

Policies

Spaces & Fees

The Innovation Barn, located at 932 Seigle Ave., is ground zero for Circular Charlotte, an effort to transition the City of Charlotte to a circular economy. The Innovation Barn is a combination of entrepreneurial businesses, zero-waste initiatives, and a space to convene groups in order to learn more about and implement circular projects. In addition, the Innovation Barn is an inviting place to gather with a skyline view of Uptown Charlotte.

Space is available at the Innovation Barn to rent for meetings & events. The following spaces are available:

Conference Room

- Seats up to 16
- Includes Webex Smart board
- \$50/hour
- \$350/day

Indoor Hub Meeting Space

- 4,000 square feet
- Capacity:
 - 40 Round Tables of 8= 320 people
 - Theater-Style Seating= 500 people
- M-F 9am-4pm= \$500/2 hours (+\$250 each additional hour)
- M-Th 4pm-10pm= \$1000/2 hours (+\$400 each additional hour, add outdoor area +\$1000)
- Fri after 4pm-Sun 10pm= \$2000/2 hours (+\$600 each additional hour, add outdoor area +\$1500)

Outdoor Space

- Concrete area & southwest turf
- M-F 9am-4pm= \$500/2 hours (+\$250 each additional hour)
- M-Th 4pm-10pm= \$1000/2 hours (+\$400 each additional hour)
- Fri after 4pm-Sun 10pm= \$2000/2 hours (+\$600 each additional hour)

Each 2-hour block includes ½ hour set up and break down time

Equipment

Items included for use at no additional cost

Item	Description/Size	Quantity Available
Chairs	Standard Height	34
Chairs	High Top	9
Folding Chairs	Black/metal	8
Folding Tables	Black; 8 ft	5
Folding Tables	Black; 6 ft	7
Folding Tables	Grey; 8 ft	6
Rolling Tables	White; 3x3 ft	4
Rolling Tables	Wooden; 4x4	3
Rolling Tables	Wooden; 3x3 ft	1
Parking Sign (overflow)	Sandwich Board Sign	1
Rocking Chairs	Grey; Outdoor	20
Bar Tables	Brown; Outdoor	2
Bar Chairs	Brown; Outdoor	7
Picnic Tables	Grey; Outdoor	4
Picnic Table Chairs	Grey; Outdoor	24
Adirondack Chairs	Brown; Outdoor	21

- Wireless mic & 2 speakers
- Additional Items can be rented and dropped off/picked up during regular business hours: Tues-Fri 10am-4pm

Event Guidelines

Catering provided by Cuisines Culinary + Catering

<https://api.getspoonfed.com/1734/canteen-innovation-barn/>

- During your event, waste items must be sorted using waste stations provided on-site and around Innovation Barn
- If you must bring items that do not adhere to the compostable standards set by Envision Charlotte and Innovation Barn, you must ask for an exception and receive approval
- **A \$50 fine will be assessed for each infraction of these rules**

Specifications

- The goal of all events at Innovation Barn is to be Zero-Waste. All are expected to make every attempt to keep waste from the landfill. Food and compostable serving items will be composted through Crown Town Compost, on-site at Innovation Barn. Beverage containers will be sorted, baled, and sent back to local partners to be made into new containers and products
- The Innovation Barn can collect, manage & keep from the landfill the following:
 - Glass Bottles
 - Aluminum Cans
 - PET Bottles
 - Food & Compostable Serving Items
 - Clean #5 Plastics
- Items NOT Allowed at Innovation Barn:
 - Styrofoam Containers
 - #6 Plastics
 - Condiment Packets
 - Single-Use Items (includes- cups, straws, balloons, plastic confetti etc)
 - Stickers and Labels on Containers (describing food contents/ingredients)

Event Planning

- **Ordering:**

<https://api.getspoonfed.com/1734/canteen-innovation-barn/>

- Please place orders at least 3 days prior to your event, using our Spoonfed portal. We will make every effort to accommodate last minute requests, but this lead time ensures the freshest ingredients and adequate staff are available. Orders must be confirmed a minimum of 24 hours before the event, an email confirmation will be sent through Spoonfed

- **Custom Menus**

- We would be happy to create a customized menu for you to meet any dietary or preference needs for your guests, please communicate and confirm with our Catering Director, Genesis DuPree after placing the order in Spoonfed.
- Email: Genesis.DuPree@compass-usa.com

- **Extras**

- Catering orders include compostable disposable ware. Plate & tableware, linens, wait staff and other services are available by request for additional charges, quoted separately

- **Payment**

- Credit cards will be processed through our Spoonfed catering portal for your convenience

- **Cancellation**

- We realize that emergency cancellations do occur, and we'll do our best to avoid unnecessary charges. We request a minimum of 24 hours notice on all catered events to avoid charges.