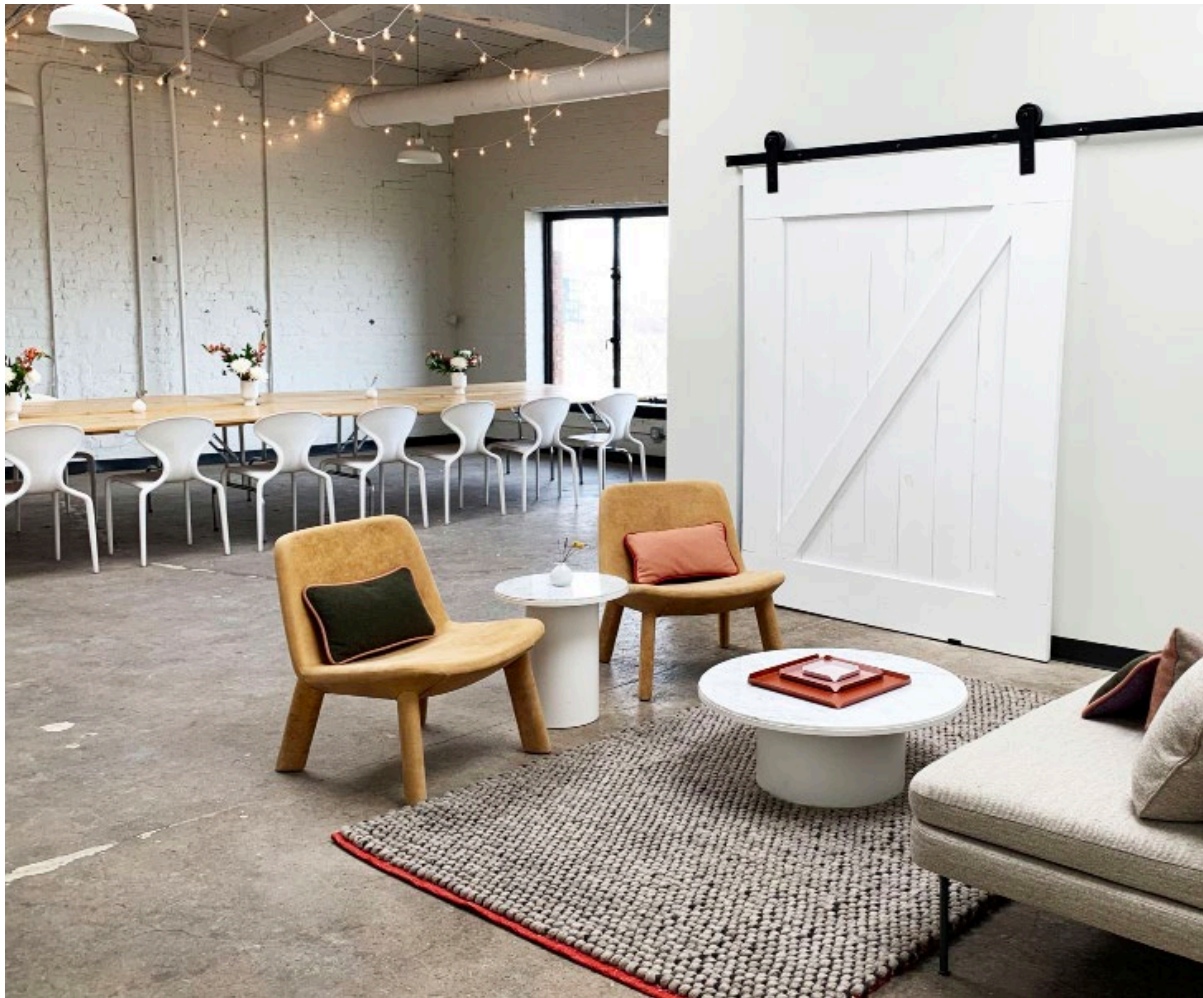




## RENTAL FAQ



# LAB RENTAL FAQ

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## THE SPACE

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### **WHICH PART OF THE SPACE IS RENTED OUT?**

You are permitted to utilize the main LAB space as well as our flex office behind the barn door. The LAB office door, however, will be locked during your rental. There is a fully equipped kitchen, and 2 individual public restrooms.

### **HOW MANY GUESTS CAN THE SPACE ACCOMMODATE?**

Our space accommodates 75 people standing, and 36 people seated around 4 large farm tables. We can rent out more chairs for additional seating as well. We'll make sure the seating is setup appropriately for the number of attendees before your event.

### **WHERE IS THE BUILDING ENTRANCE?**

We are located at 1629 Hennepin. Google maps will take you to the front door, however we advise that you and your guests enter the building from the historic alleyway at 1629-1625 (door is across the alley from The Third Bird back entrance). Take the elevator to 3R and navigate your way to 300A. We do have LAB signage available if you are wanting to help your guests find the space for your event.

### **WHERE CAN WE LOAD AND UNLOAD FOR MY RENTAL?**

There is an elevator in the historic alleyway for easy loading and unloading. When you're done, please move your car immediately to keep this loading zone free.

### **IS THERE PARKING AVAILABLE?**

Metered parking is available. Parking ramps are on each side of the Basilica, which is across the street from LAB Headquarters.

### **IS THERE A KITCHEN?**

We have a full kitchen area where you or your caterer can prep & store food. It is equipped with a sink, oven, electric stove, and microwave. Please note that the kitchen is shared with the rest of the building and must be cleaned properly after using.

### **ARE THERE DIGITAL CAPABILITIES?**

Wifi and audio/visual capabilities are available. We can rent out a projector for an additional charge. We have an aux cord & speakers to plug your ipod or phone into to play music for your event.

### **ARE THERE ANY RESTRICTIONS?**

We ask that you do not put nails into the wall, only command strips. Glitter, confetti, sparklers, and flower petals are prohibited. Wax candles are allowed if they are in glass containers to ensure no wax spillage.

### **IS ALCOHOL PERMITTED?**

Alcohol is permitted for private events and guests that are 21+. The sale of liquor at LAB is strictly prohibited. Reference the Rental Contract for more details.

# LAB RENTAL FAQ

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## RESERVING A DATE

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### **DO I NEED TO SET-UP A TOUR? CAN I SEE THE SPACE AT ANYTIME?**

If you haven't rented with us before, we require that you to come in and see the space so we can discuss all of the rental details, our expectations and what you need from us. All tours must be scheduled prior to visiting, as our team is not always in the studio. Setting up tours can be done so by emailing [connect@labmpls.com](mailto:connect@labmpls.com).

### **WHAT IS REQUIRED TO RESERVE A DATE?**

When inquiring for a date, we will put your name down as a soft hold. A soft hold is a one-week hold, no cost, during which if anyone else expresses interest in booking the date, we reach out to you first. You then have 24 hours to book or release the date. In order to reserve a date, your rental payment must be paid in full and we must receive a copy of the signed contract.

### **WHAT HAPPENS IF I NEED TO CANCEL?**

You will receive 50% if you cancel 30 days before the event - but there is no full refund for cancellations, so please be sure to commit to your date before signing the contract!

### **WHAT IF I NEED TO CHANGE THE TIME THAT IS CURRENTLY ON MY CONTRACT?**

Your rental period can be changed up to 7 days prior to the event. No changes are official until your contract has been amended. Please let us know about this change asap.

### **WHAT IS THE RENTAL PERIOD? DOES THAT INCLUDE SET-UP AND TEAR-DOWN?**

LAB is available for rent between the hours of 7am - 10pm. A full day rental is considered 8 hours. You will need to take into account the time needed for set-up and tear-down during the time-frame that you select for your rental.

### **CAN I ACCESS THE SPACE AT ANYTIME DURING THE DAY OF MY RENTAL?**

You are only permitted to utilize the space during the time stated on your contract. We will program the doors so that they stay unlocked during your rental period for easy access for your guests. For this reason, if your time changes we will need to know 7 days in advance to re-program the doors.

# LAB RENTAL FAQ

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## PAYMENTS

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### WHAT DOES IT COST TO RENT THE LAB SPACE?

**Weekdays:**

Minimum of 3 Hours

Available between the hours 7am - 10pm

Hourly Rate - \$100

Full Day Rate \$600 (8 Hour Duration)

**Weekends:**

Minimum of 3 Hours

Available between the hours 7am - 10pm

Hourly Rate - \$125

Full Day Rate \$750 (8 Hour Duration)

### HOW DO WE MAKE A PAYMENT?

You will be invoiced via email prior to your rental date. Your date is not reserved until your payment is made. We accept credit card payments and checks.

### IF AND WHEN DO YOU CHARGE FOR THE SECURITY DEPOSIT?

If furniture, accessories, space, etc. is damaged you will be charged after your rental for the amount of repair, replacement, labor, etc. LAB is also subject to charging a cleaning fee if the space is not cleaned up to standards. You will be notified before you are charged.

### CAN I GET A REFUND?

We do not offer full-refunds. If you need to cancel, you will receive a 50% refund if you cancel 30 days before the event. After the 30 days, no refunds are made.

# LAB RENTAL FAQ

## STUDIO SET-UP

### WHAT FURNITURE IS INCLUDED IN MY RENTAL?

The following furniture (listed below) is included in your rental. See photos on following FAQ pages for the lounge set-up which consists of a loveseat, coffee table, end-table, and two lounge chairs that are in the space. Additional items may be rented out for an additional charge per item.

### CAN WE BRING IN OTHER FURNITURE? CAN YOUR FURNITURE BE REMOVED?

You can bring in other furniture or décor, but we do ask that anything that is brought in be approved by our team first. We are able to remove our furniture as well. The large farm tables are subject to a \$150 fee for removal.

### CAN I DECIDE HOW THE STUDIO IS SET-UP FOR MY RENTAL?

Yes, we will have the room set-up based on your requests. The farm tables can be separated into two 20'ft x 3'ft tables that seats up to 30, or pushed together for one large 20'ft x 6'ft table that seats up to 18. We will have out as many chairs as needed for your rental (up to 30, however more can be rented at \$2.50 a chair)



30 WHITE CHAIRS  
Additional available  
at \$2.50 per chair



3 WHITE TABLES  
39.5" L x 23.5" W x 29" H  
Additional available  
at \$10 per table



WHITE ROLLING CART  
Can be removed if requested.



4 FARM TABLES  
122" L x 37" W x 30" H  
One Large Table Seats up to 20  
Two Long Tables Seats up to 36



CREDENZA  
97" L x 16" W x 36" H  
Butcher block on top.  
Cannot be removed from the space.



3 OFFICE CHAIRS  
Stored in the flex office and can  
be removed if requested.



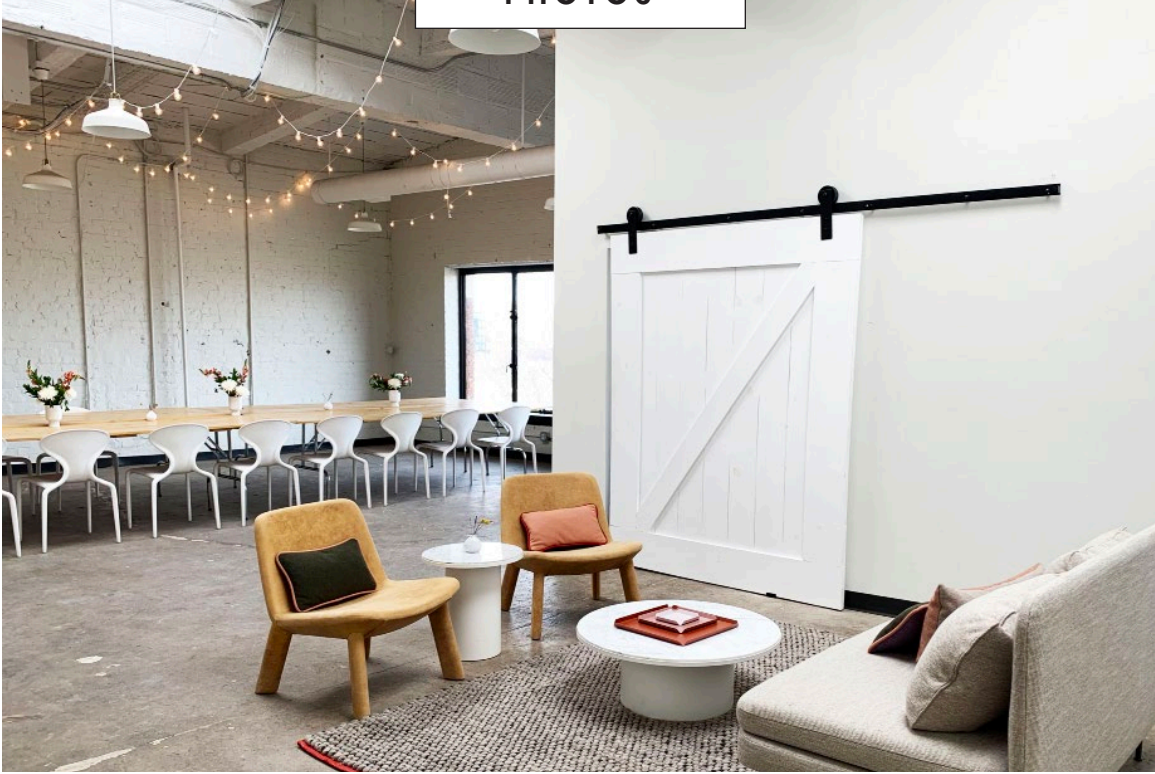
# LAB RENTAL FAQ

## PHOTOS



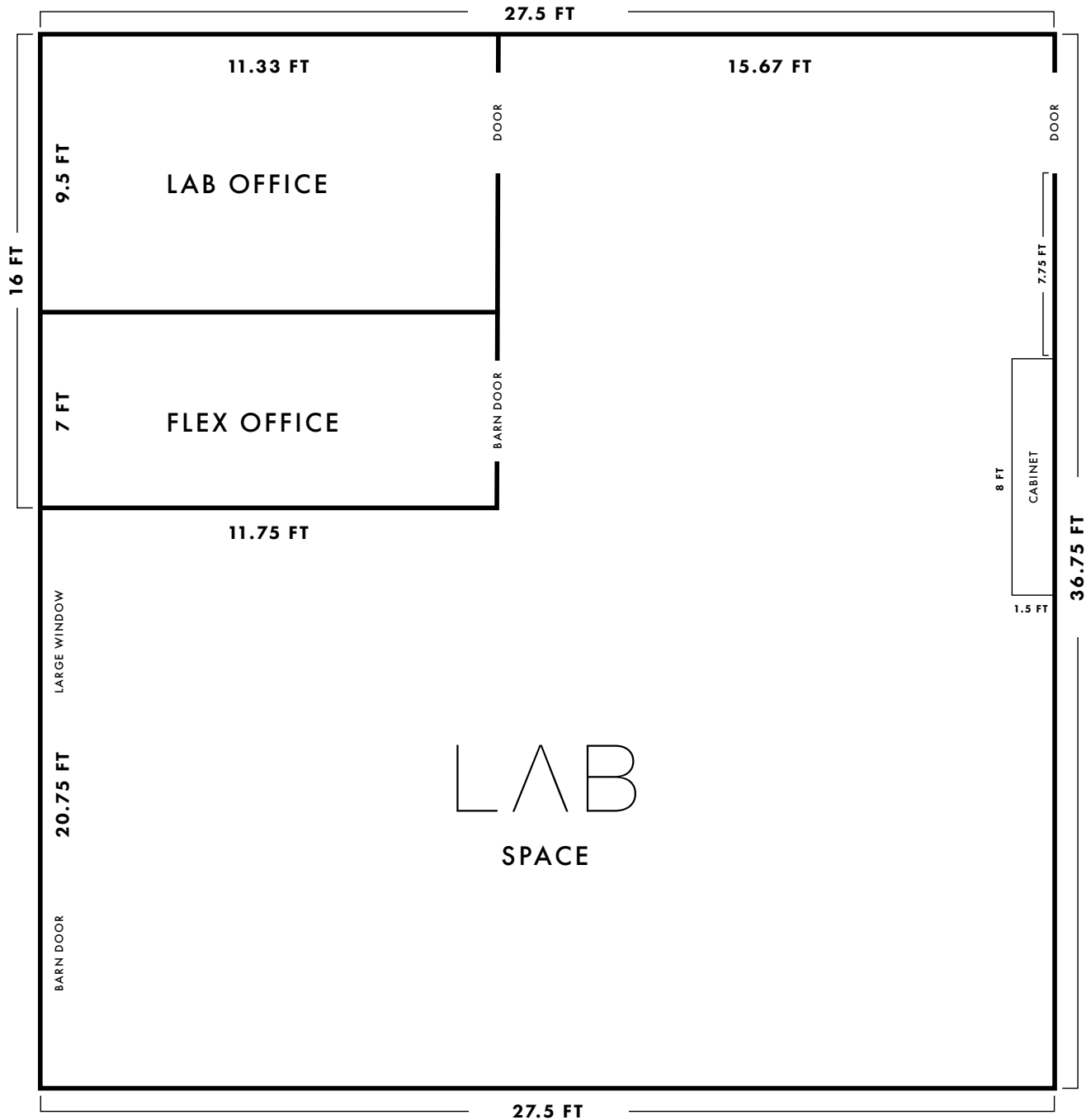
# LAB RENTAL FAQ

## PHOTOS



# LAB RENTAL FAQ

## FLOOR PLAN



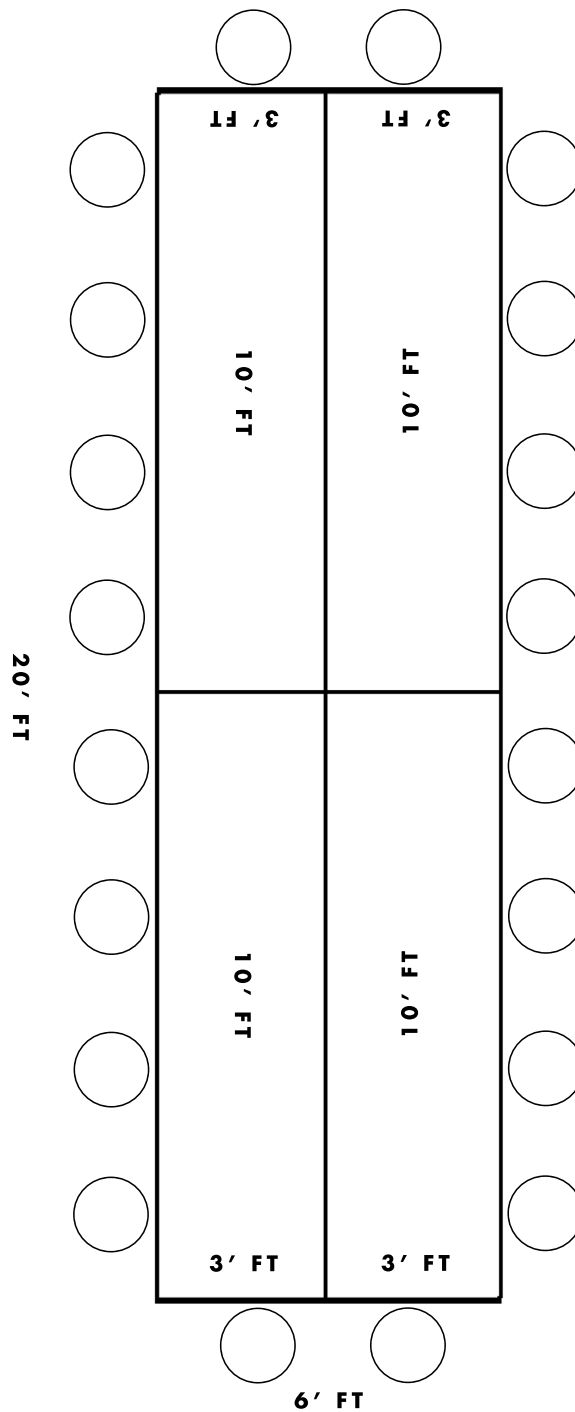


# LAB RENTAL FAQ

## TABLE DIAGRAM 1

### 1 LARGE TABLE / 4 FARM TABLES

SEATS UP TO 20



# LAB RENTAL FAQ

## TABLE DIAGRAM 2

### 2 LONG TABLES / 4 FARM TABLES

SEATS UP TO 36

