

Tube Factory rental important guidelines

Thank you for renting Tube Factory for your event, reception, conference, or gathering! We're excited to host you and your guests. We strive to make every visit to Tube Factory enjoyable and comfortable for everyone. We've compiled a list of tips and guidelines to help make this work well for us all. Please read this closely.

PLANNING YOUR EVENT

- We're operating close to costs on our rental fees. We try to not nickel and dime additional fees. So we aren't able to offer further discounts from what we quote.
- While we're happy to help with a limited amount of questions. We aren't able to work as wedding or event planners without charging for the time. So please refer to your agreement and this sheet. If you require lots of communication, meetings, calls and emails, we will talk about the costs of event planning with us.
- We don't have any restrictions on catering (use whoever you'd like — we do have suggestions). We have a limited kitchen/prep area with a sink but no warming/heating and limited refrigeration space. We aren't able to spend extra time with the caterer beyond basic communication — unless your contract includes event planning. If they arrive early, then that is the start of your billable set up time (\$150 per hour). All catering items, leftovers, and related trash must be removed at the end of the event unless previously arranged.
- We can provide seating that we have in the space (stools and a few chairs). Do not count on us to be the provider of all your seating.
- We suggest renting seats, tables and other furniture. But these must be picked up by no later than 10 a.m. the morning after your event. Also, drop off should happen in the afternoon or evening before your event. You need to handle drop off and pick up with the company you choose unless we are being paid for handling this or unless we've made prior arrangements. Materials taking space at Tube Factory for excessive time will result in an additional setup/cleanup space rental charge (\$150 per hour).
- For events with more than 100 attendees, you need to hire us or another service to manage parking. Renters finding their own volunteer parking lot attendants has yielded mixed results. But we can discuss this. Parking lot attendants will need to watch for people parking on Cruft and pay attention to the lots filling up so they can suggest other approved parking areas nearby. We'll supply a parking sheet for your information.
- We have a built-in PA system in the community room at Tube and in the front gallery at Listen Hear that can be used at no charge. We don't have a stage. We do not provide a sound person, projectors, screens, DJ service, playlist creation, or A/V support. You can plug in your own phone or computer to play music. Fees will be charged for AV staff and for use of additional equipment. You can use the video room and monitors in the back area at no charge for slideshows. But this should be tested before the day of the event.
- Tube has many skylights and windows. Projection and colored lights can be difficult to see during day hours. We do not and will not have window or skylight coverings. Also, with all of the windows and skylights, it can get a little warm in Tube's front room on sunny days with temperatures over 90 degrees.
- We're not responsible for event/liability insurance and you need to get one for your wedding event. These one-day insurance policies are affordable and can be added to homeowner policies.

DAY OF // SETTING UP

- Tube features (donor video wall and interior Peanut King mural) are part of artwork in the building and items should not lean against any artwork on display.

- Wall and ceiling hanging is limited and tape/hanging approach must be discussed and approved by Big Car staff. Nothing can be screwed or nailed into our building. All hanging materials must be removed at cleanup.
- The gallery/exhibit area is not available for seating, eating, or drinking. And food and drink is not allowed to be set up in these spaces. No additional art, posters, or any other objects can be hung or put in front of or next to the art in the galleries.
- Please be careful with our polished concrete floors and our walls when moving our rolling tables and chairs, or bringing carts, tables, stages, etc. You are responsible for damages.
- With our rolling tables, be sure that the wheels are unlocked (set to off). Please attention to wheels that don't seem to be rolling vs. dragging across the floor.

DURING YOUR EVENT

- With our Indiana beer and wine license, we can be the only vendor on beer and wine sales and we always keep those proceeds to cover our larger operating costs of Tube Factory. Outside alcohol is never allowed.
- We will manage all aspects of the bar. We offer a very good selection of beer and wine. Special bar orders, should we accept doing this, requires an additional fee due to the time it takes.
- With prior arrangement, you or the caterer can bring in water and other non-alcoholic drinks to serve. We can also sell/supply water and pop.
- If we have two or more bartenders paid to work the event, we will watch and empty trash in the trash cans and recycling bins during your event. We are not able to help with cleaning up or bussing tables, restocking catering food or supplies, or any other aspects that should be handled by the caterer or by volunteers. If you'd like to pay for us to supply a cleanup person, we can discuss that.
- Nobody attending the event can park on the residential street (Cruft) and your attendees must be told and reminded of this.

AFTER YOUR EVENT

- Events need to fully end (including cleanup) by 11 p.m. due to our location on a residential street. We prefer events to end by 10 p.m. and all loud noise and exterior music/noise must end by 10 p.m.
- The parking lot locks when we are closed and cars left behind can't be accessed until we open. We are not open on Sundays. We open 9 a.m. Monday through Friday and close at 6 p.m. Saturday public hours are 11 a.m. to 3 p.m. You can send guests to www.bigcar.org to get information and directions.
- If you are committed to cleaning at the end of the reception, you will need to take care of big stuff — take out the trash to the dumpsters behind Tube Factory, wipe down the tables, put things mostly back. We will take care of detailed cleaning and arrangement. The cleaning plan should be arranged in advance and found in your contract. If we have to do the cleaning during and after the event, such as trash removal, etc. the charge is \$500. This can come from the damage deposit of \$500 required for all rentals.
- If you plan to clean yourself you are responsible for cleaning the following: Gathering areas: Table trash, cups, plates, plasticware, food, decorations, etc., will be gathered and placed in the proper receptacles. All cups will be emptied into the sinks before being placed in the trash receptacles; Kitchen: The kitchen is to be left as it is found. Wipe out sinks, wipe counters clean, clean bar equipment, remove remaining bottles, cans, kegs, etc., from the site. All trash must be removed and placed in dumpsters (recycling and regular) located south of Tube Factory.