

2018 MEETING and SPECIAL EVENTS VENUES



WEEKDAY SMALL GROUP MEETING & TRAINING SPACE

AFTER-HOURS/WEEKEND RETREATS, RECEPTIONS, DINNERS

HOLIDAY SEASON SPECIAL EVENTS

STADIUM KITCHEN for COOKING, FILMING & EVENTS

Endeavor's 20,000 square feet overlooking One City Plaza includes several venues that are ideal for Corporate Meetings and Retreats, Receptions, Trainings & Seminars, Presentations, Private Dinners, Interactive Cooking Events, Filming, Holiday Parties and other special occasions.

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VENUE DESCRIPTIONS & DETAILS

[more photos in our Facebook album \(@Endeavor Greenville\)](#)

Lobby (aka *The Flight Deck*) + Large Community Room (aka *The Sandbox*) + Wine Room

Endeavor’s primary common spaces overlooking One City Plaza are connected, and are therefore always reserved as a set; individual parties may determine whether to utilize each area. Furnishings in The Flight Deck may be reconfigured; furnishings in The Sandbox remain in place. These spaces are available Monday-Friday 5:00-10:00pm and Saturday-Sunday 8:00am-11:00pm unless otherwise noted.

The Dining Room (Large Meeting Room)

This conference room overlooking One City Plaza comfortably seats 10-12 for meetings or meals. Large monitor and conference phone included. Separate countertop for staging food or materials.

Venturi (Large Meeting Room)

This city-canyon view room is in a secluded area of Endeavor, and seats 10-12. Very large monitor, videoconferencing capability and conference phone included. Countertop for staging food or materials.

Small Meeting Rooms

Blue Fish seats 4, while Red Fish seats 3. Secluded, private location. These rooms do not have landline phones or monitors. Flip chart available upon request.

Stadium Kitchen

Endeavor’s high-end kitchen is home to an 8-burner gas Viking range with hood, double ovens, oversized Sub-Zero refrigerator, microwave, freezer drawers, plenty of prep space – and can seat up to 12 for interactive cooking/dining experiences. In addition to cooking use, may be used as prep/finishing space for catered events in Endeavor’s other spaces, from standing receptions to fine dining.

	Flight Deck, Sandbox & Wine Room	Large Meeting Rooms: Dining Room or Venturi	Small Meeting Rooms	Stadium Kitchen	All Spaces, including full use of Kitchen
Capacity	Reception ~ 125 Presentation ~ 80 Seated Dinner ~ 60	10-12	3-4	12-15	varies by event
Monday-Friday 8:30-5:30 (2-hour minimum)	(not available)	\$60/hour	\$30/hour	\$125/hour	n/a
Monday-Friday 5pm-10pm (flat rate)	\$1,000	\$500	\$250	\$500	\$1,250
Weekends 8am-11pm (3-hour minimum)	\$200/hour	\$100/hour	\$50/hour	\$125/hour	\$250/hour
HOLIDAY 2018 11/26-12/31	Monday-Friday 5pm-11pm : \$2,500 Saturday & Sunday 8am-11pm : \$3,000 for 1-6 hours or \$3,500 for 6-10 hours for any combination of spaces <i>M-F 8:30-5:30 rates remain the same as shown above</i>				

Booking times must include event set-up and breakdown/clean-up. Any furniture moves must be approved in advance. PLEASE NOTE: Mon-Fri, \$50 fee applies to guest arrivals or deliveries that occur before 8:30am. At evening events, departures later than pre-approved incur \$100 security fee for each extra ½ hour, charged to card on file. Stadium Kitchen for staging/storing only (no cooking or prep) unless Kitchen is reserved at time of booking. Repeat customers within a calendar year of most recent use receive a 10% discount (does not apply to Holiday 2018).



Left: Sandbox Above: Lobby/"Flight Deck"



Fully-Equipped Stadium Kitchen (seats 10-12)



GATHER @ ENDEAVOR: MEETING & EVENT SPACE

All The Fine Print You Should Probably Read Before You Sign

A/V and Technology

Secure, high-speed Internet is included in pricing; you and your guests may access our wifi system using our Guest password (provided on event date). Technology in the large conference rooms is also included; both have speaker phones, and a laptop may be plugged in and routed to the large monitor in each room.

Use of the lobby presentation screen and four lobby monitors is included when renting that space. Should you wish to display content, make arrangements for a tutorial with Doug Erwin at least a week prior to your event. Should you wish to have tech support on-site during your event, that is available @ \$30/hour.

Building Access and Security

The ONE building's lobby is open 8am-6pm Monday-Friday. Events beginning or ending outside of this timeframe must station a representative in the lobby to let guests into the building. Building security is in the lobby 24/7 and can assist your guests as they leave. Endeavor reserves the right to indicate at time of booking that additional on-site security be present at any event, at the expense of the reserving group.

Event Staging: Catering, Equipment and Decorations

Endeavor doesn't restrict which caterers and other vendors you can use here, provided that they operate within the laws governing events within the City of Greenville and the State of South Carolina. We do require that you notify us in advance of all vendors bringing anything into the building, so we can help coordinate same-day or day-after loading dock access if that applies. You or your representative must be present during all catering, beverage & equipment set-up and clean-up.

While you may select your own caterer, Endeavor can provide recommendations if requested. Should you prefer, Endeavor will place the order and coordinate delivery for a 15% (of food cost) service charge.

Based on approved staging requests, Endeavor will move and/or remove any existing furnishings as agreed prior to the start-time indicated on the event agreement. No furniture is to be moved by event space users.

You are welcome to bring in decorations; however, nothing may be hung/affixed to walls, windows or in any fashion that would damage surfaces, or in the 1st floor lobby. Candles must be in glass. Any unique or non-traditional decorations or "experiences" planned as part of your event must be approved in advance.

Cleaning

Endeavor covers general cleaning of the space prior to your arrival and following your event. You and your vendors are responsible for removing the items you brought in; throwing away food, beverage containers and other trash left by your guests (waste bins provided); ensuring that the Kitchen is cleaned thoroughly; and immediately notifying us of any damage to furnishings, walls, floors or anything else. If excessive cleaning or repair is required after your departure, additional charges may be billed to the credit card on file.

Deposits and Payments

All after-hours and weekend users must provide a credit card that Endeavor may keep on file, which will be billed should any damage to property occur. A security deposit of 50% of the total fee (booking fee plus any additional agreed-upon charges) is required at the time of booking to reserve your requested space. Full final payment is due no later than 10 calendar days prior to the event. Full deposit will be refunded if booking is canceled 30 days in advance. Fees paid by credit card will be subject to 3% processing fee.

Parking

Parking is available in the Aloft and Richardson Street garages operated by the City of Greenville. The 1st hour is free; maximum daily rate is \$7.50 unless otherwise posted.

Responsibility

Each group (and the party signing this Application) is responsible for understanding and complying with all rules detailed in this document, and for treating our home as if it were your own. Noise and/or music must not be so loud as to disturb others within the building.



Weekday Meetings

Groups booking conference rooms Monday-Friday 8:30-5:00 may invite all participants to help themselves to coffee from our Bottomless Coffee bar, as well as hot and cold filtered water from the station in the Wine Room. Restrooms, water fountains and Endeavor's common spaces are available for your guests' use while you're here. Please utilize the phone booths for individual calls, and let your guests know that The Sandbox is a quiet space while our members are here working.



Other Important Building Rules

- No smoking or vaping is allowed within the building or within 15 feet of building entrances/exits
- Guests may not leave our floor with open containers/beverages
- No animals are allowed in the building, except service animals (with prior approval)
- All Rules and Regulations governing operations within the ONE building apply

Endeavor will not be held liable should events beyond the control of either the requestor or Endeavor (commonly referred to as "Acts of God") preclude the event from being held as scheduled. In the event of such occurrence, all fees will be returned to the requestor – and/or Endeavor will work with the requestor to re-schedule their event at a mutually agreed-upon later date.



The Dining Room/Meeting Room, set for a dinner party; Venturi Conference Room; Lobby set for Holiday event



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This application is not considered approved until it is signed by both the requesting party and a representative of Endeavor, and a deposit is received. Endeavor may make changes to any application/contract, including policy or price changes, until signed by both parties. Applications will be considered in a timely manner but should be submitted well in advance of event to allow for scheduling. Endeavor reserves the right to decline any application.

Please carefully review the information regarding technology use, building access and security, deliveries of any kind, catering, decorations, damages and cleaning found on the final pages of this document. Once completed, return application to sally.williamson@endeavorgreenville.com or mail to the address below.

About You

Name: _____

Company (if applicable): _____

Mailing Address: _____

Email Address: _____

Cell Number: _____

Secondary Contact Name/Cell: _____

Eligible for 20% Discount? Endeavor Member Non-Profit/501c3

About Your Event

Event Description: _____

Date(s) Requested: _____

Start Time*: _____ End Time: _____ Est. Attendance: _____

Start/End Times should include 1st arrival of deliveries and/or attendees and final departure of all participants/vendors. See NOTE on p.2 chart regarding M-F arrival times

Check All That Apply:

Catering Contracted Admission Charged Projector/Monitor Use

Alcohol Served Alcohol Sold at Event Equipment Deliveries

Furniture Reconfiguration Requested (Lobby only); describe below:

Requested Venue/Room
