



Hello,

The GoggleWorks Center for the Arts is a unique, historic facility that must adhere to specific safety codes and standards. To ensure that these codes and standards are met, the GoggleWorks has outlined policies that must be followed.

Attached is the GoggleWorks Vendor Policies that all vendors must read and sign before they may conduct business on the campus of the GoggleWorks. The information outlined is not limited to the topics covered. Other issues may be addressed as a case-by-case scenario. The Facilities Rental Coordinator will work closely with all vendors to ensure that these standards are met to ensure safety and effectiveness.

Thank you in advance for your cooperation in this matter. The GoggleWorks strives to ensure that all events run in a smooth, efficient manner and that includes a strong working relationship with all vendors. Please feel free to contact Margaret Murphy at 610.374.4600 x. 115 or [mmurphy@goggleworks.org](mailto:mmurphy@goggleworks.org) if you have any questions regarding the policies attached. Please sign and return a copy of the policies as soon as possible.

Sincerely,

**Margaret Elaine Murphy**

*Facilities Rental Coordinator*

GoggleWorks Center for the Arts

201 Washington Street

Reading, PA 19601

P 610.374.4600 x115

F 610.898.1908

[www.goggleworks.org](http://www.goggleworks.org)



*Our mission...to nurture the arts, foster creativity, promote education and enrich the community.*

# GOGGLEWORKS VENDOR POLICIES

## ALL VENDORS:

- There are **NO** open flames allowed inside GoggleWorks (GW). Sternos are permitted on a non-flammable surface.
- There is **NO** smoking **ANYWHERE** on the GW campus. This includes outside of the loading dock.

## USING THE LOADING DOCK:

The loading dock at the GW is an active work area. Please be respectful of this; items left to be picked up by a third party must not block the AV Room, Woodshop or Soda Cage. Anything left in the GW for more than 24 hours will become property of GW.

- Delivery times must be coordinated with the Facilities Rental Coordinator.
- When deliveries occur, the driver of the truck must check in at the Information Desk so that the staff member can disarm and open the loading dock.
- Whenever items are being loaded or unloaded, the driver must let the Information Desk staff member know so that they can close the loading dock door and re-arm it.
- Only GW staff can open and close the loading dock doors.
- No more than one truck may unload at one time.
- Trucks must immediately park in the upper parking lot after unloading. Parking is not permitted at the loading dock.
- Many events take place on Saturdays, so in order to confirm Monday pick-ups of all event materials (decoration, dishes, tables, chairs, etc.), the GW requires the following:
  - Permission from the Facilities Rental Coordinator.
  - The items must not block any doors inside of the loading dock.
  - Pick-ups on Monday must occur before 12pm.
  - Items must be stacked in a safe manner so that items do not tip or fall over.

## CATERERS:

- Sternos are the only acceptable flame permitted in the building. Sternos must be placed on or in a non-flammable surface.
- Hot plates, hot boxes, convection ovens are acceptable on the premises.
- Live flames, pressured tanks (propane, gas, map gas, etc.) are **NOT** permitted in building at any time.
- Wherever ice or drinks are placed, a tarp or absorbent covering must be placed on the floor to prevent leaks going through the floors.
- When using Meeting Room 418 for food preparation, a tarp or covering must be placed on the floor to protect the carpeting.
- Caterers must bring their own bags for food related garbage and are responsible for taking their garbage with them. Trash is the responsibility of GW. This trash includes paper products, cups, plates, etc. **NOT** food scraps or waste created from food.
- Caterers are responsible for bringing their own ice if needed.
- Dumping of leftover food must occur in the garbage bags that caterers bring. Outside of the loading dock, there is a grate where **ONLY** water may be discarded.
- Caterers are not permitted to use the sinks or toilets in bathroom to dispose of liquids or ice.
- All caterers need to provide GW with a certificate of insurance covering GW for up to \$1,000,000.00 (one million dollars).

## EVENT PLANNERS/DECORATORS:

- Nothing may hang from any electrical conduits, sprinkler system, or lights.
- No tape can be attached to walls that may tear off any paint or sealant.
- Decorations or additions to the room may not block any fire exits, fire extinguishers, strobe lights, pull stations or utility panels.
- Any material used to create a wall in the studio rented must have a fire retardant rating and GW must be presented with a copy of this rating. Temporary walls may not be any higher than 8 feet tall.
- Any ladders used for hanging objects must be brought in by the event planner/decorator. GW does not loan out ladders.
- No candles or open flames permitted.

*By signing below, you agree to the terms and policies that GW has listed above. If the policies are not followed, depending on the degree of infraction, the vendor may be barred from GW as a vendor.*

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Vendor Signature

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Date