



SLATE

STUDIO

BLANK. INTIMATE. CHIC.

Enjoy the amenities of our chic flex space right in the heart of the city!

SLATE is ideal for meetings, events, workshops, trainings, design space, photo shoots + creative use! We welcome intimate celebrations of all kinds-small weddings ceremonies + receptions, rehearsal dinners, welcome parties, bridal showers, baby showers, birthday parties, kid parties, anniversary parties + holiday parties.

SLATE is 3000 square feet and comprised of two adjoining studios. Studio S has an open floor plan while Studio A has a foyer entrance which is separated from the main event space by a sliding barn door. 100 guests is our max capacity for a seated dinner and 125 guests for a cocktail style event. We will work with you on space planning to ensure the best flow for your event space whether it is just one of our studios or both. There are literally so many possibilities — it truly depends on your needs and expected number of attendees.

SLATE FAQs

VENDORS + DESIGN

We are not exclusive to any vendors. We do have vendors we can certainly recommend. We want you to have fun transforming the space so we're pretty open with design + decor as long as it doesn't damage our space — so hanging things from the ceiling, open flame candles, etc. are all fair game. We do need to know all of the specifics with your design plan and certificates of insurance from some vendors may be required at management's discretion. The only requirement with design is use of floor length linens. No plastic or lap length linens permitted.

CATERING + FOOD

We are not exclusive to any caterers. We do have caterers who know and work well in our space that we can recommend. You have the flexibility to choose your own caterer or bring your own food. Caterer or host is responsible for all clean up/disposal of food.

ALCOHOL + BEVERAGE

There is no sale of alcohol on our premise. You can purchase and serve alcohol but we just require insurance. Typically your caterer has the certificate of insurance that covers their bartenders to serve alcohol. If not, we can recommend affordable bartending companies that provide this service so you are covered.

CLEANING

There is a \$150 cleaning fee due (7) days before your event date.

STAFFING

Our staff is on-site for set up + breakdown of our equipment, garbage, replenishing bathrooms, clean up/spills, controlling lighting/temperature, in house A/V, coat check, flips, and overall venue supervision. We will staff your event based on your number of attendees, details, + logistics. The staffing fee is \$350 for weddings + \$250 for events. This cost will be outlined on your contract and invoice.

PLANNING + COORDINATION

Please inquire about our full planning service or day-of coordination service. Our team of experts can assist you start to finish with all of the details + logistics. Our day-of coordinators will offer you peace of mind on the event day; they manage your vendors, timeline, flow, set-up your decor + details, and execute all of your planning on the day-of. We are not exclusive to any planners or coordinators.

PAYMENT

No dates are held without a deposit. A non-refundable \$500 deposit will hold your date. The remaining balance is due (30) calendar days from your deposit date.

PARKING

We are in the heart of the city with city parking dynamics. We are located on Penn Avenue between 26th and 25th. There is street parking along Penn Avenue, behind us on Smallman Street and along the side streets. There is a flat rate parking lot one block from us on Penn/24th and there is a parking garage behind us on Smallman/26th. You can allow your guests to park on their own, pre-purchase parking at the lot, or offer valet.

2020 RENTAL DETAILS

WEDDING PRICING

9 Hour Rental of Studio S or Studio A	\$2000
9 Hour Rental of Studio S + Studio A	\$4000
Staffing Fee	\$350
Cleaning Fee	\$150

10% rental discount for Friday or Sunday weddings

The (9) hour rental includes the hours allotted for set up, ceremony, cocktail hour, dinner, dancing, + breakdown.

We do not offer hourly rentals for weddings.

Please note pricing is subject to change for holidays.

EVENT PRICING

9 Hour Rental of Studio S or Studio A	\$2000
9 Hour Rental of Studio S + Studio A	\$4000
Hourly Rental of Studio S or Studio A	\$250/hr
Hourly Rental of Studio S + Studio A	\$350/hr
Staffing Fee	\$250
Cleaning Fee	\$150

10% rental discount for Friday or Sunday events with (9) hour rentals

15% rental discount for Monday thru Thursday events with (9) hour rentals

20% rental discount for non-profit events

The (9) hour rental includes the hours allotted for set up, event + breakdown.

The hourly rental has a (3) hour minimum and must include the total number of hours needed for set up, event, + breakdown.

We do not offer hourly rentals for Saturday events.

Please note pricing is subject to change for holidays.

2020 RENTAL DETAILS

RENTAL INCLUDES:

- Use of chair inventory: 125 clear florence chairs with white cushion
- Use of table inventory:
 - 10 - 4' x 8' mahogany tables
 - 10 - 60" round tables
 - 6 - 36" round low cocktail tables
 - 6 - 30" round high cocktail tables
 - 2 - 8' banquet tables
 - 4 - 6' banquet tables
- Use of in-house bar set-up
- Use of in-house sound system, wireless mic
- Use of free wifi
- Flexibility to choose your own caterer or bring your own food
- Flexibility to bring your own beverages
- Flexibility to choose your own vendors + design the space yourself

DIMENSIONS YOU WILL NEED TO KNOW

Studio S: 70'(l) x 22' (w) x 14' (h)

Studio A: 50' (l) x 14' (h) x 22' (w) for main event space
20'(l) x 14' (h) x 22' (w) for the foyer

Studio S: White Monument Wall- 10' (h) x 15' (w)

Studio S: Window Wall - 14' (h) x 22' (w)

Studio A: White Monument Wall- 10' (h) x 14' (w)