

## ***Event Facility Guidelines***

*Weddings/Life Events/Memorials/Events/Rentals*

**Emergency Info:** Call 911, Location: 291 Bostwick Farm Road, Location Phone: (802) 985-3819 Meach Cove Office: (802) 985-9218. Fire extinguisher listed on the bulletin board in the kitchen.

Individuals and groups granted permission to use the All Souls Interfaith Gathering facilities are responsible for understanding and agreeing to the following rules and regulations:

1. Permission to use the facilities is valid only for the date(s) and times indicated on the Rental Agreement. No items are to be stored in the building before or after the event except with express permission.
2. Request to Cater Liquor form. Bar service vendors are required to send ASIG a copy of their approved copy of their Request to Cater Liquor form. If placement of the bar is located near the storage room, please provide a pipe and drape. The bar must be closed 30 minutes before the event is scheduled to end. Alcohol service is not to exceed a total of six hours.
3. Catering License and Liability Insurance. Caterers are to send a copy to ASIG prior to event.
4. Drop off, Setup & Pick up. All vendors need to speak with ASIG office about drop off, setup, and pickup.
5. No food or beverage is permitted in the Sanctuary, Library or Meditation Room, with the exception of bottled water.
6. Broom Swept Condition. All rented areas are to be left in broom swept condition and all equipment, tables, and chairs are to be returned to their proper locations (speak with your caterer about this). The kitchen area and equipment are to be left in the condition you found them in. Kitchen & bar area are to be mopped.
7. Trash & recycling must be brought to the ASIG dumpsters located at the end of the South parking lot.
8. Outdoor advertising, signs, banners, etc. requires approval from the ASIG office.
9. The location of all tents and cook-tents setup on the property must be approved by the ASIG office before placement.
10. Art gallery cable hanging system throughout the Gathering Hall and Sanctuary Foyer for use to display any decorations or other items on the walls. Tape, tacks, staples, nails, etc. are not permitted.
11. Bamboo Floor. Any item placed on bamboo floor in Sanctuary needs felt protection.
12. The fireplace is for decorative use only.
13. Smoking. ASIG asks that you encourage a smoke-free environment. However, during events, smoking is only allowed in the designated area(s) outside.
14. Parking. Please park in designated areas. There is Handicapped parking in front of the building. Overflow parking is located in the field next to the Labyrinth.
15. Unloading and loading vehicles. Please be aware to park on the asphalt only. Parking on the grass and sidewalks may cause damage to pipes underground and is not permitted.
16. ASIG property begins with the Labyrinth

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on the East, the edge of the parking lots on the North and South side and the field on the West side (see site map for property boundaries).

17. Damage to building/grounds. I understand that I will be billed for any and all actual costs of repairs and/or damages to the ASIG building and/or grounds.

18. Our kitchen appliances are for warming only. Raw to cook needs a cook tent.

19. The electrical outlets are colored coded and only one small appliance can be plugged into each outlet or you will trip the circuit breaker.

20. The storage closet located on the first floor past the kitchen has the broom, mops (mop sink), vacuum and cleaning supplies.

21. Fire exit doors should be clear of obstacles at all times.

I have read and understood All Souls Interfaith Gathering Facility Guidelines and will alert all vendors and helpers associated with the event about the content of these guidelines.

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank You!*

Please return to All Souls Interfaith Gathering, P.O. Box 309, Shelburne, VT 05482

All Souls Interfaith Gathering, P.O. Box 309, 291 Bostwick Farm Road, Shelburne, VT 05482. (802) 985-3819. [www.allsoulsinterfaith.org](http://www.allsoulsinterfaith.org)