



Office of Special Events  
105 North Union Street, Alexandria, VA 22314  
T/ 703.838.4565 x2 F/ 703.838.0088 E/ events@torpedofactory.org

**CONTRACT FOR USE BY RENTER & VENDOR: Torpedo Factory Art Center (revised 9.2011)**

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| EVENT | GUESTS # | EVENT DATE |
|-------|----------|------------|
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In order to protect its galleries and artists' studios, and to assure its integrity as a fine arts center, the Torpedo Factory Art Center (TFAC) has established the following rules regarding its usage:

**EVENT TIME: 5pm – 1am**

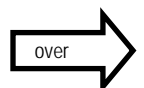
- ⊕ It is understood that the Caterer and Vendors may arrive at 5pm to unload and shall be responsible for all preparation and materials brought into the site. No items are permitted to block the entrance or exits, including the elevators, or to lean against our interior or exterior walls. Caterer and/or vendors may arrive at 4:30pm to unload in the loading dock area with notification to the Director of Special Events.
- ⊕ Nothing pertaining to the event may be brought into the Art Center's public areas prior to the closing time of 5pm with the exception of lighter items, which may be hand carried (client supplied cakes, client supplied flowers, client supplied alcohol) and stored in the kitchen if space permits. These items may be brought in prior to 5pm through the front entrance, if approved in advance and escorted by the Director of Special Events.
- ⊕ Some ceiling decorations and lighting may be installed in advance with prior approval of the Director of Special Events provided traffic areas, doorways, elevators, and exits are not obstructed.
- ⊕ **Cleanup by the Caterer and Vendors must be completed by 1am. All trash from the event must be removed from the premises, which includes debris left by smokers in front of the building, as well as on the terrace in back, if access was requested.** Special attention needs to be given to the back if a tent was placed on the terrace to assure that this area is left clean after the event. This is the exclusive responsibility of the Caterer/Vendors and Renter.
- ⊕ In no case may any catering or vendor equipment or supplies be left in the building after the conclusion of the event or for later pick up. The TFAC will not be responsible for any lost or stolen catering/vendor supplies or equipment.

**WALKTHROUGH**

A logistics walkthrough of the Art Center must be scheduled by the Renter with the Caterer, any significant vendors, and the Director of Special Events, and must take place a minimum of three weeks prior to the event in accompaniment with a provided Checklist. All arrangements for the event, including the placement of tables, set-up of equipment, and scheduling of installations must be approved at this time.

**VENDOR RULES**

- ⊕ **Delivery vehicles will NOT be allowed on the dock or the brick areas behind the TFAC. Caterers/Vendors may cart or dolly deliveries to the back entrances from Thompson Alley near the Chart House or from Union Street, or into the building from the Union Street loading dock.**
- ⊕ Deliveries may never be made via King Street.
- ⊕ Heavy equipment, including cresscores, may NOT be transported over the rubber flooring in the entry.
- ⊕ Caterers/Vendors are required to move vehicles after unloading, if the loading dock door cannot be closed completely with their vehicles inside. Vehicles may be parked along North Union Street between Oronoco Street and Pendleton Street.
- ⊕ The Information Desk may NOT be used as a service surface, such as a bar or buffet



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⊕ Amplified music will NOT be allowed for events scheduled Monday through Thursday during class sessions. At all other times because the Art Center is constructed of surface materials, such as metal and concrete, which do not absorb sound, all stereo or other amplified instruments or equipment is required to be kept at a level of amplification that is acceptable to the Director of Special Events. Standard 110v outlets are available in the building.

⊕ The use of SMOKE and BUBBLE MACHINES is prohibited.

⊕ The use of CONFETTI, GLITTER and RAW RICE is prohibited.

⊕ Votive candles are allowed; tall candles must be in protective chimneys. Candle lighting ceremonies are prohibited on the rubber flooring in the entry.

**BUILDING RULES**

⊕ No smoking is permitted in the building.

⊕ Youth functions must be supervised at all times and are required to have one adult chaperone per 25 children.

*I have read the rules for the Torpedo Factory Art Center, understand my responsibility and agree to the conditions set forth above.*

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VENDOR'S SIGNATURE

DATE

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RENTER'S SIGNATURE

DATE

*Approved by:*

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DIRECTOR OF SPECIAL EVENTS

DATE