

thetopsecretevents@gmail.com
20 N. Main St.
Gainesville, FL 32601



The Wooly Event Space is available for rent from 8am-10pm (or later). Based on the design of your event, the event space will accommodate up to 250 guests for a strolling, cocktail-style reception and 130 for a buffeted dinner.

Pricing

The Wooly rental fee for a three-hour event is listed below:

Sunday-Thursday: \$800

Friday-Saturday: \$1000

This fee includes one hour of set up and one hour for breakdown.

Additional contracted event hours are \$100 per hour.

Setup

Venue access prior to scheduled booking is subject to additional staffing and rental fees and is subject to venue availability. Additional setup time can be added for \$25 per hour. 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 event and be approved by The Wooly. Table and chairs will be set up accordingly.

Included in rental rate:

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

Extra Items available for rental

- Table linens \$15/linen and up
- Table runners \$3/runner and up
- Chargers \$2 each.
- Cloth napkins \$2/napkin and up
- Chair covers \$2/chair and up ****subject to setup fee**
- Projector and screen \$75
- Podium \$25
- \$150 Small PA (suitable for background music and a few announcements)
- \$200 Large PA (suggested for speaking engagements)
- \$700 Large PA (for concerts)
- Sound engineer \$30/hour
- Up-lights (package of 5) \$45
- LED stage lighting (8 fixture) \$110
- Cake cutting \$75

Catering

Table linens required for all catered events.

The Wooly 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.

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

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

Outside catering from licensed and insured caterers is acceptable as long as it has been approved by The Woolly in advance and will be subject to an additional cost. Please contact The Woolly staff for more information.

The Woolly requires a room attendant at the rate of \$25/hour for all events catered by approved outside caterers.

Alcohol

Liquor, wine, canned beer and keg beer must be purchased through The Woolly. There is a \$100.00 bar set up fee. All alcohol is charged at our bar price rate. No outside alcohol may be brought onto the premises. Legal restrictions regarding underage drinking will be strictly enforced. The Woolly assumes no responsibility or liability for underage drinking and reserves the right to ask entire party to leave if unlawful activity is observed. Please contact The Woolly staff for more information. The Woolly provides bartender(s) at a rate of \$18/hour for event time, two hours of setup time and one hour of breakdown time.

Please see menus for options and pricing

- Top Restaurant Catering Menu
- Dessert Menu
- Bar Menu

Fees and Deposit

To confirm the date of your event, the booking fee is the base rental fee (\$800 or \$1000), and is due upon the signing of the drafted event agreement. This fee is non-refundable. It will be applied toward your final invoice.

A \$500 security deposit is due no later than 30 days prior to event date. Security deposit is in addition to the booking fee. Security deposit will be refunded within five business days of the event barring any complications, damages, or time overages.

Payment

A final invoice will be given to the Lessee no later than one week prior to the event. Payment is due in full by event start time.

Concerts/Musical performances

Our in-house sound engineer and large PA are required for all concerts/live musical performances. There are no exceptions to this, and scheduling is based on availability of the sound engineer. Additional staffing fees required.

Staffing

At least one staff member (room attendant) required for the duration of the event, including setup and breakdown.

A room attendant is required for events without in-house catering or bar at a rate is \$25/hour.

Catering staff and bartenders are required for events with TheTOP catering and bar purchases at a rate of \$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 for event time.

Additional information

1. Peak season dates are subject to a minimum fee requirement.
2. At the agreed upon end time, the Lessee will yield up all of 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 \$150/ 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.
3. This is a smoke-free facility; smoking allowed outside only.
4. **Confetti, confetti balloons, glitter, open flames and bubble machines are not permitted.**
5. 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.
6. A service charge of 20% on catered food and beverages served will be added to the final bill before sales tax.
7. At the conclusion of the event, the Lessee shall clear the facility of all material brought into The Woolly for their event. Items left will be discarded.
8. All outside rentals must be approved in advance.
9. Minimum 50 guests.
10. 7.5% Sales tax will be added where applicable.

II. Children of minor age are to be accompanied by an adult while on The Woolly Event Hall premises.

The Woolly 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 Woolly 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 concluded when the last person leaves the property.

Prices subject to change.