As a tenant of Sawyer Yards you are welcome to host events within your studio at any time, as long as it does not conflict with pre-scheduled building or campus events. Our buildings are shared, communal spaces, and we ask that you adhere to these detailed guidelines, and respect your fellow studio mates when organizing and scheduling an event. Keep in mind that events should benefit Sawyer Yards by offering public/community engagement, increasing traffic for our artists, and generally bringing awareness to the host building and Sawyer Yards.

To ensure that your event meets all guidelines and does not conflict with other events, you must have your event approved by the Sawyer Yards Events Director. Approvals are at the discretion of thenEvents Director based on the internal calendar. **Any tenants who host events without receiving approval, prior to the event, are subject to a penalty in the form of a $150 fine.**

Examples of Tenant Events: new studio receptions, classes, workshops, lessons, collector events, etc.

TENANT STUDIO EVENT

A tenant studio event is qualified as an event that takes place inside of the organizer's studio. These events can be private or public and all activities **may only** utilize the tenant(s) studio. You **must fill out the** Event Request Form, unless your event will have less than ten (10) people and your studio door can/will be closed.

GUIDELINES:

- For all events over ten (10) attendees, use this Event Request Form to have your event reviewed and approved by the Sawyer Yards Event Director. Submit the form no later than **one week prior to your event** as it may take 2-3 days to hear back on an approval.
- You **may not** have an event during the same time as another private and/or public building event.
- Any event over 10 people that is serving alcohol must have an HPD officer present.
- Any trash resulting from your event or class must be taken out to your designated building dumpster and not thrown away in any communal public trash cans.
- Be thoughtful if you are serving wine or offering B.Y.OB. that your attendees consume responsibly.

TENANT STUDIO EVENT + CORRIDOR SPACE OR GALLERY USAGE

Below are the guidelines should you need additional space outside of your studio like a section of the corridors or one of the galleries in your building.

GUIDELINES:

- Submit the Event Request Form no later than **3 weeks prior** to your desired event date for the Sawyer Yards Event Director to review and approve. It may take 2-3 days to hear back on an approval.
- You **may not** have an event during the same time as another private and/or public building event.
- Consider door entrances and/or gates that need to be scheduled in advance with maintenance.
    - Scheduled through the Events Director at least **3 weeks in advance of your event date.**

- The Events Director will provide you with a building floor plan, you are required to designate the event layout. No changes may be made once submitted without written approval by the Events Director.
- Events of 75 attendees or more will require one or more HPD officers. Their fee is $45/hr. The Events Director will schedule officers and send you an invoice. HPD officers must be paid via check or cash before the end of the event. They are also required to be scheduled 30 minutes before and after your event hours.
- If you anticipate a large amount of trash for your event you must have additional trash cans. Sawyer Yards does not provide any.
- If serving **alcohol**, you must have a TABC-certified bartender.
- No event insurance will be required for your event.
- It is absolutely necessary to respect the exhibitions and art on display. You **may not** move any artwork, or adjust the track lights in the corridors or galleries. Easels may be used for temporary displays but must be removed immediately at the end of your event.
- You **may not adhere decorations** to the walls or ceilings of the corridors or galleries, unless otherwise approved by the Events Director. In all cases, the use of adhesives such as tape or command strips on the walls is expressly forbidden.
- Any **trash** during your event is required to be disposed of in your designated building dumpster and not thrown away in any communal public trash cans. Should you leave any mess, trash, or public doors open after your event there will be a $150 penalty fee that will be added to your monthly rent.

BUILDING EVENT

A building event is for Sawyer Yards tenants only, outside parties will incur a venue rental fee.

Excluding businesses that regularly host classes/workshops as a part of their business model. All other tenants that plan to have their studio doors open during an event are required to pay the participation fee should there be one.

GUIDELINES:

- A detailed event proposal **must** be provided to your building AAC representatives **one month** prior to the requested event date. AAC approval is required before submission via the Event Request Form.
- Once AAC approves, the event date must be submitted on the Event Request Form to be reviewed and approved by the Sawyer Yards Event Director before any planning commences. This should include enough time to consider your marketing efforts, **no later than 3 weeks prior to your event date.**
- The Events Director will provide you with a building floor plan, you are required to designate the event layout. No changes may be made once submitted without written approval by the Sawyer Yards Event Director.
- Consider door entrances and/or gates that need to be scheduled in advance with maintenance.
    - Scheduled through the Events Director at least **3 weeks in advance of your event date.**
- Your event will require one or more HPD officers. Their fee is $45/hr. The Events Director will schedule officers and send you an invoice. HPD officers must be paid via check or cash before the end of the event. They are also required to be scheduled 30 minutes before and after your event hours.
- A Sawyer Yards approved cleaning vendor is required onsite for your event. The Events Director will coordinate and send an invoice to you, payment should be made via check or cash to the cleaning company and paid at the end of the event.
- You must have a TABC certified bartender at your event.
- No event insurance will be required for your event.

- It is absolutely necessary to respect the exhibitions and art on display. You **may not** move any artwork, or adjust the track lights in the corridors or galleries. Easels may be used for temporary displays but must be removed immediately at the end of your event.
- You **may not adhere decorations** to the walls or ceilings of the corridors or gallery spaces unless otherwise approved by the Events Director. In all cases, the use of adhesives such as tape or command strips on the walls is expressly forbidden.
- Any **trash** during your event is required to be disposed of in your designated building dumpster and not thrown away in any communal public trash cans. Should you leave any mess, trash, or public doors open after your event there will be a $150 penalty fee that will be added to your monthly rent.

NON-PROFIT PARTNERSHIP EVENT

Each building on campus is able to host collaborative events with local non-profits using their building as the host space. These events should benefit Sawyer Yards by offering public/community engagement, increasing traffic for artists who open their studios during the event, and generally bringing awareness to the host building and Sawyer Yards. These events should be designed to help raise funds for the respective buildings' Artist or Exhibition funds.

GUIDELINES:

- A detailed event proposal **must** be provided to your building AAC representatives **one month** prior to the requested event date. AAC approval is required before submission via the Event Request Form.
- Once AAC approves, the event date must be submitted on the Event Request Form to be reviewed and approved by the Sawyer Yards Events Director before any planning commences. This should include enough time to consider your marketing efforts, **no later than 3 weeks prior to your event date.**
- A Non-Profit Partnership Agreement will be provided by the Events Director for execution.
- Consider door entrances that need to be scheduled in advance with maintenance.
    - Scheduled through the Events Director at least **3 weeks in advance of your event date.**
- The Events Director will provide you with a building floor plan, you are required to designate the event layout. No changes may be made once submitted without written approval by the Events Director.
- Consider door entrances that need to be scheduled in advance with maintenance.
    - Scheduled through Events Director
- Your event will require one or more HPD officers. Their fee is $45/hr. The Events Director will schedule officers and send you an invoice. HPD officers must be paid via check or cash before the end of the event. They are also required to be scheduled 30 minutes before and after your event hours.
- A Sawyer Yards approved cleaning vendor is required onsite for your event. The Events Director will coordinate and send an invoice to you, payment should be made via check or cash to the cleaning company and paid at the end of the event.
- You must have a TABC certified bartender at your event.
- **Event insurance** will be required for your event.
- It is absolutely necessary to respect the exhibitions and art on display. You **may not** move any artwork, or adjust the track lights in the corridors or galleries. Easels may be used for temporary displays but must be removed immediately at the end of your event.
- You **may not adhere decorations** to the walls or ceilings of the corridors or gallery spaces unless otherwise approved by the Events Director. In all cases, the use of adhesives such as tape or command strips on the walls is expressly forbidden.
- Any **trash** during your event is required to be disposed of in your designated building dumpster and not thrown away in any communal public trash cans. Should you leave any mess, trash, or public doors open after your event there will be a $150 penalty fee that will be added to your monthly rent.