



THE GRANFALLOON

FAQ's for The Granfalloon

Congratulations on the beginning of planning your special event!

We want to make your decision process as easy as possible so we have compiled a list of FAQ's and details that can sometimes be overlooked when planning your event.

These details are unique to our space with the different services that we offer.

We look forward to being of service to you.

www.granfalloonchattanooga.com

#granfalloon423

General Questions:

Occupancy:

Seated we suggest no more than 135 with rented round tables and a small dance floor.

Standing with rented high tops and limited seating for a more cocktail style event we can accommodate 275. Our numbers are managed by the Chattanooga Fire Marshall. It is a good rule of thumb that the more tables and chairs you add the less guests. Also round tables will seat more the rectangles.

The Role of a Venue Manager: It is The Granfalloon's honor to help your event succeed by providing you a clean and stocked space that is in line with contract agreement. The venue manager, Tara Viland will help assist all vendors who need to know what the space offers prior to the event. Any questions should be discussed at least 2 weeks before the event. A venue manager is not an event coordinator for your private or public event. As the renter you are responsible for the planning and execution of your event. We want every event to succeed so if you feel you need help with your event planning we will be happy to suggest some amazing local companies and services. After you have booked your space we are available during business hours to answer or facilitate any questions. The day of your event we will be on site to give you a key and then be on call for any questions regarding the building or if an emergency occurs. At the end of your event we will send a staff member to lock up. Your success is our success so please let us know of any services needed beyond our venue rental and we will be more than happy to point you in the right direction.

Outdoor Area: We can host a small outdoor area with two fire pits. Depending on time of year we have three rolling doors that can be opened to the parking lot as long as evening sound requirements are followed. This outdoor area does not change our occupancy but can add another element to your event.

Parking: Our parking lot can host up to 40 vehicles. (if everyone parks correctly) We suggest appointing parking agents to notify guests when lot is full and direct them to plentiful on street parking. We also suggest vendors park offsite after load in. Map of area is below and we can share it with you to send to guests.

Clean Up: Our cleanup is simple, leave it as you found it. We provide bags and cans for trash. Bathrooms are fully stocked. All trash must be emptied by lessee or vendor at end of night and we ask that you spot sweep. If you would like to hire someone to do this, we can assist you in finding someone. All décor and furniture rentals must be picked up that evening. We have people who rent the space the next morning so this is not negotiable. If items are left you may be charged for the inconvenience to our next guest. We do allow candles for tables with proper protection underneath. You will be responsible for any scratches due to scraping off dripped candle wax. No confetti or glitter inside or out but balloons are okay!

Alcohol and Catering

Alcohol: For private events we charge \$150 if you bring in your own alcohol. All parties with alcohol will require an ABC certified team member from our staff. We are an ABC licensed establishment and we can offer a cash bar. If you would like to order a certain amount of drinks to offer your guests, you will be charged a discounted price per drink. All of our house beverages for private events are \$5 each. The client can purchase a decided on amount of drinks for \$3 each. We carry a house vodka, gin, rum and whiskey along with a red and white house wine. As far as beer, we carry Bud Light and up to three specialty beers, an IPA, brown and novelty. We require you use our bar staff. Due to insurance and legal obligations this is not negotiable. Private events with client provided open bar will have 6 hours of bartender service priced at \$175. Private or public events in which the client wants a provided cash bar, staff is \$100 for 6 hours of bar service.

Catering: Virginia Cofer and Adelle's Creperie are our in-house caterers. The Granfalloon does not penalize you for bringing in an outside caterer or your own food however clients that do not rent the kitchen will need to treat it as an offsite event. We have a small prep room for staging that includes a sink and a small refrigerator that is offered. We have no warmers or ability to keep your food hot. You will want to rent what you need to ensure your food is handled. No one is to access the kitchen without permission and without the rental fee charged by Virginia Cofer. This charge covers any lost or damaged items along with insurance. You may contact Virginia Cofer at 423-653-0797 to inquire. Clients who choose her as a caterer must use a reputable staffing service of her approval. Due to insurance policy and liability friends or family are not allowed to assist in the kitchen.

Tables/Chairs/Rentals:

- a. We are a café by day and we host enough seating for up to 40 people. Our tables are hand made in-house and are blue doors refurbished as tables. We have seven, four-top tables and three, six-tops. You are more than welcome to utilize them or ask us to put them away for your event.

- b. For catering or miscellaneous we provide four six-foot folding tables at no charge. We rent our black linen for \$11 per table.
- c. We do not have linen in house or provide linens for your tables other than above but we can suggest wonderful vendors.
- d. We have furniture and items that may be utilized as décor for your event. It may also be put away. We do not move our three panel wooden wall décor. We suggest you to pipe and drape it for your vision if you do not want it seen. The panels are 4x8 each with 2 feet to the floor and a foot in between.
- e. The Granfalloon rents our chairs to events after 4pm. There are up to 150 chairs in house and they cost \$1 each. We do not mind if you rent other chairs to fit your event either. They are there for your convenience.
- f. Dishes and Silverware must be purchased by lessee. We do not have this in house.

In House Sound and Audio Visual

At no charge we provide an in-house speaker system that can hook up to a mobile device of your choosing or Bluetooth.

We do not have a projection screen at this time. We do have EPB Fiber Optic Internet.

We look forward to hosting your event and if you have any additional questions or want to book the venue please contact Tara Viland at 423-661-3185.





