



Historic 512 Venue Guide for Success – Vendor Edition

Welcome! Whether it is your first visit or 100th, we are glad you are here to serve our client on their big day. We are proudly an open vendor venue that provides the opportunity for many wonderful caterers, florists, entertainers, and other service providers to do what they do best in our venue.

We want to make you aware of the policies that we have in place that protect our nearly *one hundred-year-old building* and more importantly the people that it contains.

Ultimately, the client is responsible for any damages or violations of our policies that vendors may incur during their rental period so it is in your best interest to be aware of them before you enter our building.

We strongly encourage a vendor visit or walkthrough with any vendor that is scheduled to work in our venue ahead of the event. If you would like to schedule a tour and walkthrough, please contact us at 817-484-1556 or email inquiry@historic512.com

Sincerely,

Historic 512 Management



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Caterers

Our catering kitchen is available for renters and caterers to use during an event.

The Texas Department of Human Services licensing requirements are very strict for kitchen usage. Fire safety regulations DO NOT allow anyone to fry food or cook food in the Prep Spaces.

Cooking may take place outside the back entrance on the 3rd street porch/parking lot if cooking onsite is required for the evening. Please bring an extension cord if applicable as the venue will not be able to provide you with one. We strongly recommend a vendor tour before the event to prepare you for set up. Contact us at 817-484-1557 to set up a tour.

No additional appliances may be used in the prep space beyond what is provided, this will overload the breakers.

Historic 512 DOES NOT provide cooking or cleanup items; renters or caterers must bring ALL supplies needed for preparation, service, and cleanup. Trash cans will be placed in Prep Spaces; trash bags are provided by Historic 512 and ALL trash must be removed by renters or caterers prior to final walkthrough.

Bar Prep Space:	Caterer Prep Space:
2 x Refrigerator (Alcohol Only)	Refrigerator (Catering Only)
1 Ice Maker w/ scoop	Freezer (Catering Only)
Hand Wash Sink	Warming Oven
Counter Space (Bar Usage Only)	Counter Space (Catering Usage Only)
Trash Cans	Trash Cans
Hand Sanitizer	Carts

(Catering guidelines continued next page)



Delivery/Unloading:

- Deliveries are to be made at 3rd Street entrance (north entrance) and the client must be present to sign for any deliveries.
- Carry items onto the *service elevator* at the north entrance, take to FLOOR 2. **The historic elevator on the south side of the building is off limits to carts, food, drinks, and trash.**
- You may use our parking lot on 3rd Street to unload and **one** van/car per company may use the lot for the duration of the event.
- All other service staff must use street parking or the FUMC lot located at the southwest corner of Burnett and 4th Street

Kitchen Cleanup:

- Wipe clean all countertops, sink, warmer, refrigerator, freezer, and other kitchen equipment used.
- Remove all foods, beverages from refrigerators/freezers in the Prep Spaces.
- Bag trash and place in outdoor dumpster (where deliveries were made); may roll trash cans to dumpster. If there is liquid at the bottom of the trash cans this **MUST** be cleaned as well.
- Sweep kitchen floor.
- Remove all caterer's equipment, rental dishes, glassware, chafers, etc.
- **NO** food particles down the handwash sink in Bar Prep Space, **LIQUIDS ONLY.**

Reminders:

- Caterers must provide Certificate of Liability Insurance two weeks prior to event. Email to inquiry@historic512.com or mail to 512 W 4th Street Fort Worth, TX 76102 ATTN: Historic 512
- Failure to follow any of these kitchen policies could cause renter to forfeit a portion or all of the damage deposit.
- No rentals or equipment may be left overnight at Historic 512. Please ensure pick up of any rental equipment is scheduled before the client's rental time ends.



Florist/Décor

Delivery/Unloading:

- Deliveries are to be made at 3rd Street entrance (north entrance) and the client must be present to sign for any deliveries.
- Carry items onto the *service elevator* at the north entrance, take to FLOOR 2. **The historic elevator on the south side of the building is off limits to carts, food, drinks, and trash.**
- You may use our parking lot on 3rd Street to unload and **one** van/car per company may use the lot.
- All other service staff must use street parking or the FUMC lot located at the southwest corner of Burnett and 4th Street

Rules/Regulations

- Renters may decorate areas included in his or her rental agreement, in the Historic 512 portion of the building only.
- All décor related trash, litter, disposable items are the responsibility of the renter, florist, decorator, planner to clean up and all trash taken out to the dumpster located in the parking lot on the north side of the building.
- Trash bags will be provided to you by the venue.
- The venue has a limited list of items available for use on the day of the event. Please see the venue manager for more details.
- Renters may not attach tape, florist clay, tacks, screws or nails to the Historic 512 property indoors or outdoors.
- Crepe paper decorations and flammable items are not allowed.
- Do not attach decorations to antiques, ceiling fixtures, draperies, walls or doors.

(Floral/Décor Guidelines continued the next page)



- Do not remove anything from walls or shelves in any area of the Historic 512.
- Floor runners are not allowed on the stairs but may be placed in Great Room for wedding ceremony and must have a non-slip pad underneath.
- Silk or fabric rose petals may be used in Great Room only, fresh flower petals are prohibited for throwing.
- **All candles that are to be lit must be in a glass container with the candle flame 4" lower than the top of the glass structure, votive style, or floating in water.**
- Decorative candles (unless LED) are not be used on food service tables.
- Absolutely no candles to be lit on windowsills of the facility windows or on interior or exterior stairs (unless LED).
- Tapered candles are only allowed for unity candle lighting during ceremony and may not be lit for an extended period of time.
- Birdseed or lavender seeds may be thrown (in moderation) outside but is strictly prohibited inside the facility. **No rice, rose petals, bubbles, confetti, glitter, snow, sparklers, silly string, candy hearts are allowed inside or outside the building.**
- Do not decorate cars on the Historic 512 property.
- No wax, powder or substance may be used for the dance floor in the Grand Ballroom. **Fog machines are not permitted.**
- Do not store equipment inside the taped lines on the floor in front of the electrical boxes.
- Do not store any equipment in the hallway; this is a violation of fire code and you will be asked to move your items.
- Feel free to utilize the carts to store your storage items in a vehicle parked onsite. If the parlors are being used as a buffet space, Historic does not have additional storage space for décor.

FYI: The Great Room, 4th Street porch and Great Room stair railings of the Historic 512 will be decorated for the holidays between the Monday following Thanksgiving and the first business day following New Year's Day. Do not remove any decorations.



DJ/Band/Musician/MC

Delivery/Unloading:

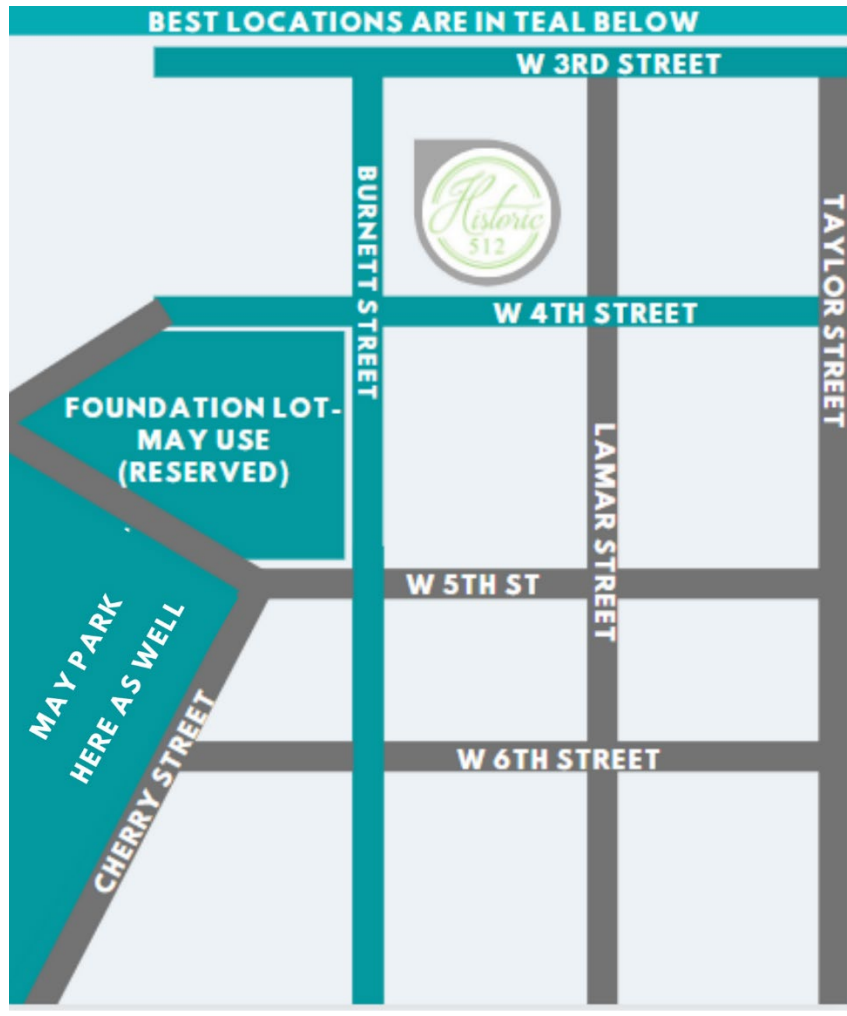
- Deliveries are to be made at 3rd Street entrance (north entrance) and the client must be present to sign for any deliveries.
- Carry items onto the *service elevator* at the north entrance, take to FLOOR 2. **The historic elevator on the south side of the building is off limits to carts, food, drinks, and trash.**
- You may use our parking lot on 3rd Street to unload and **one** van/car per company may use the lot.
- All other service staff must use street parking or the FUMC lot located at the southwest corner of Burnett and 4th Street
- All musicians' equipment removed through side stage door in the hallway; make sure no heavy equipment damages ballroom or stage floor.
- Do not load your equipment in from the front of the stage inside the ballroom!

Rules/Regulations

- There is a small space behind the curtain that you may store your crates and extra equipment. Please make sure all items are removed at the end of the night. H512 is not responsible for any items left behind overnight.
- Remove all food trash, glassware, and alcoholic beverages. Please pick up your trash and leave the stage as you found it.
- If DJ linens are rented through H512, linens are to stay and be accounted for.
- Do not store equipment inside the taped lines on the floor in front of the electrical boxes.
- Do not store any equipment in the hallway; this is a violation of fire code and you will be asked to move your items.
- Ensure you are loaded out before the client rental time ends. The client will be charged \$100 per 30 minutes their rental time is extended due to vendor failing to exit the building on time.



Parking Guide



- Metered parking is FREE on Saturday/Sunday and after 6pm Monday-Friday.
- 4th Street Entrance is the GUEST entrance; 3rd Street Entrance is the Vendor/Client Entrance.
- Limit ONE vehicle per company to park in the 3rd Street Lot. All other vehicles should park in the Foundation Lot or utilize street parking.
- Do not park in any lot marked YMCA. You are at risk of being towed or ticketed for parking in their lot. Historic 512 is not responsible for anyone who chooses to park in these lots.



Smoking

- Historic 512 is entirely non-smoking, including e-cigarettes. This includes caterers' kitchens, restrooms, hallways and elevators.
- Vendors and Guests must adhere to City of Fort Worth ordinance and are permitted to smoke 25 feet from the entrance of Historic 512.
- There is no smoking on the 4th Street porch.
- Renter is responsible for making guests and service providers aware of and in compliance with the no smoking policy. The full damage deposit will be held if there is evidence of smoking in the building.

Dumpster

- Historic 512 has a dumpster on site for the convenience of vendors and clients.
- Please ensure that no trash or broken glass is left on the ground surrounding the dumpster.
- Please use caution with the fence gate; it swings wide into the street when opening.
- All of our cans are on wheels to make it easy to take out trash, please dump any liquids left at the bottom of the cans when trash bags are removed.
- Secure the fence with the chain and clip when finished and report any issues to the Venue Manager/Coordinator on duty.

We thank you for helping us preserve Historic 512, our beautiful piece of Fort Worth history!