



Frequently Asked Questions

GENERAL

What type of events can I host?

The venue is host to private birthday parties, bridal/baby showers, weddings, fundraisers, corporate banquets, conferences, fraternal banquets, tradeshow, and non-profit fundraisers. The Venue does **NOT** book ticketed concerts, sporting events, or foam parties.

NOTE: Fraternal events must provide a letter of approval from their collegiate sponsor/advisor.

What's included with the contract?

A list of complimentary equipment is included in the Event Services Menu. Extra benefits include complimentary private parking and freedom of choice in regard to catering, audio/visual, and decorating services.

When can we have access to the building?

Event Contracts start at 8:00 am and end at 12:00 am midnight. If the building is available the day prior to the event, Clients may enter from 3:00 pm to 10:00 pm to decorate at no additional charge. Clients wishing to stay past 12:00 am midnight may rent additional time at a rate of \$150 per hour up until 2:00 am.

Clients must vacate the building at end of contract which means all responsibilities – venue cleaning, decoration removal, equipment tear-down, trash removal, etc... - must be completed before end of contracted time.

Can we provide our own security?

The Venue maintains private security service staffed by off-duty licensed peace officers. Clients may contract additional outside security to supplement Venue security at their discretion and cost.

Can we waive the cleaning fee and do it ourselves?

The Venue maintains a private cleaning services team whose staff are experienced with the unique needs of our building and high expectations of our guests. The team thoroughly prepares the building before each client arrival cleaning and stocking bathrooms, scrubbing, sweeping, and moping floors, and more.

NOTE: Clients are still responsible for mopping/cleaning any spills during their event, setting and breaking down equipment, and removing trash from the building.



FOOD & BEVERAGE

What's your catering policy?

Clients are welcome to bring food from home or contract the caterer of their choice. Downtown 301 does not charge a catering fee, providing clients substantial savings.

Clients may browse our Platinum Vendors Webpage and submit a request for information. A current copy of our Vendor Resource List is available upon request.

What's your alcohol policy?

The Venue does not carry a TABC permit. This allows guests several service options:

- *BYOB Service* – Guests may bring their own beer and spirits for self service;
- *Hosted Bar Service* – The Client may bring beer and spirits and provide to guests at no charge;
- *Cash Bar Service* – The Client may provide beer and spirits or contract a caterer to provide such services with drinks purchased by guests.

NOTE: Venue Staff and Security strictly uphold federal, state, and local statutes and service guidelines. Cash bars must be conducted and supervised by a TABC licensed bartender.

TECHNICAL QUESTIONS

Is Internet service available?

The Venue offers complimentary wireless internet service. Hardwire internet access is not available.

Do you have any A/V service?

The Venue does not provide audio/visual service. A fixed screen is available in the 301 Salon. Clients may contract audio/visual service and equipment from the vendor of their choice.

Do you charge for electricity?

Clients may plug basic into any existing outlet free of charge. Outlets are basic XXX volt – Christmas lights, lamps, registers, household kitchen equipment, etc.. There are XX XXX volt outlets behind the master stage in the Main Ballroom.