

FREQUENTLY ASKED QUESTIONS



WHAT'S REQUIRED TO BOOK AN EVENT?

To secure your date, GENESIS Downtown requires 50% of the rental cost to be paid, along with a signed contract.

WHAT TYPES OF PAYMENTS ARE ACCEPTED?

We accept checks and all major credit and debit cards. Payments by check still require a debit or credit card to be placed on file for any additional fees incurred. We do not accept cash or money orders.

CAN I BRING OUTSIDE RENTALS & VENDORS?

Sure! We require that all rentals are delivered and picked-up the same day of your event, unless approved by the venue. Also! We believe in giving all event professionals an opportunity to grow their business and their brand, which is why we are not exclusive to any vendors or have a preferred list. However, we would be happy to make recommendations based on your style and budget. Just ask us!

ARE THERE RULES WITH DECOR?

Yes. We do not allow glitter, open flame candles or items attached to the walls that can cause damage. If you're not utilizing our in-house linens, we just ask that all table linens be floor length. Plastic table covers are not permitted. For additional questions, please ask your GENESIS Downtown contact.

CAN I SELECT MY OWN CATERER?

YES! That is what makes GENESIS Downtown unique in its own right. We allow you to bring in outside catering, and they will have full access to our kitchenette to prep and/or store food. We only require that any caterer you choose holds general liability insurance. You may also elect to bring in your own food. Special event insurance is required.

WILL I RECEIVE REHEARSAL TIME IF I BOOK A CEREMONY?

Absolutely. You will receive 2 hours of rehearsal time. This will be scheduled 30 days prior, during your final details meeting.

WHAT IS THE ALCOHOL POLICY?

GENESIS Downtown is a licensed permit holder; therefore, we do not permit any outside alcohol on the premises. However, we have a talented group of mixologists that will provide you with an amazing bar experience. Please see our bar packages for offerings. A \$1,500 bar minimum is required. Please note that any outside alcohol discovered on premises will result in a \$1,000 fee.

DOES MY RENTAL INCLUDE SET-UP & CLEAN-UP TIME?

You will not receive additional time outside of contracted rental time. Should you find that you need more time than what your contracted time allots, you can purchase additional hours at \$300 per hour, based on availability.

AM I RESPONSIBLE FOR SET-UP & TEAR DOWN?

GENESIS Downtown will set-up and tear down all tables, chairs & our in house linens; anything additional is at the responsibility of the client or the client's caterer. Your GENESIS Downtown contact will provide you with a clean-up checklist.

VENUE MANAGER VS. WEDDING & EVENT PLANNER?

A GENESIS Downtown Venue Manager is assigned to every event to manage the facility and the bar. We strongly recommend a day-of coordinator at minimum to assist you with event planning, design and coordination. Our owner Karima would be happy to assist you with wedding & event planning services through her company, [ThePlanningBee](#).

WHERE CAN MY GUESTS PARK?

Great News! A public lot with over 150 spaces is located right behind the main entrance for your guests to utilize. Parking Rates are determined by a third party and are subject to change. Current rates are \$8 per car on weekdays, and \$3 per car on weekends.

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