

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

## **Event Venue**

25 Dr. MLK Jr. Ave  
Memphis, TN 38103  
901-322-8018

## **Venue Details**

Immerse yourself in the seamless fusion of industrial elegance and historical charm at The Candy Factory Suites. Located just a block away from the world-renowned Beale Street, the prestigious Orpheum Theatre, the vibrant south Main Street Mall, and a short stroll from the picturesque Tom Lee Park overlooking the Mississippi River, our venue offers the ideal setting for your special day. Our thoughtfully decorated indoor facilities create a formal yet relaxing and romantic atmosphere, ensuring your event is a perfect blend of sophistication and comfort. With a capacity to accommodate up to 130 guests, The Candy Factory Suites is poised to turn your event into an unforgettable experience.

Ready to turn your event into a cherished memory? Contact us for more information. Your dream event awaits.

**Call Mary Torres at (901) 322-8018, or  
email [candyfactory25@gmail.com](mailto:candyfactory25@gmail.com)**

## Pricing

**Mondays through Thursdays \$950.00**

5-hour rental time 4 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

8-hour rental time 9 am - 5 pm

**Sundays \$1450.00**

8-hour rental time 1 pm - 9 pm

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

## Items Included in Pricing

- Set up and breakdown of our tables and chairs  
(layout will have to be submitted to the Event Manager no less than 14 days prior to the event)
  - Two 8 ft rectangle tables
  - Ten 6 ft rectangle tables
  - Fifteen 48-in. round tables
  - Six bistro tables
  - Twelve pup chairs
  - Fifty white folding chairs
- 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



# Policies & Procedures

## Payments

A 20% non-refundable deposit is required to hold your date. 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.

## Bartending / Alcohol

We require a licensed, professional bartender 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 the last call and removing their trash. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of the event without refund.

## Guest Conduct

Behavior deemed by The Candy Factory Suites as disruptive or dangerous in nature is subject to ejection from the event space and possible termination of the event without refund. This includes but is not limited to public intoxication, using

offensive language, throwing objects, standing on chairs, damaging 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 a 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.

## 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/Owner. 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 end of your rental time to allow us to prepare for the next event. TCFS is not 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. TCFS 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. TCFS 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 TCFS. 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. TCFS will arrange for the security guard per your event license, either with a charge of \$15 per event hour. 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 garages within a three-minute walking distance from the venue. The MLGW parking garage is located off Front Street, and The Landing parking garage is located off Pontotoc St. 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.

# 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 or Owner.

## Caterers

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



## 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 Rental