

BOOKING DETAILS

How do I book the event space?

Complete a [booking inquiry](#). Confirm via email or phone when you are ready to book, and we'll send you everything you need via email (through [Square](#)) to secure your date. Please note that we cannot guarantee your booking until the following are completed:

1. Complete Credit Card Authorization (in case of damage or unpaid balance)
2. Sign Event Contract
3. Pay a 50% non-refundable deposit via invoice

Can I tour the event space before booking?

Absolutely. You can book a tour [here](#).

What does my event booking include?

- A 30-minute in-person or virtual planning meeting with event staff
- Email correspondence for event coordination and general inquiries
- A complimentary hour for setup/breakdown
 - [Wedding Packages](#) include set up and breakdown time so there is not a complimentary hour for setup or breakdown
- 40 wooden bistro chairs and 10 cafe tables
 - Additional furniture is available for rental
 - Our staff handles all furniture setup and breakdown
 - Furniture will be set up before your arrival and broken down after your event has ended
- Private retail shopping and 20% off purchases during the event for you and your guests

What is the cancellation policy?

Any cancellation must be made at least 30 days prior to your event date; Deposits are non-refundable but may be credited toward a rescheduled date.

Can I make changes to my reservation?

If you need to reschedule your booking, you may do so up to 30 days before your event. Please note that rescheduling is subject to the availability of the space. The booking is not refundable or transferable to another date if the request is made after the 30-day mark before the event.

Do I need to provide insurance for my event?

Yes, a personal general liability insurance policy is required for the entirety of the designated day of the event and is due to us at least 30 days prior to the event. This policy must include Bodily Injury and Property Damage Liability, Liquor Liability, & Assault and Battery Liability.

What is the credit card authorization used for?

The credit card on the authorization form will only be charged in the event of any unforeseen costs related to damage not covered under your insurance policy, theft or unauthorized event time.

PRICING AND PAYMENTS

What is the pricing structure for the event space?

(Note that this pricing does not apply to Wedding Packages.)

- 8 am - 10 am - \$150 per hour
- 10 am - 2 pm - \$250 per hour
- 2 pm - 6 pm - \$350 per hour
- 6 pm - 12 am - \$450 per hour

Are there conditions for my booking?

- There is a 3-hour minimum required for events booked after 4:00 pm
- Bookings must be made in full-hour increments
- Booking must start at the top of the hour

Are deposits required for booking?

Yes, a 50% non-refundable deposit is required to secure the date as stated above.

When is the final payment due?

The remaining balance is due no later than 30 days before your event. Any additional add-ons are due no later than 24 hours prior to the event. Any outstanding balances or damages will be charged to the credit card on file.

How do I pay my deposit and final balance?

We will send you an invoice through Square via email with a link that allows you to pay online. We also use Square to send the credit card authorization form and event contract.

Is this the same pricing structure for weddings or corporate events?

No, please see the wedding packages here and email us at events@propagatesac.com for a custom corporate booking.

Are there any additional fees or charges?

No, unless there is theft or damage to our space, furniture or products. Any additional charges will be for any additional services that you may request and are agreed upon.

What forms of payment are accepted?

Debit/credit card paid via Square.

VENUE DETAILS**What are the features and amenities of the venue?**

- Wifi
- Central AC and heat
- 2 sets of bathrooms
- 40 wooden bistro chairs and 10 cafe tables
- Sonos system and surround sound speakers
- ~1,500 sq ft of open event space with flexible setup options
- Exposed brick walls surrounding the space
- 13 ft open beam ceilings
- Elegant and dimmable light fixtures
- Rustic concrete flooring
- ADA accessibility and accommodations

What are the hours of availability?

- The Jungle Room and The Kitchen are available for rental from 8 am - 12 am every day of the week. The Plant Shop is available for rental after retail hours.

Are there different room options or layouts available?

- The Jungle Room is our primary event space which offers ~1,500 sq ft with flexible setup options. You may add the kitchen to your Jungle Room booking if you need additional space for food and beverages. The Plant Shop is available to book after retail hours.

Is there parking available for guests?

- Our building has a free parking lot, which has open parking on Saturday and Sunday. To access the parking lot, enter Improv Alley through 17th or 18th Street between I St and J St. There are also plenty of paid and unpaid street parking options. Please see the parking map [here](#).

What is the minimum capacity of the event space?

We've had gatherings as small as 15 people. The space can be set up to feel more intimate for smaller gatherings.

What is the maximum capacity of the event space?

- 80 - 100
- The Jungle room can accommodate up to 80 people seated, which leaves enough room for guests to easily navigate the space, with some standing room at the entrance near the food/bar area. However, there is not enough room for additional activities, like a photo booth or a large DJ setup, as the tables and seating occupy open space.
- If it's not a seated event, there is plenty of space for 80 people plus additional activities in the Jungle Room alone. If you are booking after retail hours, the Plant Shop can be added on to accommodate up to 100 people.

What are the alcohol policies?

Alcohol is allowed. Because your event is a private event, you do not need special licensing or hired bartenders. When bringing your own alcoholic beverages, we expect you and your guests to drink responsibly. We reserve the right to end your event if we subjectively feel that any guests are dangerously intoxicated. There is zero-tolerance for underage consumption, and we will immediately terminate your event should this happen. We also ask that you ensure safe transportation arrangements for all guests to prevent intoxicated individuals from driving.

Are there any restrictions on the types of events allowed?

Smoking of any kind is not allowed. We also reserve the right to decline booking events that do not align with our values.

What are the noise policies?

Music volume must be within reasonable limits, and all doors need to remain closed when music is playing. We reserve the right to turn down the volume of your event.

Is catering provided, or can I bring my own?

We do not offer catering or bartending services. You may bring your own, but we do have a list of preferred vendors.

SETUP AND CLEAN-UP

What do I need to do for clean-up?

- Anything you bring in *must* go out, with the exception of provided trash cans.
- Propagate will take out trash (within reason) and handle furniture breakdown.
- Please do not leave behind any unused plastic water bottles.
- Confetti is strictly prohibited.
- We will charge \$250 for any extensive clean-up needs.

Can we light candles?

Unfortunately not, but battery operated is just fine. Open flame is prohibited, with the exception of sternos for chaffing dishes.

Can I bring my own decorations?

Yes, but we must approve anything being put onto the walls or ceilings.

Do you offer design services for events?

Yes! Our design services include two hours of consultation and start at \$500.

Is there a setup and cleanup service available?

Yes, we offer cleaning services for \$250. This service removes your need to clean up post event. Propagate will clean, box up your supplies and send them home with you.

Are there specific guidelines for event setup?

We provide an hour of complimentary time for your personal setup/breakdown needs. Typically clients use the full hour to set up and start wrapping up and cleaning 30 minutes before their scheduled end time. We handle all the furniture setup and breakdown so you do not need to allocate time for that.

Can I drop off things before my event or pick up items later?

No, you may only access the event space as stated in your contract. Everything you bring in, must go out with you. The Client is responsible for removing all personal property, decorations, trash, and other items that were not present prior to the event. We will notify you immediately of anything left behind and will dispose of personal property or unclaimed items within 24 hours of notification.

Can I request more time to set-up my event?

If availability allows, you can book additional setup time for \$150 per hour. We recommend adding more time if you have extensive decor plans. Please note setup/breakdown time is not to be used for event run time and if you go over your scheduled time, we will charge the credit card on file for the full hour at the standard event space fee.

What if I want to extend my event?

If you decide to extend the duration of your event, you may request it at any point leading up to or during the event. The Business reserves the right to accept or deny such requests based on space and staff availability. You'll need to make immediate payment for the additional time.

AUDIO – VISUAL**What audio-visual equipment is available?**

We offer access to our Sonos speakers with your rental. We also have a projector available for rent.

Is technical support provided during events?

Yes, but we are *not* IT professionals.

Can I bring my own equipment?

Absolutely.

ACCESSIBILITY**Is the event space wheelchair accessible?**

Yes, but assistance may be needed to access the restrooms.

Are there accommodations for guests with special needs?

Yes, we will make any accommodations necessary that are within our means.

SECURITY AND SAFETY**What security measures are in place?**

Propagate staff will be present for the duration of your event to ensure your event is executed as intended. Staff will ensure doors remain closed, locked and to the best of our ability, ensure there are no outside disruptions. We do have access to professional security services for an additional fee which may be required depending on event type and size.

Are there emergency procedures in case of unforeseen issues?

We have an emergency route posted in a visible spot in case there is a need for evacuation. There are also fire extinguishers throughout the space – located in the kitchen, main event space, and plant shop. We also have fire alarms.

VENDOR & OUTSIDE SERVICES

Can I use my own vendors or caterers?

Yes, but we do require that they submit proof of insurance for the day of the event.

Are there restrictions on outside services?

No smoking of any kind is allowed. We reserve the right to decline vendors not aligning with our values.

ADD ONS

- Furniture Rentals

- 6ft pop-up tables with linens (15 avail) - \$10 each
- Wood bistro chair (60 avail) - \$2 each
- Chair cushions (50 avail) - \$1 each
- Bistro tables (10 avail) - \$5 each
- Disco ball (1 avail) - \$50
- Projector (1 avail) - \$50

• Food and Bev Rentals

- Modern goblet (40 avail) - \$1 each
- Wood cake stand (2 avail) - \$5 each
- Tiered dessert or charcuterie displays (3 avail) - \$5 each

• Ceremony Backdrops and Tablescapes

- Plants - \$250
- Drape - \$250
- Tablescape - starting at \$500

• Additional Space or Time

- Kitchen: \$250 flat fee
- Plant Shop - \$500 flat fee (only available after retail hours)

PREFERRED VENDORS

Catering

[Chavious](#)

[Norte Ferme](#)

[Sellands](#)

[Urban Roots](#)

[Tacos916](#)

[Yarbrough's](#)

[Zocolos](#)

Beverages

[Bar Bliss](#)

[Eden Coffee](#)

[Good News Wine](#)

[Teetotalist](#)

[The Native Tap](#)

Florals

[Poppy and Pot](#)

[Aloctt Botanicals](#)

CONTACT INFORMATION

How can I contact the event space for further inquiries?

Please email events@propagatesac.com or call us at 916-299-4804.

Is there an on-site contact person during events?

Yes, we will always have an event liaison available during your event.