person /on site grounds caretaker.
- One hour of cleaning per room rented is included in the venue rental. If facility is excessively dirty, an extra cleaning charge of \$50/hour will be charged back to the client.
- Three tables (to be used for items such as registry table, gift display area, portrait display area including two easels.)

Is Sugar Space Arts Warehouse ADA accessible?

Yes.

Do I need to rent sound equipment ?

Should the need for amplified sound arise, renters of Sugar Space Arts Warehouse provides a house system to plug into to play from ipod, cd, and/or computer or for your dj and/or musician. Renters are required to use our house system to plug into as opposed to bringing in an outside system.

What décor is not allowed ?

Confetti, rice, glitter, open flames/candles. and bubbles are not allowed in Sugar Space Arts Warehouse. Bubbles are acceptable outside.

Do you have any other vendor requirements?

Sugar Space Arts Warehouse has a preferred Vendor List with recommended vendors for all of your additional event elements. These vendors are encouraged, as they are familiar with Sugar Space Arts Warehouse, but not required.

Design Services

We work closely with Lundon Street Design who can assist with table and linen rentals, centerpieces, overall design concept, furniture and more. They offer all Sugar Space clients a free 30 minute design consult if they are interested in learning about what they can offer to your event. Please inquire if you would like to arrange for a consult.

Sample Pricing:

60" table rental (seats 8) - \$8.00

Black or white linens for table - \$12.00 Other colors available upon request.

Chair rental \$1.50 and up per chair

Basic Centerpieces - \$12 and up



Technical Equipment

Projectors, podiums, microphones, theatrical lighting, staging and more are available upon request. Please contact us for a pricing list.

Other Services

Sugar Space offers online ticketing services for events and performances as well as marketing services through our newsletter and other sources. Please contact us for more information.

Responsibility

The customer is responsible for his/her guests. Sugar Space Arts Warehouse reserves the right to remove persons from premises that management considers objectionable without any responsibility to the customer. The customer assumes responsibility for the loss, theft or damage of items or merchandise in the building or the building structure during or following an event.

Liability

Sugar Space Arts Warehouse will not assume responsibility for the loss, theft or damage of items or merchandise left in the building or vehicles during or following any event. Sugar Space Arts Warehouse is not responsible for damage or loss of vehicles during or following an event.

RESERVATIONS AND PAYMENT

Do you offer any discounts ?

We offer discounts to non-profit organizations and offer a limited number of need based rental packages per year (based on an application process). Lastly, we often run specials on last-minute bookings or dates opened due to last minute cancellations. Please inquire.

When are the Contract, Deposit and Final Payment due?

When you are ready to reserve a date and venue, we will send your contract via email. We require the signed contract and a 25% deposit to hold the date. Remainder of the rental fee is due within two weeks of the event. The contract and payment can be returned via email, fax, mail or in person.

We accept payment by check or credit card (if credit card, there is a service charge to cover merchant fees). We will include a credit card authorization form you can fill out when we send you your contract. Checks should be made payable to "Sugar Space".

For events over \$500, we charge a 3% service fee if credit card is used to cover merchant fee costs.

We collect the remaining fees two weeks before the event. We also collect payment for event add-ons at that time.

Any changes made up to the start of the event will be collected before the event begins.

What are your policies for cancellation or changing a date ?

Deposits are non-refundable but may be applied to another date to be used within one year. Only one date transfer per event is allowed.

Access

Should a change in set-up, tear down or rental time from the original setup be requested on the day of a function, a labor charge will be assessed.

Sugar Space Arts Warehouse cannot store items prior to your event and will not be responsible for any items left behind. When using Sugar Space Arts Warehouse, please inform those helping to clean up which items belong to Sugar Space Arts Warehouse so these items are not accidentally placed with your things.

WEDDINGS

How much does a wedding at Sugar Space Arts Warehouse cost ?

Sugar Space Arts Warehouse offers flexibility to all budgets as there are no food or beverage minimums. Additional add-on fees for décor items and extra rental time are optional. All other fees are coordinated separately as add-ons through us, through caterers and through the additional vendors of your choice. We cannot provide specific quotes for the caterers and vendors. Vendor flexibility provides you the opportunity to choose your price point for various wedding elements. For example, you can make your own centerpieces, play music from an ipod, or have a friend take pictures for you. Because we do not offer packages, we cannot tell you the total amount you will spend on your wedding at Sugar Space Arts Warehouse. However, the great news is that you decide how much you spend. Sugar Space Arts Warehouse, our caterers, and our preferred vendors can accommodate weddings for every budget, no matter what your vision is.



Is there a different cost for ceremonies or receptions ?

Rental fees remain the same whether you hold a ceremony only, reception only, or ceremony and reception in your venue.

When will the final walk-through occur ?

Sugar Space Arts Warehouse requests that a final walk-through take place with you, your event coordinator, and your caterer (if applicable) no less than 7 days before your event date. We collect all vendor and set-up information at this time, to ensure efficiency the day of the event. Please contact your caterer and event coordinator to schedule the specific time of this appointment. If you prefer, these meetings can also take place over the phone.

Will Sugar Space Arts Warehouse lead the rehearsal? When will it be held?

One hour rehearsals are provided complimentary and run by your event coordinator. Rehearsals are scheduled on a first come, first serve basis, based on availability.

Do you offer dressing rooms for the wedding couple?

Dressing rooms are provided complimentary for the wedding couple, based on availability. The rooms can be accessed 2 hours prior to the event start time and are available until the end of the event. Earlier access to the dressing rooms can be purchased upon request.

Am I required to have both a ceremony and reception ?

Sugar Space Arts Warehouse is not affiliated with any religion. You may have a ceremony only, reception only, or both. We welcome wedding ceremonies, commitment ceremonies, same-sex ceremonies, and receptions for any couples.

What will Sugar Space Arts Warehouse do to help plan our wedding ?

- Sugar Space Arts Warehouse facilitates the site visits, contracts and payment for your event. We are available for any questions relating to caterers and vendors throughout the entire planning process.
- Attend the final walk through to ensure we are aware of all event elements.
- Attend the wedding rehearsal.
- Work with event coordinator, caterers and vendors prior to the event.



Am I required to have a wedding planner ? What will the wedding planner coordinate?

We encourage you to have a wedding planner and/or day-of coordinator for your event. While wedding planners are not required, a day-of contact is required, in case Sugar Space Arts Warehouse needs to contact someone regarding your event.

The wedding planner or day-of contact will be responsible for all of the small details on your special day, from organizing the place cards, setting out the favors, paying your vendors, and loading gifts into your car, to making sure your dress is bustled, your grand entrance goes off without a hitch, and your guest book is signed by everyone.

A wedding planner is highly recommended to alleviate stress by helping to plan all the details, saving you money through vendor connections, setting your mind at ease on the wedding day knowing that you are in good hands, and coordinating every aspect of your event from your rehearsal dinner to the last dance.

Sugar Space can provide event coordination services. They are billed at \$17/staff member per hour. Estimates for your event can be provided upon request.

Do you have any requirements for the cake ?

You can use any licensed bakery for the cake.

Do you have any photography requirements ?

You are welcome to take pictures anywhere in Sugar Space Arts Warehouse the day of your event. We do request that you respect other outside guests who may or may not be on the premises. We love photos. Please feel free to share your photos with us after your event.

Do you require insurance ?

Renters are required to provide their own insurance for events with a bar and weddings.

A certificate of insurance from the Renter's insurance company naming Sugar Space as an additional insured party must be provided to Sugar Space Center for the Arts at least 2 weeks prior to the event. Such a certificate must be issued at no additional cost to Sugar Space.

The letter agreement executed by the User must contain a provision to indemnify Sugar Space. The User's insurance company shall state Sugar Space Center for the Arts will be held harmless with respect to any liability arising out of or relating from use of Sugar Space Center for the Arts facilities.

To obtain the insurance listed above, we recommend contacting your homeowner's insurance, as they typically do not charge additional. If you do not have homeowner's insurance, we recommend obtaining the insurance through a company called WedSafe at www.wedsafe.com for approx. \$175 or through our insurance agency TRUSTCO.

RENTAL INFORMATION

Procedure Policies

- It is the responsibility of the renter to leave the spaces clean and in the condition they found it unless they have paid for sugar space staff to take care of this.
- Set-up and breakdown must be done within the allotted time of the studio rental.
- Exact use of the space must be explained to management. Sugar Space management reserves the right to determine the appropriateness of the events that take place within the space. Sugar Space reserves the right to cancel for any reason.
- No items may be stored in Sugar Space without prior permission outside of rental period.
- Sound, noise, activities and congregating outside must be maintained at a level that is not disruptive to our neighbors or other renters and is in accordance with the city noise ordinance. Sugar Space reserves the right to remove or ask for the removal of any objectionable person or persons. Sugar Space or its staff shall not be liable to the lessee for any damage that may be incurred by the Lessee through exercising of such a right.
- If a representative or group should violate any terms of the agreement, Sugar Space will have the right to terminate their occupancy immediately.
- Renters will be held responsible for any damages, extra cleaning fees or charges incurred at, on, before or after event. Sugar Space reserves the right to repair damaged property and bill the renter for the repair. Such reimbursement must be paid by renter within (30) days or receipt of the invoice from Sugar Space for such expense. If reimbursement is not paid by renter within (30) days of receipt of the invoice, renter will be responsible for any collection related fees incurred plus interest on the total sum owed.
- No property will be stored on Sugar Space premises.
- The lessee shall not promote or admit to the studio a larger number of persons than can safely and freely move about and will not exceed our occupancy level.
- Property and physical equipment of Sugar Space is not to be moved or removed without prior permission.
- Renter agrees to comply with all applicable municipal, provincial, and federal government laws and regulations, and assumes all liability for any claims against Sugar Space in violation thereof as a direct or indirect result of renter's use of the Sugar Space facility.

Insurance

Renter is responsible for his or her own insurance.

Failure of Services

Sugar Space shall not be liable for any damage, loss, compensation or claim by reason of inconvenience to Renter or any of its guests if the same is due to circumstances beyond the control of Sugar Space, including but not limited to (a) the failure of Sugar Space to supply water, gas or electricity; (b) the breakdown in or mechanical failure of the air conditioning, or heating equipment or any kitchen equipment; (c) the necessity to repair any portion of the building; (d) the interruption in the use or proposed use of the Premises for any reason; (e) acts of god; or (g) destruction of the Premises. If any issue as listed above shall happen prior to the event, Sugar Space will return deposit to renter.

Indemnification

Renter agrees to defend, indemnify and hold Sugar Space and its agents harmless from and against all liabilities, damages, claims, demands, actions, proceedings, costs and expenses asserted by a third party against Sugar Space arising directly or indirectly out of the renters use of Sugar Space's facility, including, but not limited to, bodily injury or death to any person or persons, damage to personal property of others, and or violations of local, state or federal laws.