



Welcome to Beacon House!

beaconhousesa.org

@beaconhousesa

Pricing for Gallery Room

The Gallery Room is \$200 an hour until 6 hrs, and then switches to \$100 an hour for the 6th hour +. The Gallery holds 60 people seated and 75 standing. You receive 1 hour free for set up/tear down time when booking 2+ hours.

A \$200 security deposit is required to protect against any damages and/or loss of items from the venue. This deposit will be returned within 30 days after the venue rental, minus deductions (if any).

There is a \$90 cleaning fee for every event in the gallery.

Pricing for Meeting Rooms

The Studio conference room has an AV setup, holds 18-20 people and is \$80 an hour/\$500 per day (7-10 hrs).

The Loft conference room holds 12 people is \$60 an hour/\$350 per day (7-10 hrs).

Deposit/Payment

There is a 50% non refundable deposit to secure your event. The remaining 50% will be due 7 days before your event.

Payments can be made online or via check in person. When you are ready to book, email info@beaconhousesa.org, and you will receive an online contract and invoice.

Tours & Final Walkthrough

BH is open for tours and final walkthroughs on Tuesdays/Thursdays between 10 am and 1 pm, Mondays between 5 and 7:00 pm, Tuesday evenings at 7 pm, and Thursdays between 5 and 6 pm. Please email info@beaconhousesa.org to schedule a tour or one final walkthrough a week or two before your event.

Included Rentals

All furniture in the gallery room, all tables/chairs located in the Vault storage, whiteboards and message letters are available for you to use, as well as two bar height wood tables. All furniture in the studio room is available also. Linens and catering are NOT included. If you need a suggestion for linens or catering, we are happy to send our suggestion lists.

Detailed list of tables and chairs included:

- 60 white resin chairs
- 8 round dining tables
 - 120 in. tablecloths fit - linens no included
 - Seat 6-8 people comfortably
 - 60 in x 30 in
- 2 bar height industrial modern wood tables
 - Width: 23.75" Length: 55" Height: 42"
- 4 industrial modern wood tables
 - Width: 29.5" Length: 4' Height: 29.75"
- 10 cocktail tables (120 in. tablecloths fit - linens not included)
 - 32 in x 43 in
- 3 sitting areas (or can move out if not needed)

Outside Vendors

DJs, live bands and outside catering are allowed. Since we are located in a residential neighborhood, music must end at 11 pm, and our building closes at 11:30 pm.

We have a preferred list of vendors that we are happy to share with you.

***UPDATED Alcohol Policy**

Only beer, wine, sparkling wine, and champagne are allowed (no liquor). However, responsible consumption and behaviors are required. Guests must be 21 or older to consume alcohol.

Set Up/Tear Down

You are responsible for the set up and semi tear down of your event. We do not have a set up crew to set up for you. You may move furniture around, add or take away tables and chairs, but you must put everything back like it was before you leave, including the sitting areas if moved. Please be careful with all furniture.

***Our cleaning crew will put away the white folding tables and chairs, as well as the shorter wood tables and gray chairs for you. Please leave those out,**

but everything else must be put back. Our events crew can help direct where things should go. You can also take pictures beforehand.

Please be very careful not to scuff up the walls or floors when moving things around and properly lock tables in place. Please do not hang or attach anything to the walls.

When you book your event, you receive 30 minutes free before your event to set up, and 30 minutes free after to tear down. If you would like more time to set up and tear down, you may pay for more hours. You must clean up all trash and take home all of your belongings/decor.

Items NOT allowed

We do not allow glitter, open flame or anything attached/hung on the walls (NO candles, sparklers, burners, command strips, tacks, tape etc.). We know this may be inconvenient, but we have had issues with all of these items in the past.

Parking

Guests can park in the front and left side of the building. We can also use the large parking lot behind Beacon House. Our events crew can open it up for you on the day of.

A/V System

You may either plug your phone/computer into our system to play music or you can download the SONOS app and play right from your phone wherever you are in the building.

To present on the projector you can either use airplay or plug a computer into the HDMI cable. Directions are located in the A/V closet, along with the Wifi code. ***Please note, you must bring your own computer/device to use the projector.**

The studio room has zoom/hybrid capabilities with airplay. You may use our computer or bring your own.

Coffee

If you would like to add coffee to your booking, it is \$12 per pot (2.2 Liters). Directions for the grinder/coffee machine are located in the kitchen. We provide white to-go coffee cups, creamer and sugar.

Kitchen

You have full access to the kitchen, please just be aware that there is no oven and you need to bring your own ice to put in the freezer.

Photos

We would love any photos of your event afterwards and would love to post them on our website and Instagram if you are happy to share.

Let me know if there is anything else you need,

Annie DeFrees

Building Director

info@beaconhousesa.org

