

The
**CANDY
FACTORY
SUITES**
25
DR. M L K AVE.

WEDDING & EVENT VENUE

25 Dr. MLK Jr. Ave
Memphis, TN 38103
901-570-0802

VENUE DETAILS

Thank you for considering The Candy Factory Suites to host your wedding. Built in 1907, the building initially housed the Shelby Candy and Coffee Co. Candy was made there until 1922, when it became Wagner Street Grocery. The Candy Factory Suites were also once home to Conaway Brown Inc., a local advertising agency. The building still features the metal racks once used to hang ads. The event spaces are the perfect blend of industrial elegance meeting historical charm.

Located just a block away from world famous Beale Street, the Orpheum Theatre, the south Main Street Mall, and a short walk from scenic Tom Lee Park overlooking the Mississippi River, The Candy Factory Suites is the perfect location for your special day and our beautifully decorated indoor facilities create a formal, yet relaxing and romantic atmosphere.

We can accommodate up to 130 guests for weddings and receptions.

For more information about The Candy Factory Suites or if you want to inquire about specific dates for your wedding:

**Call Ashley Moore at (901) 570-0802, or
email ashley@moorewed.com.**

moore
WEDDINGS *and* EVENTS

PRICING

Mondays through Thursdays \$950.00

6-hour rental time 3 pm - 9 pm

Fridays \$1250.00

6-hour rental time 4 pm - 10 pm

Saturdays \$1850.00

8-hour rental time 3 pm - 11 pm

Sundays \$1450.00

8-hour rental time 1 pm - 9 pm

*Additional time can be purchased at the rate of \$100 per hour

*If you would like to add on your rehearsal dinner at The Candy Factory Suites, it is an extra fee of \$550 and includes 4 hours, 6-9 pm.

ITEMS INCLUDED IN PRICING

- Set up and breakdown of our tables and chairs
- We have ten 6 ft. rectangle tables, fifteen 48 in. round tables, six bistro tables, and fifty banquet style chairs (layout will have to be submitted to the Event Manager no less than 14 days prior to the event)
- Clean Up after your event, minus catering trash or spills during your event as detailed in our policies
- Event Manager on site during your event

\$650 DéCOR & PLANNING PACKAGE

For an additional fee, Moore Weddings & Events offers all clients of The Candy Factory Suites a décor package. This will take all the stress off you and allow you to enjoy your special day to the fullest!

ITEMS INCLUDED IN PRICING

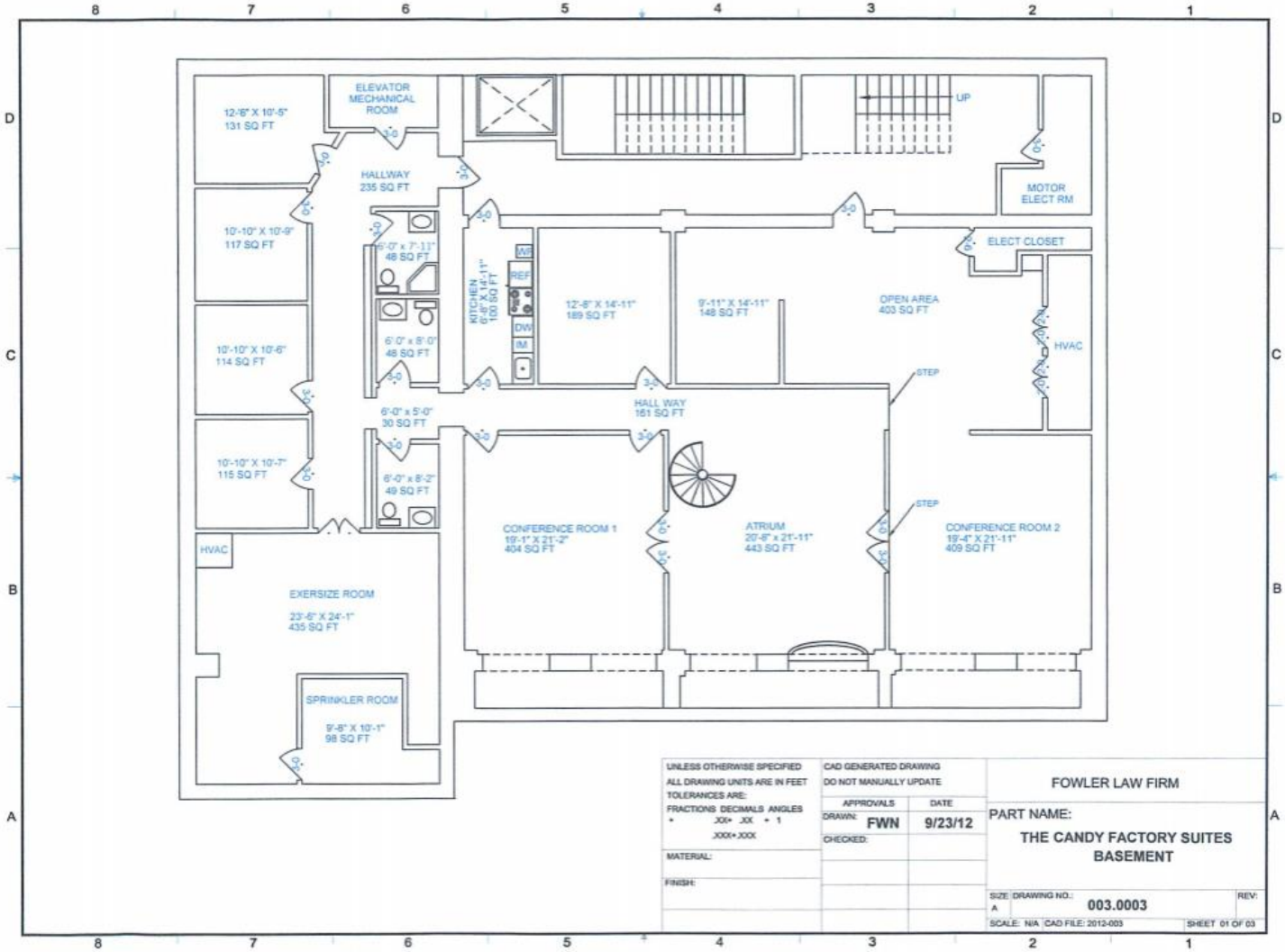
- One hour the week before your event for a rehearsal or final walk-through
- Two 30-minute consultations with a professional Event Planner to plan your wedding and event design
- Monthly email and text correspondence with your Event Planner
- Ten black or white linens for guest tables with colored overlays or runners
- Fifty black or white chair covers with colored sashes
- Ten standard floral centerpieces with candles (roses & hydrangea or seasonal color coordinating bouquets)
- Two additional arrangements, one for the bar and one for the gift table
- Black or white linens for all the catering tables and DJ table
- A hostess for your event to pass out favors, assist guest with elevator, and provide timeline tracking
- Doorman at the front door
- Event planner will schedule all vendors the week of the wedding

This makes a Saturday wedding with décor and staffing just \$2500

*Floral arrangements and linens can be upgraded, just ask your Event Planner for a quote!

*With events seating over 50, the additional per person charge is \$5 pp

EVENT SPACE DIAGRAM



<p>UNLESS OTHERWISE SPECIFIED ALL DRAWING UNITS ARE IN FEET TOLERANCES ARE: FRACTIONS DECIMALS ANGLES + .00" .00" .1</p>	<p>CAD GENERATED DRAWING DO NOT MANUALLY UPDATE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">APPROVALS</td> <td style="width: 50%;">DATE</td> </tr> <tr> <td>DRAWN: FWN</td> <td>9/23/12</td> </tr> <tr> <td>CHECKED:</td> <td></td> </tr> </table>	APPROVALS	DATE	DRAWN: FWN	9/23/12	CHECKED:		<p style="text-align: center;">FOWLER LAW FIRM</p> <p>PART NAME: THE CANDY FACTORY SUITES BASEMENT</p>
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<p>MATERIAL:</p> <p>FINISH:</p>	<p>SIZE: DRAWING NO. 003.0003</p> <p>SCALE: N/A CAD FILE: 2012-003</p>	<p>REV:</p> <p style="text-align: right;">SHEET 01 OF 63</p>						

POLICIES & PROCEDURES

PAYMENTS

A 20% non-refundable deposit is required to hold your date and time for both the venue and the décor package if you select it. All charges must be paid in full 30 days prior to your event or you may face forfeiture of your deposits and your event.

DAMAGES

Any damage caused using staples, tacks, nails or duct tape will be charged accordingly. Artwork displayed at The Candy Factory Suites may not be removed for any special event. Any damage to any of the artwork or lights at the venue will be charged accordingly. As per the Fire Marshall, you cannot block any doors that have an EXIT sign above it or block access to the fire extinguisher.

GLASSWARE

No glass drinkware is allowed in the venue, except for two champagne glasses traditionally used in a wedding toast. We can supply plasticware or disposables for an additional charge, or you are welcome to bring your own.

BARTENDING / ALCOHOL

We require a licensed, professional bartender from our approved vendors list to serve any liquor on site. CFS allows liquor to be served by the drink (no shots) to anyone age 21 and older. License holders may provide their own alcohol. "Bring Your Own Bottle" functions are not allowed, and guests may NEVER serve themselves liquor. Homemade brews or drinks mixed offsite are not permitted. 'Last Call' for beverages will take place one hour before the event's contracted end time and drink service will conclude forty-five minutes before the end time. Bartenders are responsible for bussing the tables after last call and removing their trash. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of event without refund.

GUEST CONDUCT

Behavior deemed by The Candy Factory Suites or MWE as disruptive or dangerous in nature, are subject to ejection from the event space possible termination of event without refund. This includes, but is not limited to public intoxication, using offensive language, throwing objects, standing on chairs, damaging the property, domestic disputes, etc. Alcohol may not be served to minors. Illegal substances are not allowed at any time on the premise. If the police are called onsite due to the actions of any guests, the event will be immediately terminated without refund.

CHILDREN

Children must be supervised by adults at all times. Children playing on the spiral staircase is prohibited as it is a danger to themselves and the safety of other guests. MWE can provide a babysitter(s) and separate room for the kids if needed for an additional fee.

VENDOR DELIVERIES

Client must have a dedicated person available and responsible for all the equipment you and your vendors bring into The Candy Factory Suites. All deliveries are to be made the day of your event after your access time, unless there are special arrangements made prior with the Event Manager. You or your representative must be present to sign for all deliveries. You must remove all your items from The Candy Factory Suites by the by the end of your rental time to allow MWE to prepare for the next event. Neither MWE or CFS are responsible for any of you and your vendor's equipment before or during your event as well as for any items left behind after the event.

CLEAN UP

Confirm with the caterer you have chosen from our list, that they will clean the catering area and all food trash at the end of your event. Remove your equipment, your decorations and any other items you brought in by the end of your rental period to avoid overtime charges. Put all garbage in appropriate containers with trash bags provided. MWE will completely clean the floors, restrooms, tables, etc. before and after each event. However, the client or caterer is responsible for taking care of food or liquid spills during your event. MWE will supply a mop and bucket as well as other janitorial supplies for your convenience.

RENTAL TIME

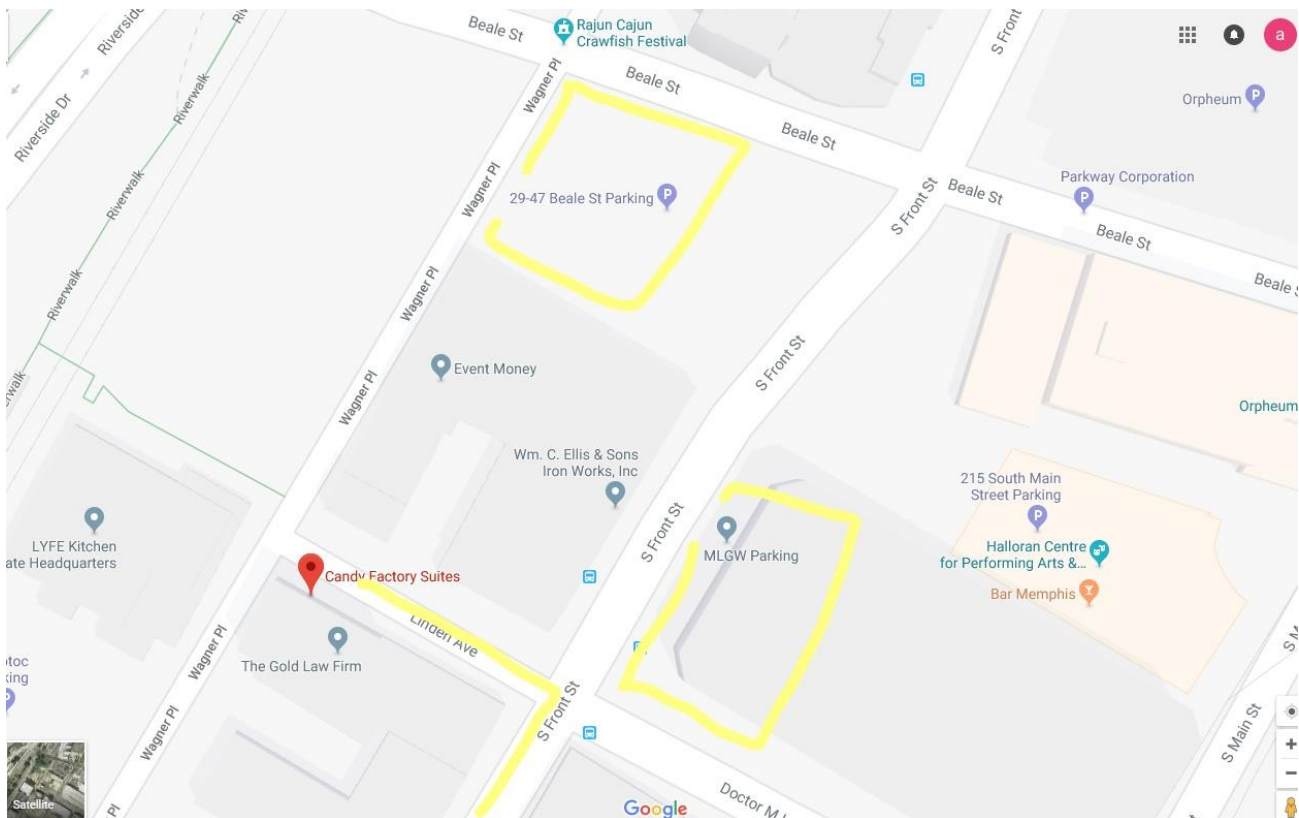
The Candy Factory Suites rental price is charged by blocks of time which are either an 8-hour or 6-hour evening time slot. These block times include your set up time, event time and dismantle time. We are willing to stay overtime or arrive early if the venue is available. Overtime charges are \$100 per hour for CFS. Your equipment must be removed from the building by the end of your 8-hour time slot to avoid any hourly overtime charges.

SECURITY

All events with alcohol require a security guard that will be on the premises from the start to the finish of the event at an additional fee. CFS will arrange for the security guard per your event license, either with a charge of \$15 per event hour or as included in the décor package. Two security guards will be required if you have over 75 guests.

PARKING

There is free parking in front of the building on Linden Ave/Dr. MLK Jr Ave and metered parking (which is free after certain hours) on Front Street. There are two paid parking lots within a three-minute walking distance from the venue. Both are within view of the front of the building. One is uncovered, paid parking on Beale and Wagner. The other is paid, covered parking at the MLGW garage on Front and Dr. MLK Jr Ave. The highlighted map included shows the best parking for CFS. Any street side parking on Wagner is subject to parking fines and towing by the City of Memphis. Your guests must comply with normal parking laws, parking near a stop sign, fire hydrant, or in a non-parking zone is subject to parking tickets and towing. It is your responsibility to ensure the guests understand where to park.



CATERING

Moore Weddings & Events has selected a list of professional caterers who are the exclusive vendors at The Candy Factory Suites. You are required to select from one of these caterers. These caterers are familiar with our facilities and know and understand our cleaning requirements, our trash disposal policies, as well as following all other policies and requirements at The Candy Factory to keep it a clean, professional and well-run venue for events. No food or beverage can be brought in without the use of one of these exclusive preferred caterers or advance authorization from the Event Manager. All clients wishing to use a non-approved caterer must have the caterer approved and oriented by the Event Manager and will be assessed a catering fee of \$2 per guest.

Our preferred vendor is Pink Flamingo Catering

901-827-3877

Simply Delicious Catering

901-682-9997

Me and My Tea Room Catering

901-872-7798

A Moveable Feast/ Hog Wild

901- 522-9453

Panini Catering

901-569-5952

VENDORS

Following is a list of types of vendors that can be used at The Candy Factory Suites. All vendors must be professional and licensed. New vendor authorization can be arranged prior to your event by the Event Manager. Due to the sensitive nature of our historical building, we must be specific on the DJ and Band requirements. Our house DJ, Brent Dennis, even has event packages created specifically for us that are both affordable and offer a custom playlist.

DJS

Brent Dennis - 240-446-4404

Rocking Robbins DJs - 901-937-5444

BANDS

MusicBoxx - musicboxxband@gmail.com

BARTENDERS

A Magic Cup Beverage Company - 901-240-9703

Any of the approved catering companies

FLORISTS

Kacie Cooper Floral Designs

Ashley Moore

Sheryl Stockton

DECORATIONS

Moore Weddings & Events

Stockroom Vintage

Pineapple Processions

I Do Event Planning & More

EVENT RENTALS

Mahaffey Tent & Event Rentals

Classic Party Rentals

Affordable Party Rentals