



## Frequently Asked Questions

1. What is included in the rental fee?
  - The rental fee of \$2,500.00 includes use of the One Eleven event space, 4,500 square feet comprised of the Penthouse, Observation Deck and Patio areas. The rental fee also includes an on-site event manager, door manager, tables, chairs, linens and maintenance fee.
2. Is there a deposit due at the time of contract?
  - Yes. If more than 60 days out from the event date, a 50% (or \$1,250.00), non-refundable deposit is due at time of contract. If within 60 days of the event, a 100% (or \$2,500.00), non-refundable deposit is due.
3. Is the venue rental fee subject to 9.25% TN State Sales Tax?
  - Yes. The total for the venue rental will be \$2,731.25 ( $\$2,500.00 + \$231.25 = \$2,731.25$ ).
4. Can I pay with a credit or debit card?
  - No. Payments must be made by check or cash. (Check is the preferred payment method)
5. What is One Eleven's capacity?
  - The maximum at One Eleven is 286 guests. Please refer to [www.oneeleven.com](http://www.oneeleven.com) or contact your event coordinator for specific floor plans.
6. Can I (or my caterer) provide and/or serve my own alcohol?
  - In accordance with TN State Laws governed by the TN Alcoholic Beverage Commission, Event Logistics, Inc. is the sole and exclusive alcoholic beverage provider of One Eleven.
7. Can I bring in my own vendors (i.e., caterers, audio/visual, entertainment, décor, etc.)
  - Yes. All vendors must be approved by One Eleven and provide proof of business license and certificate of insurance prior to your event.
8. Do you require a certificate of insurance?
  - Yes. Insurance requirements are outlined in the licensing agreement.
9. When can I load-in?
  - The load-in schedule is contingent on the needs of your event and the schedule at the building for the day.
10. Where do I park?
  - Parking is available in surface lots accessible off of 1<sup>st</sup> Avenue, 2<sup>nd</sup> Avenue, and Broadway. Valet parking can also be arranged.
11. What is your smoking policy?
  - Smoking is not allowed on One Eleven property.
12. Is there additional power available for sound, lighting and entertainment?
  - Yes. Two 80 amp, three phase connections are available for an additional cost of \$350.00.
13. Do you provide full service event management?
  - Yes. One Eleven is a wholly owned subsidiary of Event Logistics, Inc., a full-service corporate meetings management and event production company.
14. Do you have wireless internet available?
  - Yes. Wireless internet will be provided complimentary to our guests.

Your sales manager will be happy to assist you with any other questions you may have.