

# HOUSE RULES

We are excited to be working with you. Please review the list below regarding rules and expectations for all involved. If you have any questions, please reach out to the Glass House team.

## **"LEAVE NO TRACE" – EVERYTHING MUST GO**

Everything brought in must be removed from the building at the end of the rental time. This includes decor, furniture, external AV equipment and anything used during the event, including items brought by your clients or guests.

- **Please communicate your load-out plans and timeframe with the Venue Manager**
- All trash/recycling/compostables must be **sorted appropriately and disposed of** in the appropriate dumpster
- Do not overfill on site dumpsters or misallocate waste – you could be subject to fines
- All floors and surfaces must be clear of debris, garbage, boxes, containers, food and waste
- All vendor captains, supervisors, managers and the day-of-coordinators **must check out with the Venue Manager before leaving**

## **CATERING**

All garbage must be removed, surfaces and kitchen cleaned, and leftover plans communicated to Venue Manager prior to departure. Any disposables are required to be compostable on our site. "Green" bins and liners are available.

## **ALCOHOL CONSUMPTION**

- **No outside alcohol whatsoever**
- Alcohol does not leave premises – consumption on adjoining sidewalk, street or parking lot is prohibited

## **PARKING, LOADING & UNLOADING**

- **Please share your arrival time for the event** so the loading dock is clear and open for your arrival
- All loading, entering and exiting must be done through the loading dock. The max height of the loading dock is 13 feet.
- The loading garage must be operated with the supervision of a Glass House Employee
- Do not leave the open garage door unattended at any time
- Please be courteous and prompt when using the loading dock
- Vendors are responsible for their own vehicles. After unloading, please move your car from the Glass House building to the parking lot or a metered parking space.

## **EXECUTION**

- The Venue Manager is responsible for execution of the physical floor plan, beverage service, and coordination of security personnel unless additional services or needs are pre-communicated
- Glass House is responsible for moving/arranging furniture provided by Glass House for set up, room flip and teardown
- **Decor and rentals are to be handled by the appropriate supplying vendor and/or the day-of coordinator**

## **DECOR**

- All decor must be pre approved by Glass House Manager prior to the event. Real flower petals, glitter and confetti are **not allowed**
- Sparklers are only allowed on the patio (not allowed in the courtyard)
- Any additional lighting or installations must be pre-approved by Glass House
- **Do not move proprietary furniture or plants** – these must be arranged in designated placements by Glass House staff, with prior planning and approval
- No nails, 3M strips or adhesives on walls
- No open flames allowed – all candles must be contained