

Navigation Setup page pdf

EVENT PREP AND DAY-OF GUIDE

TO GET IN: You'll receive a door code via text 2 days before your rental date.

As long as...\$0 balance and your security hold has processed.

We are not there to meet you to get in and we are not there during your event, make sure you have your door code.

We ONLY give your doorcode to you as the Renter, give it to anyone else who needs it.

VALET

Abba/A&A Parking

713-382-7896

They give our renters a little discount, say Teya with Sharespace referred you.

DELIVERIES

All deliveries and pickups should be during your event time frame. Event time frames include setup and clean up time. Confirm with your vendors that they are available during your time frame before paying them.

PLANNING

Text us to schedule planning, once you've toured we can give you a door code to come back for planning.

What's Allowed:

Outside vendors/catering

(stages/elevated/dangerous items need approval)

DJ/Band (they bring all of their own equipment)

Painters tape/string/wall putty

Use our installed hooks and rafters (no holes in walls)

What's NOT Allowed:

Indoor smoking

Holes in walls- no nails, hooks, tacks, staples, screws

Command strips (they remove the paint) or other tape that causes wall damage

Indoor frying

Indoor water features

Fire/fireworks/sparklers

Glitter or silly string (if you have confetti you have to clean it all up, even outside).

Anything hung above the rafters, we can't reach any higher to remove items.

Weigh your balloons down if using helium

What to bring:

Trash bags (40-42 gallon)

Paper towels

Hand towels

Extension cords

Clear string for hanging

What not to bring:

Toilet paper

Paper towels for bathroom

Ladder

Cleaning supplies

Basic Cleaning \$85:

Remove everything brought in

Bag all trash

No large or heavy items left for us to throw away, only bagged trash

Keep spills wiped up at all times, mop is located in the storage room

Return tables and chairs as they were in the storage room

Clean up trash outside at the front and side

Additional Cleaning +\$200:

Take anything with you that you don't want thrown away

Turn off all lights

Lock side door

Lock front door

Style and decor...

Lights in the main room can be set to any color

Use the hooks on the low walls (9 ft high) and the rafters for hanging.

There are drapery hooks on the 28ft long wall in the main room (the wall dividing main room/kitchen). Request the rods if you want to hang drapery.