



General Guidelines:

Decorating:

Table coverings must be provided by Renter. Round tables require a 90" table cloth. All decorations must be approved prior to your event. Please limit decorations to table tops. No one may touch automobile displays or set any objects on display areas. No open flames or candles are permitted. LED or battery candles are fine. No objects can be hung from beams or from balcony, railings, walls or doors. No use of glitter, confetti, small unwrapped candy. Event-related items must be set up at a minimum distance of 4 feet from any signs, walls, or cars. Doorways, fire exits, stairways and hallways must remain clear.

Cleaning:

All areas of the facility indoors and outside must be left as you found them. Trash cans, bags, and a dumpster are provided. All garbage must be bagged and placed in the dumpster. Trash, personal items, food and beverages must be removed promptly at the end of your event. Debris from floral arrangements, balloons, centerpieces, and gift wrapping must also be removed. Catering and beverage service staff must clean kitchen areas and floor surrounding the bar. In the interest of safety, all spills must be mopped up immediately. All food must be removed from refrigerators and freezers.

Safety:

No one is permitted in Loft or Private Lounge/Storage areas. No running, sliding, or throw/kick games permitted indoors. When enjoying outdoor areas of venue, no tree or fence climbing and/or excessively loud behavior is permitted.

Parking:

Ample parking is provided for guests. We ask that you inform your guests to park surrounding the main building at 12 Garden Avenue and in the pasture to the south of the building. Street parking is not permitted due to safety issues. Special Event Parking signs available for your use, and we do recommend that you have someone guiding guests into parking areas.

MISC:

Capacity for indoor seated dining is best at 140 guests. Outdoor areas may include more guests and a rental tent can be installed. Portable toilets must be rented to accommodate more than 140 guests.

Use of 132 chairs and 13 90-inch round tables is included in rental fee for indoor use only.

Furniture to be used outdoors must be rented or provided by RENTER.

9 long wooden tables on wheels for indoor serving are also included.

RENTER must provide table coverings, decorations, and arrange for catering and bar service. Large items requiring special handling require special arrangements for delivery and pick up. Equipment and deliveries must enter and exit through the South door of the main building. No animals with the exception of authorized Service Animals are permitted.

For your convenience, a member of the Henry's Garage staff will be on duty to assist you for the set-up, tear-down, and entire duration of your event.