

thetopsecretevents@gmail.com

10 N. Main St.
Gainesville, FL 32601

The Top Secret Event Space

General Event Pricing

The Top Secret Event Space is available for rent from 8am-10pm (or later) and includes the use of the single event room, tables and chairs on an hourly basis. Based on the design of your event, the event space will accommodate up to 70 guests for a mingle style reception and 40 for a buffeted dinner. At least one staff member is required for the duration of the event and there is a \$1000 minimum on food and beverage. Please see below for current rates.

Rental Pricing	Social	Meeting
Event Space	\$100/hour	\$75/hour
Bartender Fee	\$18/hour	
Catering Staff Fee	\$18/hour	\$18/hour
Room Attendant Fee	\$25/hour	\$25/hour
Security/Damage Deposit	\$200	\$200

Setup

Venue access prior to scheduled booking is subject to additional staffing and rental fees and is subject to venue availability. A date and time for decorating must be predetermined. No tape, staples, and other potentially damaging adhesives may be used on walls. Confetti, confetti balloons, glitter, open flames, and bubble machines

are not permitted. Floor plan must be returned at least one week prior to the event and be approved by The Top Secret Event Space. Tables and chairs will be set up accordingly.

Included in rental rate:

- 4 each 60" round tables
- 2 each 8'x30" rectangular tables
- 4 each 36" round tables (can be 30" high or 42" high)
- 4 each 6' serpentine tables
- 40 folding chairs
- In-house speaker system (background)

Extra items available for rental:

- Table linens \$15/linen and up
- Table runners \$3/runner and up
- Charger Plates (assorted) \$3/charger
- Cloth napkins \$2/napkin and up
- Wooden Folding Chair Rentals \$3/chair ***100 available*
- Chair covers \$2/chair and up ***subject to setup fee*
- Podium \$25 ***subject to availability*
- Small PA \$150 ***subject to availability*

Catering

Table linens required for all catered events.

The Top Secret Event Space has its own catering menu through The Top Restaurant, and the staff will be glad to help you design the perfect menu for your event. There is a \$1000 minimum on food and/or beverage when renting The Top Secret Event Space. Clients can reach this minimum amount with in- house catering and/or bar sales. Staffing costs and service charges will not count towards the minimum.

In-house catering includes plates, silverware, chafing dishes, platters, bowls. etc. The

Top Secret Event Space provides catering staff at a rate of \$18/ hour for event time, setup time and breakdown time.

Due to state food safety guidelines, we do not allow leftover food to leave the premises.

A 50 percent payment toward anticipated catering food bill is due no later than 30 days prior to event date.

Outside catering from licensed and insured caterers is acceptable if it has been approved in advance. Please contact The Top Secret Space staff for more information.

Alcohol

Liquor, wine and bottled beer must be purchased through The Top Secret Event Space. All alcohol is charged at our bar price rate and will count towards the \$1000 food/ beverage minimum. No outside alcohol may be brought onto the premises. Legal restrictions regarding underage drinking will be strictly enforced. The Top Secret Event Space assumes no responsibility or liability for underage drinking and reserves the right to ask the entire party to leave if unlawful activity is observed. Please contact The Top Secret Event staff for more information. The Top Secret Event Space provides bartender(s) at a rate of \$18/hour for event time, setup time and breakdown time.

Please ask to see our menus for options and pricing

- Top Restaurant Catering Menu
- Bar Menu

Deposit

To confirm the date of your event, a \$200 deposit is required along with a signed Event Agreement. The full \$200 of the deposit is the nonrefundable security deposit and also acts as your damage deposit. The total \$200 will be refunded or applied to your final bill after the event, barring no damages to the facility.

Payment

An invoice for the room rental and staffing will be given to the Lessee no later than one week prior to the event. Payment is due in full by event start time.

Staffing

At least one staff member is required for the duration of the event, including setup and breakdown. The room attendant rate is \$25/hour. Bartenders/catering staff rate is \$18/hour. An overtime rate will be applied per staff member for any event that requires staff to remain onsite for 6 hours or more.

Additional information

1. At the agreed upon end time, the Lessee will yield up all the leased premises in as good order and repair as upon commencement of the event. If an event extends beyond the time specified in the Event Agreement, a charge of \$125/ fifteen minutes of overage will be assessed for every fifteen minutes past contracted event time limit. These additional fees shall be charged and may be subtracted from the deposit.
2. This is a smoke-free facility; smoking allowed outside only.
3. **Confetti, confetti balloons, glitter, open flames, and bubble machines are not permitted.**
4. The use of tape or other adhesives, nails, tacks, screws or similar articles on interior or exterior surfaces is not allowed. All decorations shall be put up without defacing the building, and their installation shall be subject to prior approval and subsequent supervision.
5. A service charge of 20% on catered food and beverages served will be added to the final bill before sales tax.
6. At the conclusion of the event, the Lessee shall clear the facility of all material brought into The Top Secret Event Space for their event. Items left will be discarded.
7. All outside rentals must be approved in advance.
8. There must be a minimum 20 guests for catered events.
9. 7.5% Sales tax will be added where applicable.
10. Children of minor age are to be accompanied by an adult while on The Top Secret Event Space premises.

The Top Secret Event Space is unable to assume responsibility for damage or loss of any merchandise or articles left on premise before, during or after your event. The Top Secret Event Space will not be held liable for injuries or property damage, and any other incidents that may occur to any person(s) by use of the building and premises during the term of this agreement. The Term of the agreement begins when the first guest arrives on the property and concludes when the last person leaves the property.

Prices subject to change.