



EVENT RENTAL FAQ

HOW DO I BOOK AN EVENT?

Head on over to our Sawyer Yards website and go to Venue Rentals or go to eventsatsawyeryards.com/contact. You will then fill out an event information questionnaire and the Sawyer Yards Events Team will get back to you shortly!

WHAT SPACES CAN I RENT FOR AN EVENT AT SAWYER YARDS?

We have three available locations to rent; Silver Street Warehouse, Winter Street Gallery, and Spring Street Studios. Each space has a different capacity and price point. Please refer to the Rental Information Packet to view these specs.

CAN I COME TAKE A LOOK AT EACH SPACE?

Please do! Head on over to eventsatsawyeryards.com/contact to schedule an appointment and the Events Team will email you regarding a good time to meet. Our available tour hours are Mon - Fri 10am-4pm.

CAN I GO THROUGH SAWYER YARDS TO RENT TABLES, CHAIRS, LIGHTS, ETC?

Unfortunately, we do not offer that service. You are solely responsible for planning and coordinating your event, including day-of coordination. We have a list of recommended vendors on our website and on the Event Rental Packet that you are free to use!

WHAT FORMS OF PAYMENT CAN I USE TO RENT THE SPACE?

Check, Credit Card or Bank Transfer. Be advised that credit card and bank transfers incur services fees.

DO I NEED INSURANCE?

Yes! The licensee is required to provide a Certificate of Liability applicable to the Event Space on an occurrence basis, a per occurrence limit of no less than \$3,000,000 for Silver Street Studios (Silver Street Holdings, LLC), \$2,000,000 for Winter Street Studios (2101 Winter Street Building, Ltd.) and \$2,000,000 for Spring Street Studios (1824 Spring Street, Ltd). Insurance must contain (1) an endorsement including Licensor Parties as "additional insureds", (2) waiver of subrogation in favor of Licensor Parties, and (3) deletion of the contractual liability exclusion for personal injury. Certificate evidencing Licensee's required insurance coverage must be delivered to Sawyer Yards Events Team prior to set-up.

We recommend eventhelper.com if you're looking for an easy online portal.

WHAT IS YOUR CANCELLATION POLICY?

You may terminate your contract 120 days prior to the event date and receive a 50% refund of the event fee. If you choose to terminate the contract within 120 days prior to the event date, no refund will be given.



CAN I BOOK A SPACE FOR MY WEDDING?

Silver Street Warehouse is the only location we rent out for weddings.

WHO IS RESPONSIBLE FOR CLEANING?

Luxury Sweeps Cleaning Services is the required cleaning vendor at Silver Street Studios. The Sawyer Yards Events Team will email the Licensee a cleaning invoice after the signing of event contract. Payments will be made in check form to Luxury Sweeps Cleaning Services and given to Events Team prior to or during the event.

Uniformed crew will arrive one (1) hour prior to the event to place trash cans, clean and stock restrooms, and sweep event space. Cleaning will continue during the event and a final clean of the event space will take place once all rentals are out of the building.

HOW DOES PARKING WORK?

Parking is on a non-exclusive "shared" basis with studio tenants and adjacent businesses. We have access to over 300 parking spots for your event and can help you with mapping. You are also welcome to hire a valet service to help with parking.

WHAT IF I NEED A DAY/DAYS TO SET UP AND BREAKDOWN MY EVENT?

Not a problem! There will be an additional fee that is correlated to the space you rent out.

CAN I DROP OFF ITEMS THE DAY BEFORE?

You will need to get consent from the Events Team for your load in/out deliveries. Clients must sign and accept all packages delivered to Sawyer Yards.

I WILL BE SERVING ALCOHOL; HOW DO I GO ABOUT THAT?

Because Sawyer Yards does not hold a TABC, you will need to provide TABC licensed bartenders.

ARE THERE RESTRICTIONS ON DECORATING?

Just a few. You are not allowed confetti, glitter, adhesive tape, glue, haze machines, and open flames without prior consent from the Events Team. Please do not have any hangings on piping, but rather the solid beams on the ceiling. Nothing can be nailed, screwed, or otherwise permanently installed on the pillars, walls, floors or other parts of the space without prior consent from the Events Team. All decorations need to be removed immediately following the event.

WHAT IS THE RESTROOM SITUATION?

We have restrooms at every rental location. Men's, women's, and family restrooms will be accessible.

DO YOU HAVE AC?

Of course! It's Texas! The Events Team will coordinate with you on how to turn the AC on/off during the event. We like to set it at 76 degrees for events, but you are free to set your own temperature.

I'M BRINGING A FOODTRUCK; WHAT SHOULD I KNOW?

We love food trucks! You are free to park them in the parking lot. They will need to run on generators, as we do not have accessible plugs. All food trucks must have proper permits and proof of insurance. The client is responsible for any damages that incur due to food trucks. Please speak with our Events Team on where you plan to put the food trucks so we can create the best flow of traffic.

