



Office of Special Events

CONTRACT FOR USE BY RENTER & CATERER: Torpedo Factory Art Center (revised 1.2009)

EVENT	GUESTS #	EVENT DATE
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It is understood that the Renter will be responsible for the entire cost of catering presentation. The selection of a caterer is contingent on final approval by the Special Events Coordinator. Caterers seeking approval must provide their license, certificate of insurance and references from two sites, as well as schedule and complete an introductory walk-through with the Special Events Coordinator.

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:

CAPACITY

The building is in compliance with barrier free design standards mandated by the ADA. Caterers must adhere to these person limits. (Reception limits are exclusive of rental equipment.)

First Floor -	Reception: 770	Seated Dinner: 220	Theater-Style: 400
Building -	Reception: 1000	Seated Dinner: 300	
Tent on Terrace -	Reception: 300	Seated Dinner: 150	
Art League Gallery -	Reception: 100	Seated Dinner: 50	

EVENT TIME: 5 p.m. – 1 a.m.

⊕ It is understood that the Caterer and Vendors may arrive at 5 p.m. 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 4:30 PM to unload in the loading dock area with prior approval by the Special Events Coordinator.

Fee: \$150

⊕ Nothing pertaining to the event may be brought into the Art Center's public areas prior to the closing time of 5:00 PM with the exception of lighter items, which may be hand carried (cakes, flowers, tablecloths) and stored in the kitchen if space permits. These items may be brought in prior to 5 p.m. through the front entrance, if approved in advance and escorted by the Special Events Coordinator.

⊕ **Cleanup by the Caterer and Vendors must be completed by 1 a.m. 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 TFAA will not be responsible for any lost or stolen catering/vendor supplies or equipment.

WALK-THROUGH

A logistics walk-through of the Art Center must be scheduled by the Renter with the Caterer, any significant vendors and the Special Events Coordinator, 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.



