



## Room Rental Guidelines and Requirements

Thanks so much for considering the GoggleWorks as the place to hold your event. The information below is the general costs associated with rentals. Since each event is unique, we recommend that you contact our Facilities Rental Coordinator, Margaret Murphy, for more details regarding your specific event and needs at 610-374-4600 ext 115 or mmurphy@goggleworks.org

### **Building Requirements**

- Hours of Operation – the GoggleWorks is open Monday through Saturday from 9:00 am to 9:00 pm and Sunday from 11:00 am to 7:00 pm. Any event that is held beyond the normal hours of operations will be charged \$70.00 per hour for additional staffing and security.
- Events must conclude by 11:00 pm with all guests, caterers, etc. out of the building by 12:00 am. Our front doors close at 9:00 pm, guests will be permitted to leave the building, but will not have access to return into the building after 9:00 pm.
- Security Deposit - In addition to the rental fee, a Security Deposit will be required for damage or loss of any kind that occurs during or as a result of the use and occupancy of the facilities.
- No open flames permitted (candles, oil lamps, etc.)- however sterno used for catering purposes is permitted
- Decorating Options: Decoration of the Room is limited and Lessee shall not be permitted to affix any signs, banners, posters, decorations, lights or other markings to the walls, doors, ceilings or structural components of the premises unless previously approved in writing by the GoggleWorks. However, we will take your request for decorations into consideration if you provide us a detailed plan of what you would like to do. We will review this plan and make our decision on your decorating plan. The Facilities Rental Coordinator for your reception would need to be available the day/evening of the decorating to supervise and make sure the decorating is within our guidelines and your proposed plan.
- There is absolutely no use of confetti in the building to use as decorations.
- **Schedule of Fees**
  - Refundable Security Deposit
  - Rental Payment
  - Clean up and Trash Removal Fee
  - Events Rental Supervisor Fee (per each hour of rented time of venue)
  - Additional Staffing and Security Fee (per hour starting at 9pm)

### **Food and Beverage Policy**

- Certificate of Insurance - If requested, the GoggleWorks will require a Certificate of Insurance specifying the GoggleWorks as an "Additional Named Insured." The policy must show the organization is insured for a minimum of \$1,000,000 (one million) bodily injury and property damage combined liability limit per occurrence during the time events take place at the GoggleWorks. For any event serving alcohol, a Certificate of Insurance will be required.
- The sale of any food and beverages by an organization renting facilities is strictly prohibited, without prior approval through the GoggleWorks office and provision of adequate product liability insurance.
- Smoking is not permitted in any area of the GoggleWorks which includes all buildings, outdoor areas and parking lot. We kindly ask that you make your guests aware of this policy.

- Food and beverages must remain within the limitations of the rented room and cannot be carried by the guests through other parts of the GoggleWorks. You are required to make your guests aware of this policy.
- Alcoholic beverages may not be served at personal or other events which are not directly related to GoggleWorks business unless bartending service is provide by a bartender approved by the GoggleWorks. Bartender is responsible for verifying proper age identification. This service may be arranged through the GoggleWorks Staff Office or may be provided through your caterer.
- It is the responsibility of the group renting the GoggleWorks facility to purchase all alcoholic beverages and to secure a liquor license for the event if admission is being charged.
- Glass and cans need to be placed in the appropriate recycling containers in each room.
- A list of GoggleWorks Preferred Caterers is available from the Facilities Rental Coordinator. All major food preparation must take place off the premises. All deliveries are to take place on the loading dock and caterers are required to use only the freight elevators. All garbage is to be disposed in the black trash bins provided by the GoggleWorks.

### **Miscellaneous information**

- The rental area must be left in the same condition as it was prior to the event, otherwise your security deposit may be forfeited.
- If requested, proof of Non-Profit status will be required.
- Tables and Chairs- Room rentals come with (10) ten- Six Foot Banquet tables and 60 chairs- Additional banquet tables are available for rent for \$4.50 per table. Additional chairs are \$10.00 per 10 chairs.

#### **Rental Tables**

- **28-** 6' Banquet Tables \$4.50 each

- The use of the GoggleWorks facilities does not include use of the GoggleWorks equipment (audio-visual equipment, musical equipment, etc.) unless specifically permitted. List of equipment and cost of use:

#### **Audio Visual**

- TV/DVD Player: \$25/ 3 hours (PLUS- \$25.00 Security Deposit)
- Overhead Projector: \$15/ 3 hours (PLUS- \$25.00 Security Deposit)
- 5' screen: \$15/ 3 hours (PLUS- \$25.00 Security Deposit)
- Stereo System (with I-pod hook up): \$25/ 3 hours ( PLUS- \$25.00 Security Deposit)