**Winter Garden Space Guidelines:**

Our guidelines related to using the Winter Garden are consistent with regular building policies. Please review below when planning an event in this space:

* We require a Vendor Access Request Form and Certificate of Insurance for any vendors or one- off deliveries assisting with the planning of your event.
* There is no cost to rent the space, however there are billable costs to incur for the setup/break down/ trash removal for the event. Please refer to the Service Schedule charges below.
* Our Maximum Occupancy for the space is 267 people. This number includes any caterers, servers in the space.
* The consumption of alcohol is prohibited unless all parties have executed a host liquor liability license or employed a caterer that provides bartending services.
* Dark colored wines/liquor are not allowed as they will stain the marble, and furniture.
* Furniture on the carpet is not to be moved, only cafe chairs and table on the sides of the fountains.
* HVAC shuts off at 6pm, For OTHVAC requests, a billable work order must be placed to ensure temperatures are adequate.
* All AV equipment including microphones, music must be used after 5:00 PM.
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