



THE FAULKNER PRICING AND POLICIES

2021/2022

PRICING and CAPACITIES

EVENT SPACES	SUNDAY-THURSDAY	FRIDAY	SATURDAY	CAPACITY (MAX)
The First at The Faulkner	\$1850	\$2000	Not Applicable	175 Strolling Reception 125 Seated Dinner 180 Ceremony
The Fifth and The Top of The Faulkner	\$4500	\$5000	Not Applicable	225 Strolling Reception (2 floors) 150 Seated Dinner (1 floor) 180 Ceremony (The Fifth) 250 Ceremony (The Top)
The First, The Fifth, and The Top of The Faulkner	\$5500	\$6250	\$6800	300 Strolling Reception (3 floors) 150 Seated Dinner (1 floor) 250 Seated Dinner (2 floors) *see above for ceremony capacities*

***Maximum guest count is always subjective based on particulars of your event/wedding.**

*Maximum guest count currently allowed for *weddings with a ceremony on-site* is 225.

*Maximum guest count currently allowed for *social events or wedding receptions only* is 300.

*Events with more than 150 guests AND a ceremony onsite are **required** to book The First at The Faulkner, The Fifth at The Faulkner and Top of the Faulkner to ensure there is adequate indoor event space to host their guests should inclement weather occur.

*Inclusions such as a band, dancefloor, and/or buffet **will affect the capacity of each event space**. Please discuss your plans with us so we can ensure your guest count will work in your preferred event space(s). **i.e.** Hosting a seated dinner in the same event space as your reception will *reduce* the capacity numbers.

*Pricing is subject to change and is not guaranteed until contracted. Pricing for events in 2023 is NOT at the rates outlined above.

Saturdays at The Faulkner

*Booking The Faulkner for your Saturday event is \$6800 and grants you exclusive use of the building. Clients enjoy use of The First at The Faulkner, The Fifth at The Faulkner, and The Top of The Faulkner for their event as well as The Fourth at The Faulkner for getting ready during the day. Some clients are excited to utilize all three event spaces during their celebration while others choose to reserve certain floors simply as their inclement weather backup. Clients looking to reserve only one or two of our event spaces may consider other days of the week for their event.



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BOOKING POLICIES:

Event Date Hold

A date will be placed on hold for up to seven (7) days. This will give the client first right of refusal on the date and space. Should another customer inquire about the date within this time, the client will be given 3 business days to secure or release the hold. To secure any date, a signed contract along with a deposit must be received. An event is not considered confirmed until the contract is duly signed and deposit is received.

The signing of the contract indicates that the contracting party understands and accepts the full venue policies. The client and all guests, vendors and associates only have access to the space contracted.

Venue Rental Fee

- Rental rates are outlined on page 1. ***Vendor access begins at 9:00am and concludes at 12:00am, with 5 hours of event time allowed within that window.***
 - Hours are consecutive to include setup and tear down time.
 - Additional hours can be purchased at \$500/event hour and \$250/setup or strike hour
 - Additional hours are non-prorated per hour.
- Events must conclude by 11:00pm. Additional time cannot be extended beyond these set times as they are due to city ordinance laws and cannot be adjusted.
- A 10% discount off the venue rental will be applied for non-profit groups that can provide a determination letter from the government identifying them as a 501C(3) status.
- Military personnel that provide proper documentation of active service will receive a 10% discount off the venue rental.
- Facility Rental Fees are inclusive of the following: onsite venue manager, housekeeping services, security, existing furniture, tables, chairs, existing audio/visual services, and applicable tax. Specialty staffing, entertainment, specialty furniture rentals, event rentals and food/beverage service may be provided for additional fees.

Payment | Payment Schedule

- Payment may be made by check (mailed or delivered in person) or by credit card. Checks may be made payable to The Faulkner.
- 50% of the total venue rental fee is due at the time the contract is signed, within seven (7) days of receiving. The balance of 50% is due ninety (90) days prior to your event date.
- For events occurring within ninety (90) days, 50% of the total Venue Rental Fee is due at the time the contract is signed. The remaining 50% balance of the Venue Rental Fee is due thirty (30) days following the signing of the contract, but always at/before 30 days prior to the event date.
- For events booked within 30 days of the event date, the full Venue Rental Fee is due with contract.
- ***It is required that a valid Credit Card is kept on file to cover any and all damages incurred by you, your guests, or your vendors assisting/producing the event.*** The Credit Card Authorization Form is to be completed at the time of signing the contract. Damages will be determined within (30) days following the scheduled event. Liability is no way limited.
- The final invoice is considered past due if not received within 90 days of the event date. A charge of 5% will be assessed per day of the total unpaid balance.
- For Multiple-Event contracts, 50% of the total contract amount is due at the signing of the contract with the full balance due (30) days prior to the first scheduled event.



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Cancellation and Refund Policy

- 0 to 90 days prior to the event, the client will forfeit 100% of the Total Venue Rental Fee
- 91 - 179 days prior to your event, the client will forfeit 50% of the Total Venue Rental Fee
- 180 days or more prior to the event, the client will forfeit 25% of the Total Venue Rental Fee

Site Tour | Walkthrough

A site visit will be conducted upon signing the contract, if it hasn't already taken place. Then, 30 days prior to your event a final walk-through with your event planner, catering and beverage service representatives, and additional event vendors will be scheduled. At this time a diagram of the room will be sketched and all details aside from guest count guarantees will be determined. Final guest count and floor plans are due fourteen (14) days prior to the event.

GENERAL POLICIES, A-Z:

Animals

No animals are allowed at The Faulkner except for service animals. The Faulkner will make exceptions to this policy for pets in the bridal party. Proper notice and approval is required.

Beverage Services

- The Venue requires Char Bar or Iron Horse Grill for all beverage services/items. The client will arrange all needs with the selected beverage vendor directly.
- If selected Catering Service is also a full-service beverage provider with appropriate liquor license and permitting requirements, an exception may be made to use said provider.
- Beverage Service must agree to and sign the Catering Service & Procedures Agreement.
- Venue reserves the right to refuse or stop alcoholic beverage service to any individual or group at any time. The facility is required to enforce liquor laws as regulated by the state of Mississippi.
- Any event serving alcoholic beverages must also provide adequate food service. The Venue reserves the right to prohibit events providing only alcoholic beverage service.
- No alcoholic beverages will be served to anyone under the age of 21.
- The venue and catering partners reserve the right to refuse alcohol service to anyone.
- No alcohol is allowed outside of the building.

Catering

- Catering Services must be provided by a licensed, insured, full-service catering company.
- Catering Service must agree to and sign the Catering Service & Procedures Agreement.
- You may select the full-service caterer of your choice.
- All caterers must haul away all trash from the event. No trash dumpster on-site.
- Catering Service is responsible for leaving the event spaces clean and free of any event trash.
- Any event serving alcoholic beverages must also provide adequate food service.
- Catering Service will be responsible for any event space "Flip."

Damage and Liability

The Venue and their agents and partners assume no responsibility for damages or loss of any merchandise or materials brought on the property at any time. The client is liable for all damages, expenses and losses including theft and property loss, caused by any person attending, or providing services connected with the client's use of the facility. Costs will be assessed and charged to the client. Replacement value may be used by Venue to determine the damage. Any loss or damage to the facilities caused by guests and/or staff hired by the client may result in additional damage fees.



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Décor & Production Policies

- The Venue reserves the right to approve all event vendors, decor, and event details.
- No items may be taped, nailed, pinned or attached to walls, doors or ceilings. Only venue staff may adhere items to floors, staircases or doors. All attachments to the building are to be done using the provided tacks strips, rigging points or attachment hooks.
- Banners are permitted in limited areas.
- No rice, bird seed, confetti, glitter, silly string, etc. is allowed on site. No throwables.
- No Ice Sculptures allowed.
- Flower petals and bubbles are permitted anywhere on the property, non-helium balloons must be contained to indoor only. All flower petals must be cleaned up by catering team/event planner immediately after use as they can stain the floors and client will be billed if this happens.
- Decorations must be removed at the end of the event.
- All setup must meet fire safety codes.
- A basic cleaning fee is included in this facility rental rate. For additional services, fees will be billed at actual plus 20%.
- Additional clean up and tear down will be billed as additional pre-arranged event hours.
- The Venue and their agents are not responsible for any items brought to the facility.
- There are no storage facilities or rooms located within Venue, all must be brought in and removed.
- Fog machines are not allowed.
- Stages are allowed on The Top of The Faulkner but must have safety bars around the perimeter. Any other elevated surface or performance must have written approval from the Venue Director.
- No fires, fireworks, open flames, or heating elements of any kind may be used inside the facilities or the outside grounds. BBQ grills and any open flame may not be used without prior written approval.
- Live flame candles can be used at Venue as long as they fall within these guidelines:
 - All candles must be contained in glass. No open flame.
 - Ceremonial candles and birthday candles are permitted.
 - Ceremonial candles must be dripless and are required to be contained.
 - Client will be responsible for any costs associated to wax removal and such costs will be billed to the client.
 - Live flame candles of any kind are NOT permitted on The Top of The Faulkner.
- Decorations must be removed at the end of the event by the client or another company or person at the client's request within the timeframe agreed upon. Venue will not be responsible for any items left after an event. Anything left at the venue will be immediately discarded and client will be charged a \$250+ removal fee. The only possible exception will be lost and found items.
- No duct tape or other adhesive materials are allowed on any surface, including flooring. Only gaff tape may be used on flooring to secure cords, cable ramps, etc.

Deliveries & Pick ups

Deliveries to the Venue relating to the scheduled event must be delivered and picked up within the contracted event hours. All vendors must load and unload in the designated area. It is Client's responsibility to communicate timing details and delivery pick-up schedule with each vendor.

Furniture and Plants

- Existing tables and chairs are included with the Venue rental. Furniture from the Top of The Faulkner may be removed and stored during your event with (30) day notice and a \$300 removal/storage fee. Outdoor reception/ceremony chairs are provided with rental of the Top of the Faulkner.
- Plants on The Top of The Faulkner may not be moved or relocated. With proper notice and approval, the plants may be relocated by Venue for a \$1000 fee.



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- The following tables and chairs are included with the Venue Rental:
 - (175) Pale silver chiavari chairs (\$300 fee applies *for use outdoors*; please note chair pads are not included and may be rented, if desired, through your caterer or rental company)
 - (200) white resin folding chairs
 - (21) 5' round tables
 - (9) 4' round tables
 - (10) 3' cocktail tables; low or high
 - (8) 8' banquet tables
 - (8) 6' banquet tables
 - Please note all tables require linens; linens are not included and can be rented through your caterer or rental company
 - Please request inventory counts from the Venue Director.

Getting Ready Space

The Fourth at The Faulkner includes The Parlor, The Boardroom, and The Drawing Room. The Fourth at The Faulkner is available to Clients on Event Day when they book The Fifth at The Faulkner and Top of The Faulkner. Access times for these spaces is the same as the contracted event time and early access is charged at a rate of \$250/hour. Typically one of these spaces is utilized as a green room or vendor room and the other two spaces are used by the wedding parties, but this is at your discretion. The spaces may not be open to all guests or used as part of the event space. The Fourth at The Faulkner will be closed during the event and all personal items will need to be "gathered" 30 mins prior to the start of the event.

Inclement Weather

Should inclement weather unfortunately occur on your event day, The Faulkner will not offer a refund for rental of The Top of The Faulkner. The Venue encourages all clients to plan for potentially bad weather and to book backup space in the building or to make arrangements through Alpha Tents exclusively to tent the rooftop. Should the backup space not be utilized, a refund will not be issued for that space because when the venue reserved the space for your event it became unavailable for another potential client to book. The Faulkner does reserve the right to determine if conditions are unsafe on the rooftop (due to wind, rain, pooling water, lightning, or other) and in that unlikely event, may require that the event be moved indoors. The Faulkner will always try to work with clients and their planner to determine the best course of action for the safety of all guests and to protect the venue.

Insurance

- On or before (14) days prior to your event, The Faulkner requires you to provide a certificate of insurance for your event. The certificate must name The Faulkner as an additional insured and is required to have at minimum of \$1,000,000 in general liability and \$2,000,000 general aggregate. The licensee insurance will cover all vendors' liability; please select professional service companies that can meet this requirement.
- If a certificate of insurance isn't received 30 days prior to your event, The Faulkner will secure one for you and you will be given a copy of the policy and billed \$275.00 on your final invoice.
- An event insurance policy is typically less than \$200 and can be acquired through your homeowner's policy, or more commonly, through an online provider like WedSafe or Wedsure in just a few minutes.
- The insurance policy is meant to protect YOU, should any damage be incurred by you, your guests, or your vendors.

Licenses and Permits

Venue strictly adheres to the NFPA and the local Jackson Fire Department fire codes and regulations. Required permits must be obtained from the Jackson Fire Department and Jackson Building Department.

Load In | Out

- Event load in/out should take place during the time specified in the Event License Agreement and be completed no later than the agreed upon time. Additional charges will be applied if the events load in/out



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takes place outside of the specified time. Specific areas will be designated for deliveries, unloading/loading, parking and event set up.

- Vendors of the event must arrange delivery time in advance of the event set up or they may be delayed due to other scheduled activity. An elevator use schedule will be created when applicable and it is up to each vendor to adhere to the schedule for their allotted use of the elevator to assist with load in.

Noise Limits

- Venue must approve all entertainment vendors 30 days prior to the event. The company providing entertainment must meet or coordinate with Venue management at least 30 days prior to the event to review any special accommodations.
- Amplified music must be kept at a reasonable level. Volume control will be at the discretion of Venue management.
- Venue reserves the right to inspect and control all private events, including the right to monitor and control noise levels.
- If the client or client's vendors violate the noise limits and requests by the venue, the results will be early closure of bar services and/or immediate end of the event.

Parking

Venue parking is available for evening and weekend events in the parking lot located directly next to The Faulkner and at 515 E. Amite Street, behind The Faulkner. The second lot may be accessed from E. Amite Street and/or N. State Street. Please utilize the south portion of the lot (closest to Amite Street). Street parking is also available nearby. Valet parking may be arranged for the event by the client at the client's expense. If valet is confirmed, the valet company will need to provide all applicable signage and permits.

Photography

For promotional purposes, the Venue reserves the right to take a limited number of royalty-free photographs of the user's activities in the Venue. Such photographs shall be the Venue's sole and exclusive property for the full copyright term, and the Venue shall have the right to copy, exhibit, display, and otherwise exploit such photographs by any means and media throughout the world; provided, however, that the Venue shall have the sole responsibility for obtaining any third party clearances, release and consent necessary for the Venue's use of such photographs.

Rehearsal

For events with a ceremony taking place at The Faulkner, effort will be made to arrange a rehearsal onsite the day prior to the event. ***If the ceremony space is available the day prior, a one hour rehearsal may be held onsite.*** If the selected ceremony space is booked for a private event the day or evening prior, The Faulkner will do its best to offer access to another space within the building, if available.

Rental Items

- The Venue has for use and included in the facility rental rate the use of existing décor, lounge furniture, tables and chairs. Should these items need to be removed for an event, a notice of request must be submitted 30-days prior to the event. Other rental needs may be provided by a professional rental partner, caterer or client directly.
- These rentals can be arranged by the client or catering company.
- Outside rentals must be delivered and picked up during your contracted Venue Access times.

Restrictions

- Venue facility and grounds shall not be used for any unlawful purpose. The Venue reserves the right to refuse use of the facility and grounds to any organization or individual in the event that a program or its content does not comply with the Venue's policies and guidelines. Plans for facility use must be discussed and/or submitted by the user to the Venue prior to contracting.



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- The user must agree that it will not practice, advocate or permit discrimination or segregation based upon race, creed, color, sex, age, disability or national origin.

Safety & Security

Standard security will be provided at the front and rear entrance to The Faulkner, included in the Venue Rental Fee. If the Venue determines or the Client requests/demands additional security be necessary, Client will be billed the additional security costs at the rate of \$50/hour per additional security officer.

- For the safety of the client, all guests and guests of the client are permitted to have access to the contracted use space. Any non-contracted spaces are off-limits at all times.
- Any loss or damage to the facility caused by guests, associates and/or staff may result in a damage assessment fee.
- Children must be supervised at all times and staffing may be required in designated areas.
- The venue exercises the right to inspect and control all guests, vendors and associates, including but not limited to monitoring noise levels.
- Venue prohibits the use of any illegal activity or actions deems inappropriate.
- The Venue will not be responsible for personal property, displays, exhibits, equipment or other items lost, stolen, or damaged in or around the Venue.
- The Faulkner has a strict no tolerance policy for violence or anything considered to be violence, any type of physical altercations, or verbally aggressive arguments. The Faulkner reserves the right to shut down the event in any circumstance of violence or assumed violence.

Set-up | Cleanup

- All personnel/vendors connected with the event have access to the event spaces during the contracted Venue Access times *only*, unless previously arranged with Venue. The client may be charged an hourly rate for additional venue access time needed or requested by vendors.
- Cleanup is the responsibility of the client. Items not removed immediately following the event, will be disposed of with no liability to Venue and could result in being billed a cleaning fee. Venue is not responsible for any lost or stolen items.
- After an event, users must leave the building and grounds clean, and clear of debris and trash; and in at least as good condition as it was found at the commencement of the event. Trash must be bagged and removed by all vendors. No trash dumpster on-site.
- All rental equipment and materials must be removed from the rental area. Rented items must be properly placed in the designated area and ready for pick up. Charges for cleanup and removal may be assessed or deducted from the security deposit if premise is not left clean and clear. See also "Load In | Out".

Smoking

- The Venue is a non-smoking facility.
- ***Smoking of any type is not allowed on The Top of The Faulkner.*** The rooftop material is flammable and smoking of all types is forbidden by both the venue and Fire Marshall. Guests will be given two warnings and upon the third warning a fine of \$100 per occurrence will be deducted from Client's security deposit. Guests will be asked to leave the property immediately if they do not comply.
- Cigar bars are not permitted.
- Smoking of cigarettes and cigars may be permitted only in designated outdoor areas, defined as the front sidewalk, more than 15' from the building's entrance and is dependent upon current fire hazard conditions.

Staff

A minimum of one venue staff is required for all events and is included in the Venue Rental Fee. The provided Venue Manager is responsible for enforcing the Venue's policies and operating the elevator, lights, temperature, and AV as needed. ***Please note, the Venue Manager is not a wedding planner or coordinator and will not be available to run your***



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ceremony or manage a timeline or manage vendors. These are all the responsibility of the client or wedding planner/coordinator. Additional personnel may be required based on the event activity and/or layout of the event. Venue can provide specialty staffing services to assist in the success of your event for an additional fee.

Timing

All events must conclude by 11:00pm, with all guests off premise at these noted times. Vendors need to begin tear down no later than 11:00pm. All equipment for the event must be removed immediately following the event, unless prior arrangements have been made.

Vendor Management

- Venue reserves the right to approve all vendors and must receive a list of all participating vendors with appropriate contact information (phone number, email, name of party, etc.) by the 30-day walkthrough. The client is responsible for all vendor activity during the site tours, walkthroughs, setup, event and removal.
- All deliveries *must* be arranged prior to the event day and the delivery time approved if it falls outside of the standard use time of 9am-12am.
- All vendors and supplies must be picked up at the conclusion of the event, unless prior arrangements have been made.
- All vendors must load in via designated access points and must adhere to elevator use schedule when applicable.
- Vendors must begin tear down no later than the set times and be complete by the designated time. If additional time is needed it may be added for a fee. The rate of \$250/ hour, not prorated, will apply for additional load in, setup or tear down time. The Venue may work with the vendor to make arrangements for strike the following day this must be agreed to 30 prior to the event.

Wedding/Event Coordinator

- The Faulkner requires the Client to use a wedding/event coordinator on the day of the Event. The coordinator must be present at the 30 day walk-through, must provide a list of all vendor contact information and a timeline for the event day including load in and load out, must be onsite during the full duration of the event through the end of clean up, and must conduct themselves in a professional manner during the event.

Policies are subject to change without notice.