

Suite One Sixteen E-Packet



Ideal Events for Suite One Sixteen

Micro-Weddings
Business Trainings
Business Meetings
Photography Studio
Family Dinners
Family - Oriented Birthday Parties
Retirement Recognition
Pop-up Shops
Small Birthday Parties (Adults)
Children Birthday Parties (up to age 5)
and more



SUITE ONE SIXTEEN
BUSINESS AND EVENT STUDIO



SuiteOneSixteen



SuiteOneSixteen.com



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VISION



Suite One Sixteen was founded to create an environment for small business owners and families to host events with their teams or loved ones in intimate, small-group settings. The vision is that Suite One Sixteen becomes a staple in the Moncks Corner Community which is an affordable solution for business and family needs.

MISSION STATEMENT



To bring inspiration to your event in a beautiful, clean, and unique studio that fosters fellowship and exceeds expectations.



Professionalism



Compassion



Integrity

CORE VALUES



1

Professionalism

Our clients can depend on our team to do our job to the best of our ability with loyalty and reliability.

2

Compassion

Our team will take our time to understand our client's needs and to build strong connections with our clients.

3

Integrity

All clients and events will be handled with honesty, sincerity, and creativity.

Price list

MONDAY - THURSDAY

FULL DAY	\$400
7:00 AM - 11:59 PM	
HOURLY	\$50
(2 HOUR MINIMUM)	

FRIDAY OR SUNDAY

FULL DAY	\$600
7:00 AM - 11:59 PM	

SATURDAY

FULL DAY	\$750
7:00 AM - 11:59 PM	

DEPOSITS & FEES

DAILY RENTAL DEPOSIT	\$200
HOURLY RENTAL DEPOSIT	\$100
FLOOR RAP DEPOSIT**	\$100
OPTIONAL CLEANING FEE	\$150
INCIDENTAL & NON CLEANING FEE+	\$125
DAY-BEFORE DECORATING ENTRY (IF AVAILABLE)	\$50/hr

+ The Incidental and cleaning fee is due two weeks before the event. If the studio is not damaged, incidental fees may be refundable up to 100%. Incidental refunds are processed 24-48 business hours after the event ends. **Removable floor raps require an additional fee of \$100.00 and will be added to the Incidental and Cleaning Fee policy. Daily and hourly deposits are non-refundable.

Visit SuiteOneSixteen.com for additional information.



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SUITEONESIXTEEN.COM



OPTIONAL RENTALS & SERVICES

TELEVISION	\$100
(PER DAY)	
PROJECTOR AND/OR SCREEN	\$100
(PER DAY)	
STATIONARY PHOTO BOOTH	\$150.00
(PER DAY)	
TODDLER JUMP CASTLE	\$150.00
(MULTI-COLOR)	
NON-PROFIT AGENCY DISCOUNT	10%
(DOCUMENTATION REQUIRED)	

*A RENTAL DEPOSIT AND SIGNED CONTRACT ARE REQUIRED TO SECURE YOUR DATE.

*THE FULL BALANCE IS DUE TWO WEEKS BEFORE THE RENTAL DATE.

*DAILY & HOURLY DEPOSITS ARE NONREFUNDABLE.

*MULTI-DAY RATES ARE AVAILABLE.

*OPTIONAL CLEANING IS OUTSOURCED AFTER THE EVENT HAS ENDED.

BOOK TODAY:

SCAN THE QR TO
REQUEST YOUR DATE.



What's Included

At Suite One Sixteen, we offer a variety of rental options to make your event planning process as smooth as possible. Our studio features a modern feel, elegant touches, flexible space design, and commercial amenities. The layout of our studio provides our clients with an intimate lobby area upon entering the building, a large open space for meetings and events, a private meeting room with comfortable lounge chairs, three elegant restrooms, and a large kitchen with beautiful barn doors that can be closed or left open.

The kitchen includes a two-compartment sink, two stainless steel prep tables, a stainless steel storage shelf, a full-size microwave, a serving window that can be opened or closed, a commercial-size refrigerator, and a commercial-size food warmer.

The studio will hold up to 80 people seated (8 people at 10 round tables).

Included in your rental will be access to all rooms listed above and the items listed below:

Accessible Wi-fi

12 - Round 60 Inch Tables

4 - Rectangle 6 Feet Tables

2 - Rectangle 4 Feet Tables

6 - Bar Height Tables

90 - White Wood-style Folding Chairs

1 - Cooler to store bags of ice

1 - Large Mobile Bluetooth Speaker (available upon request)

2 - Wireless Microphone (available upon request)

Rental Policies

The rental deposit and signed agreement are required to secure your date and rates for your event at Suite One Sixteen. Rental deposits are non-refundable (regardless of cancellation reasons).

The studio holds up to 80 guests seated at a time.

SC Sales Tax of 9% is added to all invoices. A 10% discount is offered to non-profit agencies with documentation.

The remaining rental balance is due two weeks before your event. If the payment is not received by the due date, the agreement and event may be subject to cancellation. There is a no-refund policy for all payments if your event is canceled within two weeks (14 days) of the event date.

The end time listed with the rates is when clients must leave the building. Extending the time will incur additional fees, which will be deducted from the Incidental and Cleaning Fee.

The Incidental and Cleaning Fee is refundable up to 100% if the studio is cleaned correctly and there are no incidents, missing items, or damages to the walls, equipment, furniture, or property, including Jump Castle and Photo Booth rentals. Clients may be charged an additional fee of up to \$500.00 if extensive damages occur. A cleaning checklist will be provided, and an equipment checklist will be posted on the kitchen wall for verification. The Incidental and Cleaning Fee may be refunded by Suite One Sixteen within 3 to 5 business days after the event ends, using the same payment method. According to your banking procedures, credits into your account may be delayed for up to 10 days.

Clients are responsible for setting the tables and chairs in the desired locations and returning the chairs to the proper storage areas upon event completion. Tables are to be left upright (not folded). Proper cleaning includes sweeping, mopping, removing the trash, and cleaning the kitchen, meeting space, lounge, lobby, and restrooms. The Studio is to be returned in the same condition that it was given.

Removable Floor Raps are available for an additional \$100.00 incidental fee, which is refundable up to 100%. The fee will follow the same policy as the Incidental and Cleaning Fee. Removable Floor Rap fees are refundable if the floors are not damaged or sticky upon removal of the floor rap. If floors are damaged/sticky, Suite One Sixteen will retain 100% of the Removable Floor Rap Fee and possibly the Incidental & Cleaning Fee if the repair damage exceeds \$100.00. Clients may be billed up to \$500.00 in repair/restoration costs. The Floor Rap Fee may be refunded 3 - 5 business days after the event ends.

Due to the neighboring businesses in the business complex, loud music is prohibited between 7:00 am and 9:00 pm, Sunday - Saturday. Music is to be kept at a reasonable, respectable level. Please make sure the DJ is aware of this.

The indoor Preschool Jump Castles are for children ages six and under. The castles are for on-site rentals only and must be kept indoors.

Events with ticket sales (including alcohol) will require an Alcohol and Beverage License (from the State), Day-of-Event Insurance, and security from a licensed company with at least one security officer. Ticket sales include events that sell tickets for alcohol on-site.

Suite One Sixteen's rates and fees are subject to change. Studio rental hours are generally from 7:00 a.m. to 11:59 p.m. unless otherwise requested and confirmed in the agreement.