

# LA SUPREMA WORKS & EVENTS

319 W SIMPSON ST TUCSON, AZ 85701



## SPECIAL EVENTS

Book your next memorable event in our gorgeous courtyard. Enjoy our indoor space with a prep kitchen, cafe seating, and two ADA bathrooms.

*Your Place to Gather*



## Pricing

\$200/ hour | \$750/five hours | \$1,500/ten hours

520.999.8008

hello@lasupremaworks.com

lasupremaworks.com

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## Frequently Asked Questions

### **What is your capacity?**

75 people.

### **What are my food options?**

Your reservation includes prep kitchen access. Guest Organizations are able to arrange their own catering services, supplies and setup with approval from the La Suprema Events Manager. We can provide a list of preferred vendors. Removal of all food and trash from the venue is required post event. The time for setup, cleanup and catering must be included in total time reserved.

### **Is parking available?**

We have 15 spaces in our designated lot across the street. There is also two hour street parking. For larger events, we recommend using a coach service from a remote location, or carpooling/rideshare services.

### **What are the health and safety protocols?**

You can find our most up-to-date Health and Safety Protocols [here](#).

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## Frequently Asked Questions Continued

### **How does the payment process work?**

50% of the rental fee is due upon execution of the event agreement and the other 50% is due 10 days before the date of your event.

### **What if I need to cancel?**

The full deposit will be returned with 60 days notice before the date of your event is given to La Suprema Works & Events. Within 11 - 59 days before the event, 50% of the deposit will be returned. Cancellations 10 or less days prior to the event will not be refunded.

### **Can I have alcohol?**

Guest Organization must provide proof of liability insurance and any necessary legal documentation to cover such activities before scheduling meetings/events that include alcoholic beverages. La Suprema Works & Events must be explicitly named as an Additional Insured (AI) on the Guest Organization's liability insurance policy. No events with alcohol service will be allowed without this documentation. We have a list of vendors that we can provide that have provided bartending services in our space.

### **How do I access the courtyard?**

Event Manager or staff will assist Guest Organization with opening and locking of the facility. Guest Organizations will not receive a key or alarm code. Booking times should include setup and breakdown of events. Guest Organizations may be responsible for additional charges if overage time is incurred, billable in 15 minute increments of the posted hourly rate. Event manager will remain onsite throughout the event.

### **Can I rearrange the furniture?**

You are welcome to rearrange the space at La Suprema Works & Events, but are responsible for returning the tables and chairs as noted in our floor plan provided.

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## Frequently Asked Questions Continued

### **Is there a cleaning fee?**

Guests are responsible for keeping the space tidy and generally clean. There will be a \$100 cleaning fee for more than 25 guests at an event. Please use the Cleaning Checklist to ensure the space is left in acceptable condition. Failure to do so may result in an additional \$250 cleaning fee and future use may be declined.

### **What is your smoking policy?**

Smoking and Vaping is not permitted on the premises.

### **What about music?**

Music is allowed outside at an acceptable noise level until 10pm in accordance to local noise ordinance. (No live bands allowed)

### **Can I access the internet?**

Wireless internet is available for guests using the facilities.

### **What happens if something gets damaged?**

Any damage (including spills) should be reported immediately to the Events Manager and is the sole responsibility of the Guest Organization. Groups leaving any space in poor condition may be charged for the cleaning of the facility and may be denied future use. Items found on the premises are to remain on the premises.

**Thank you and we look forward to hosting you soon!**

**- La Suprema Works Team**



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