



Events Rules at Reading Art Works

All Customers, Caterers, Vendors, and Event Planners, the following rules apply:

We are dedicated to making your event at RAW a success! By following these guidelines and procedures you can help us to ensure that the event runs smoothly.

Pre Event and Post Event - ***Pre Event*** / RAW will be open on the day of event for set up and deliveries 3 hours before the event start time. All vendors ie: (flowers, DJ, musicians, rentals, cake, etc) are scheduled by catering coordinator and RAW to arrive 1 to 2 hours before the start time on the day of the event. ***Post Event*** / All breakdown and removal of catering equipment, rentals, props and personal items must be completed the night of the event and removed at the end of event. All vendors and Clients have 1 hour to remove all personal items, trash, and equipment. There will be a minimum penalty charge of \$300 subtracted from the clients security deposit for items not removed from the facility the night of the event. RAW does not have a designated storage area and assumes no liability for property left overnight. The client/caterer must provide all. Please note that other arrangements can be made for an additional cost.

Rental Equipment – All Rental Equipment (additional tables, chairs or specialty equipment) must be ordered through RAW. All orders must be paid for upfront to RAW before RAW places any orders.

Food & Beverage Guidelines - Caterers must provide RAW with a copy of their liability insurance (\$1,000,000) naming **RECYCLED SPACES, LLC / DBA Reading Art Works**, as an additional insured on the policy to work at the facility. Proof of Liquor Liability must be included with minimum coverage of \$1,000,000.00. In addition, Caterer must provide RAW at least 60 days prior to working at the facility proof of RAMP Certification & Tip trained personnel to serve alcohol. Client is responsible to provide RAW with proof of Host Liquor Liability Insurance on file if alcohol is served.

Clean Up

RAW should be cleared of all items including but not limited to personal items, vendor equipment, plates, glasses, debris, trash and garbage. Caterers are responsible to supply all cleaning supplies and containers with trash bags. It is advisable that for large parties, caterers supply extra trash containers. Trash is to be removed from premises by caterer and disposed of.

Any trash not removed from the premises and put into RAW's dumpster behind the building will be billed a minimum charge of \$100. Any food or liquids on the floor must be swept or mopped up. All boxes must be flattened before going into the trash bin, and all flowers, décor, etc. removed from the premises. Cleanup must be done promptly. All floors and work areas must be cleaned and mopped prior to departure. There is to be no ice or heavy objects placed in the sinks. All trash receptacles should be cleaned and washed out as needed. Caterer is responsible for cleanup.

Electrical

Electrical requirements for bands, DJs, production companies, audio-video, and any other vendor equipment may be necessary must be discussed 60 days prior to event. Any additional electrical needs will incur an additional cost

Lighting

RAW provides a basic lighting package in the loft space that includes a combination of café lights over the dance floor and paper lanterns. Specialty lighting must be approved by RAW.

Security

One security guard is on duty at RAW at all times during your event. Security staff protects RAW and its contents only. They do not guard attendees, visitors, or their property. Persons with a need for personal and property protection should make separate arrangements.

Décor

No cellophane, masking, or adhesive tape shall be placed on floor, walls or any smooth or painted surface. Nothing shall be affixed to painted walls, doors, woodwork, curtains, beams, ceilings, lighting fixtures, or pieces of furniture. In keeping with RAW's commitment to the environment, balloons are discouraged on site (metallic balloons are not permitted). Throwing of rice, birdseed, flower petals, glitter, sparklers, or any similar material is prohibited. All draperies, hangings, curtains, drops, or other such material brought into RAW shall be made of non-flammable materials. Exit doors, exit lights, fire alarm stations, and fire extinguisher locations shall not be concealed or obstructed by decorative materials or any other item. Exit ways and required means of egress shall not be used in any way that will obstruct their use as an exit or that will present a hazardous condition.

Insurance

All clients and/or organizations must show proof of insurance for bodily injury and property damage liability and must add Recycled Spaces, LLC T/A Reading Art Works as an additional insured for up to \$1,000,000 of coverage. Proof of current Liquor Liability coverage for a minimum of \$1,000,000.00 must be provided at least 60 days prior to event. Please consult with the Events Manager for additional information.

Security Deposit:

A refundable security deposit from the client of \$1000.00 will be required no later than thirty (45) days before the event. This deposit will be returned approximately two (2) weeks following the event provided the event ended on time, the venue was clean, and no damage was done to the facilities. Client understands that the facility Reading Art Works is a NO

SMOKING building of significant historical value to the city of Reading. Any smoking inside the building; including the upstairs balcony deck, shall result in Client being billed a penalty surcharge up to \$1000.00. Caterer shall also post a refundable security deposit of \$1000.00 will be required no later than thirty (60) days before the event and is subject to the same conditions herein.

Payments & Payment Schedule

Fees may be paid by check, cash, cashier's check or money order. All payments should be made out to RECYCLED SPACES LLC. There is a \$40.00 fee for returned checks. The Payment schedule is listed below.

**To secure date: 50% non-refundable deposit, 45 days prior to event:
Remaining Balance is due along with a \$1000.00 refundable security deposit.**

Cancellations

Cancellations must be received in writing and there are no refunds for cancellations.

Thank you for your cooperation and assistance.

RAW Management: 715 Clinton Street, Reading, PA 19601, 610-236-0680