Suite One Sixteen E-Packet



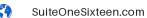
Ideal Events for Suite One Sixteen

Micro-Weddings **Business Trainings Business Meetings** Photography Studio **Family Dinners** Family - Oriented Birthday Parties **Retirement Recognition** Pop-up Shops Small Birthday Parties (Adults) Children Birthday Parties (up to age 5) and more









116 North Highway 52, Moncks Corner, SC 29461 Info@SuiteOneSixteen.com 843-761-3345

VISION



MISSION STATEMENT

To bring inspiration to your event in a beautiful, clean, and unique studio that fosters fellowship and exceeds expectations.







Compassion



Integrity

CORE VALUES



Our clients can depend on our team to do our job to the best of our ability with loyalty and reliability.

Compassion

Our team will take our time to understand our client's needs and to build strong connections with our clients.

Integrity

All clients and events will be handled with honesty, sincerity, and creativity.













MONDAY - THURSDAY		OPTIONAL RENTALS &	
FULL DAY	\$300	SERVICES	
7:00 AM - 11:59 PM		TELEVISION	\$50
HOURLY	\$50	(PER DAY)	
(2 HOUR MINIMUM)		PROJECTOR AND/OR SCREEN	\$50
		(PER DAY)	#150.00
FRIDAY OR SUNDAY		PHOTO BOOTH (PER DAY)	\$150.00
FULL DAY	\$500	TODDLER JUMP CASTLE	\$150.00
7:00 AM - 11:59 PM	\$500	(WHITE/MULTI-COLOR)	\$150.00
7.00 AM - 11.59 PM		NON-PROFIT DISCOUNT (DOCUMENTATION REQUIRED)	10%
SATURDAY			
FULL DAY	\$650		
7:00 AM - 11:59 PM			
DEPOSITS & FEES		*A RENTAL DEPOSIT AND SIGNED CONTRACT ARE	
		REQUIRED TO SECURE YOUR DATE.	
RENTAL DEPOSIT	\$150	*THE FULL BALANCE IS DUE TWO WEEKS BEFORE	
HOURLY DEPOSIT	\$50	THE RENTAL DATE.	
FLOOR RAP DEPOSIT**	\$100	*DEPOSITS ARE NONREFUNDABLE. *MULTI-DAY RATES ARE AVAILABLE.	
OPTIONAL CLEANING FEE	\$100	*OPTIONAL CLEANING FEE IS OUTSOURCED TO A	
INCIDENTAL & NON CLEANING	\$125	CLEANING COMPANY AFTER THE EVENT HAS	
FEE+		ENDED.	

+ The Incidental and cleaning fee is due two weeks before the event. If the studio is not damaged, incidental fees may be refundable up to 100%. Incidental refunds are processed 24-48 business hours after the event ends. **Removable floor raps require an additional fee of \$100.00 and will be added to the Incidental and Cleaning Fee policy.

Visit SuiteOneSixteen.com for additional information.





SUITEONESIXTEEN SUITEONESIXTEEN.COM

BOOK TODAY:

SCAN THE QR TO REQUEST YOUR DATE.





------ What's Included ----

At Suite One Sixteen, we offer a variety of rental options to make your event planning process as smooth as possible. Our studio comes with a modern feel, elegant touches, space design flexibility, and commercial amenities. The layout of our studio provides our clients with an intimate lobby area upon entering the building, a large open space for meetings and events, a private meeting room with comfortable lounge chairs, three elegant-styled restrooms, and a large kitchen with beautiful barn doors that can close or remain open.

The kitchen includes a two-compartment sink, two stainless steel prep tables, a stainless steel storage shelf, a full-size microwave, a serving window that can be opened or closed, a commercial-size refrigerator, and a commercial-size food warmer.

The studio will hold up to 80 people seated (8 people at 10 round tables).

Included in your rental will be access to all rooms listed above and the items listed below:

Accessible Wi-fi

- 12 Round 60 Inch Tables
- 4 Rectangle 6 Feet Tables
- 2 Rectangle 4 Feet Tables
 - 6 Bar Height Tables
- 90 White Wood-style Folding Chairs
 - 1 Cooler to store bags of ice
- 1 Large Mobile Bluetooth Speaker (available upon request)
 - 2 Wireless Microphone (available upon request)



Rental Policies

The rental deposit and signed agreement are required to secure your date and rates for your event at Suite One Sixteen. Rental deposits are non-refundable (regardless of cancellation reasons).

The studio holds up to 80 guests at a time.

SC Sales Tax of 9% is added to all invoices. A 10% discount is offered to non-profit agencies with documentation.

The remaining rental balance is due two weeks before your event. If the payment is not received by the due date, the agreement and event may be subject to cancellation. There is a no-refund policy for all purchases if your event is canceled within two weeks (14 days) of the event date.

The end time listed with the rates is when clients must leave the building. Extending the time will incur additional fees, which will be deducted from the Incidental and Cleaning Fee.

The Incidental and Cleaning Fee is refundable up to 100% if the studio is cleaned correctly and there are no incidents, missing items, or damages to the walls, equipment, furniture, or property, including Jump Castle and Photo Booth rentals. Clients may be charged an additional fee of up to \$500.00 if extensive damages occur. A checklist will be provided for cleaning instructions, and an equipment checklist will be located on the kitchen wall for verification. The Incidental and Cleaning Fee may be refunded from Suite One Sixteen three to five business days after the event ends using the same payment method. According to your banking procedures, credits into your account may be delayed for up to 10 days.

Clients are responsible for setting the tables and chairs in the desired locations and returning them to the proper storage areas upon completion of their event. Proper cleaning includes sweeping, mopping, removing the trash, and cleaning the kitchen, meeting space, lounge, lobby, and restrooms. The Studio is to be returned in the same condition that it was given.

Removable Floor Raps are welcome with an additional \$100.00 incidental fee that is refundable up to 100%. The fee will follow the same policy as the Incidental and Cleaning Fee. Removable Floor Rap fees are refundable if the floors are not damaged or sticky upon removal of the floor rap. If floors are damaged/sticky, Suite One Sixteen will retain 100% of the Removable Floor Rap Fee and possibly the Incidental & Cleaning Fee if the repair damage exceeds \$100.00. Clients may be billed up to \$500.00 in repair/restoration costs. The Floor Rap Fee may be refunded 3 - 5 business days after the event ends.

Due to the neighboring businesses in the business complex, loud music is prohibited between 7:00 am and 9:00 pm, Sunday - Saturday. Music is to be kept at a reasonable, respectable level.

The indoor Preschool Jump Castles are for children ages six and under. The castles are for on-site rentals only and must be kept indoors.

Events with ticket sales (for alcohol) will require an Alcohol and Beverage Licence (from the State), Day-of-Event Insurance, and security from a licensed company with at least one security officer. Ticket sales include events that sell tickets for alcohol on-site.

Suite One Sixteen's rates and fees are subject to change. Studio rental hours are generally from 7:00 a.m. - to 11:59 p.m. unless otherwise requested and/or confirmed in the agreement.