

Venue Profile Guidelines

Thank you for listing your venue with eVenues! In an attempt to try and drive as many leads to your venue profile as possible, eVenues has developed a comprehensive profile so customers don't waste your valuable time asking questions!

After you complete the registration, your profile will be sent to staging at eVenues for final verification. After a few hours, you should receive a final email confirmation that your profile was approved (or rejected). If you don't receive a final confirmation, eVenues will be contacting you with further questions.

The below information represent the primary fields needed to complete the venue registration.

PRIMARY INFORMATION COLLECTED

1. Venue Name
2. Room Name – **use or create a unique Room Name for your space**
3. Address / City / State / Zip
4. Your current website
5. Venue Type
 - a. Commercial Building
 - b. Restaurant / Bar / Club
 - c. Unique Space
 - d. Etc.
6. Venue Login & Contact - **required for login; additional contacts can be added for who should receive an email notification**
 - a. First Name:
 - b. Last Name:
 - c. Email:
 - d. Phone Number:
7. Parking – select one of the 4 options
 - a. On-Site – Free
 - b. On-Site – Additional Charge
 - c. Free Parking Nearby
 - d. Paid Parking Nearby
8. Cancellation Policy
 - a. ____% within ____ days or more prior to the event.
Example: 50% within 10 days or more prior to the event.
9. Floor Level
10. Room Access – select one of two
 - a. Reception - Check in
 - b. Follow Signage

11. Room Description – *Tell the customer what is great about your space or venue?*
12. Room Photo – *up to 10 photos are allowed; 5Mg max size*
13. Room Dimensions
 - a. Total Square Footage
 - b. Length / Width / Height
14. Room Capacity - # of people the room can accommodate
 - a. Boardroom
 - b. Classroom
 - c. Banquet
 - d. U-Shaped
 - e. Workspace
 - f. Open/Reception
15. Price Range – *you can choose from designating Flat or Range pricing*
 - a. Flat Room Rates
 - i. Hourly price/Daily price
 - ii. Minimum hours required
 - b. Range Pricing
 - i. Hourly 0-15, 16-35, 36-75, 76-125, 126+
 - ii. Daily 1-125, 126-300, 301-500, 501-1000, 1000+
16. Accounting Information – *this is for invoices, payments etc.*
 - a. Company Name
 - b. Attention (C/O)
 - c. Address / City / State / Zip
 - d. Email / Phone

OTHER INFORMATION COLLECTED

1. Room Environment
 - a. Audio / Video / Internet
 - b. Catering
2. Accreditations / Memberships / Insurance
3. Amenities for Rent
4. Special Restrictions
5. Floor Plan Specifications (upload document)
6. Menus (upload document)
7. Reservation Policy / Rental Agreement (upload document; eVenues provides a basic one if you don't have one)

The Market Room - Inn at the Market ★★★★★

86 Pine Street, Seattle, Washington 98101

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DESCRIPTION

Located by the world famous Pike Place Market in the charming and elegant Inn at the Market on First Avenue and Pine Street. Room comfortably fits 10 people at boardroom table or accompanying casual couches. Perfect for corporate offsite meetings or small gathering. In-house catering can be arranged from kitchen or special requests from nearby eateries.

[Rental Agreement](#)

GENERAL DETAILS

TYPE :Hotel
FLOOR LEVEL : 3
LENGTH : 34 Ft
WIDTH : 17 Ft
CEILING : 9 Ft
ROOM SIZE : 578 Sq Ft

ATTRIBUTES

- ✓ WINDOWS
- ✓ HEAT
- ✓ AC
- ✓ BATHROOM
- ✓ ELEVATOR
- ✗ KITCHEN
- ✗ DECK / PATIO
- ✗ TABLES / CHAIRS
- ✗ PERMANENT STAGE

PARKING

Paid parking nearby.

SPECIAL RESTRICTIONS

Limit to 10 people; please see Courtyard Room for larger groups up to 40.

REVIEWS

7/9/2014 POSTED BY GUY WEISMANTEL ★★★★★

Incredibly easy to use and book great venues without the hassle of using an event planner or going from hotel to hotel to compare prices, rooms, and amenities. Definitely will use the next time my team needs an offsite space.

11/29/2011 POSTED BY DOUG ★★★★★

Great room for smaller meetings (10 or less people). We used the built in wall monitor and a web cam for an all day video conference and it worked great. The room is very warm and comfortable and is in a great location.

[Request for Information](#)

HOURLY \$75
4 hour min
DAILY \$400
CAPACITY 10

LEGEND OF SERVICE



CANCELLATION POLICY

100% back 7 days out

October 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

To check availability or schedule a site visit, please complete the inquiry form.

[Inquire Form](#)

eVenues PLEDGE

1. Accurate and helpful information
2. Response within 2 business days
3. Strive for fair market rates



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