



# GLASSWORKS

## Rental Guidelines

### **Glassworks:**

Glassworks will provide all of the following, unless otherwise specified:  
24-hour security guard  
Rental space for four hours with a three hour set up time (additional hours over 4hrs: \$100 per/hr.)  
Tables (60" round and 6ft long) and chairs

### **Client:**

The Client will be responsible for all of the following, unless otherwise specified:  
Any damages to the Glassworks property (including damages to centerpieces if applicable)  
Non-refundable 50% deposit due 10 days after the contract is received and the balance paid within 30 days prior to the event  
Arrangements for food and beverage service, decorations, entertainment, and equipment needs  
Arrangements for chair rental, delivery, set-up, and break down for Rooftop ONLY  
Arrangements for additional wedding coordinating services beyond the provided  
For events with more than 250 people, additional security is required for the building and the parking lot from Securitas  
Clean up of all spaces rented *immediately* after the event. A \$200 fee will be applied if clean up has not been provided.

### **Glassworks Event Coordinator:**

Glassworks requires that all brides use the assistance of our on-site Event Coordinator  
*Wedding Ceremony ONLY and/or Wedding Ceremony and Reception: \$100*  
This fee includes coordination for a one- hour rehearsal on a day prior to the ceremony, coordination of the wedding ceremony and coordination for the beginning of the reception.  
*Wedding Reception ONLY: \$50*  
This fee includes coordination for the beginning of the reception  
**PLEASE NOTE:** The Coordinator Fee encompasses only the above, additional wedding coordination services must be arranged by the Client; references available upon request.  
*Other Events: \$25 per/hr.*

This fee will be applied only if the assistance of an on-site coordinator is needed for the event and must be scheduled with coordinator before hand.

### **Glassworks General Guidelines:**

Smoking is not permitted anywhere in the building  
Smoking is permitted outside the rear of the building  
Loitering is not permitted in the front of the building or in the Market Street parking lot  
Candle flames must be contained  
Glitter, confetti, birdseed, rice, and/or anything of the sort is not permitted on or outside the premises of Glassworks.

### **Roof Guidelines:**

Smoking is not permitted on the Roof  
No one is permitted on the Roof after midnight  
All equipment for the Rooftop will be rented by the Client; references available upon request  
(Please see chair rental guidelines under "Client")  
No flames (open or contained) are allowed on Rooftop

#### **Curfews:**

Roof: Sunday-Thursday 11pm; Fri/Sat 12:00am midnight  
1<sup>st</sup> & 2<sup>nd</sup> Floors:  
Sunday-Thursday 12 midnight  
Friday-Saturday 1:00 a.m.

### **Caterer Guidelines:**

Glassworks requires that Clients use Jarfi's Bistro & Catering only  
Both food and bar services to be provided by Jarfi's  
15% Facility Charge/Catering Fee will apply to all events; this charge will be itemized with Jarfi's Invoice  
All service personnel must be in uniform  
All deliveries are to take place on the loading dock or the rear entrance. The loading dock is located on the east side of Glassworks, with access from Market Street. There is no parking in the alley after unloading  
All major food preparation must take place off the premises  
The rental area must be left in the same condition as it was prior to the event

### **Liquor Guidelines:**

Glasswork requires Client use Jarfi's bar service(s),:

### **Caterer Set-Up / Clean-Up Guidelines:**

The caterer/planner will provide all of the following, unless otherwise specified. If the event is not using catering services, then the Client is responsible for the guidelines below. It is the Client's responsibility to make his/her caterer (and any other vendors) aware of the responsibilities below:

Insurance liability coverage  
Event set-up and clean-up (includes buffets, flatware, china, etc)  
Liquor license  
Rubber mats placed under drink bars  
Work with Glassworks on all delivery and pick-up times. All rented items must be picked up by 10:00 a.m. the following day  
All trash must be enclosed in tied bags and placed in dumpster or taken away  
All empty bottles and bottle carriers taken away  
Architectural Glass Art kitchen cleaned if used  
Hallways, elevators and stairwells clear of debris  
All food cleaned from floors  
Flowers disposed of per client's request, including containers  
All clean up to be completed ***immediately*** following the event.

**Payment:**

A 50% non-refundable deposit is due when the contract is signed to reserve the space. The deposit is applied towards the balance.

The final payment is due 30 days prior to the event date.

If balance is paid by personal check, balance must be received 35 days prior to event.

Additional fees will be invoiced to the customer immediately following the event.

If direct billing is requested, a complete credit application must be received and approved by our accounting department at least five (5) weeks prior to the event. Our terms are net 10 days for billed events.

A 'Month Out' meeting will be scheduled prior to the event to go over and confirm final details.

Prices are subject to change without notice.

All payments must be directed to Glassworks, and are to be mailed to the following address:

Glassworks Gallery, LLC

Attn: Special Events

815 West Market

Louisville, KY 40202

**Information:**

Please contact Sydney O'Bryan, Director of Special Events, if you have any questions or concerns:

Sydney O'Bryan

o:(502) 992-3269

f: (502) 585-2808

sydney@louisvilleglassworks.com

**PAGE 2**

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**Louisville, KY 40202**

**502.584.4510**