

## 2019 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.

Contact: Sally Williamson (Primary)  
Member Services Specialist, Endeavor  
sally.williamson@endeavorgreenville.com  
864.720.1800

or

Shannon Wilbanks  
Managing Partner, Erwin Creates  
shannon.wilbanks@erwincreates.com  
864.720.1860



## 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 for shoots, and as prep space for catered events in Endeavor's or ONE'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<br>Presentation ~ 80<br>Seated Dinner ~ 60   | 10-12                                       | 3-4                 | 12-15           | varies by event                           |
| <b>Monday-Friday 8:30-5:30</b><br>(2-hour minimum) | (not available)  | \$60/hour                                   | \$30/hour           | \$125/hour      | n/a                                       |
| <b>Monday-Friday 5pm-10pm</b><br>(flat rate)       | \$1,000  | \$500                                       | \$250               | \$500           | \$1,250                                   |
| <b>Weekends 8am-11pm</b><br>(3-hour minimum)       | \$200/hour   | \$100/hour                                  | \$50/hour           | \$125/hour      | \$250/hour                                |
| <b>HOLIDAY 2019 11/27-12/31</b>                    | Monday-Friday 5pm-11pm : \$2,500<br>Saturday & Sunday 8am-11pm : \$3,000 for 1-6 hours or \$3,500 for 6-10 hours<br>for any combination of spaces<br><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 2019).



Left: "The 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, submit this to Sally or Shannon at least 3 business days 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 only open 8am-6pm Monday-Friday. Events beginning outside 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 guests as they leave, but cannot let them in. 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 & the State of South Carolina, and that they submit a Certificate of Insurance. We 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 1<sup>st</sup> 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 a 4% processing fee.

### **Parking**

Parking is available in the Aloft and Richardson Street garages operated by the City of Greenville. The 1<sup>st</sup> 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 (no walking & talking), 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
- Any caterers or other vendors supporting your event must have a Certificate of Insurance on file with ONE. If you're uncertain whether your caterer/vendor has already submitted their CI, we can find out for you.

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



## GATHER @ ENDEAVOR: MEETING & EVENT SPACE Application

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.

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 within this document.** Once completed, return application to [sally.williamson@endeavorgreenville.com](mailto: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: \_\_\_\_\_                      Est. Attendance: \_\_\_\_\_

Event Start Time\*: \_\_\_\_\_                      Event End Time: \_\_\_\_\_

What time will prep begin (caterer arrival, event set-up, etc.)? \_\_\_\_\_  
This should account for arrival of deliveries, staff, staging, caterers or prep work of any kind immediately prior to the event. Unless otherwise negotiated, invoice will reflect fees for use from this "Prep Start Time" until 30 minutes after Event End Time shown above.

### Check All That Apply:

Catering Contracted\*     Admission Charged                       Projector/Monitor Use

Alcohol Served                       Alcohol Sold at Event                       Equipment Deliveries

Furniture Reconfiguration Requested (Lobby only, if approved); describe below:

\_\_\_\_\_

\_\_\_\_\_

\*Caterer Contact Info: \_\_\_\_\_

**Requested Venue/Room** \_\_\_\_\_