

welcome



HELLO!

Welcome to The Steel Barn! We are thrilled to be working together to create the event of our clients' dreams!

Please review the general rules, do's and don'ts, then scroll to the vendor expectations that pertains to your services.

Feel free to reach out to us with any questions!

Warmly,
Michelle Todd
The Steel Barn
Event Center
918-814-2456

thesteelbarneventcenter@gmail.com

ALL Vendor Do's, Don'ts, & Fyi's

DO's

- Park in the additional parking area on the West side.
- Loading and unloading is in the front of the building only.
- Please help yourself to water bottles or something to drink from the kitchen. We have a shelf for The Steel Barn Staff which is for you.
- Please wear closed-toe shoes as the property contains several terrain types including steps, rocks, slippery concrete, uneven pavement.
- Bring your own extension cords, batteries, cables, step ladders, tables, paper towels, scissors, step stool, floral wire, buckets, etc.
- Please treat our venue with the same respect that you treat your home.
- Know that you are responsible for any damages that you or your staff might cause while working here.
- Please leave the space(s) that you are using as clean if not cleaner than you found it.
- Make sure that TSBEC has your Certificate of Insurance and your licenses on file prior to your event.
- Bartenders must be covered to SERVE alcohol, have a license to serve alcohol and have certificate of insurance on file with The Steel Barn Event Center prior to your event.
- All vendor employees must be covered by their companies' workers' compensation insurance or by their own personal insurance.

DON'TS

- **NO TAPE on floors or nails in walls. PERIOD**
- **Do not stand on our chairs, tables, furniture, or landscaping.**
 - Do not throw boxes that have not been broken down in the dumpster.
- **NO FOOD IN THE SINKS AT ALL. WE DO NOT HAVE A GARBAGE DISPOSAL.**
- **NO onsite cooking in building at all. Outside onsite cooking must be approved. NO extremely loud music.**
- **Do not stay after your client's rental agreement time. They will be charged for time over their rental time.**
 - Please do not leave any of your equipment here after any event.
 - If you load in the front of the venue, please treat this as a drop-off area only. Do not block the front.
 - Do not pull onto the concrete under the front porch.
 - Please do not use anything to attach decorations to the building or pergolas that will damage the wood (i.e. nails, staples, tacks, duct tape, etc.)
 - If you have a question about what is allowed, please contact TSBEC manager or onsite representative for the contract rules.
 - Please provide ladders for your own use. Do not use our furniture.
 - Your dress attire must be professional always! You are representing The Steel Barn as well as your company. We understand setting up is work, but even when setting up, be mindful guests are present.

FYI's

- Vendor shall be responsible for any damage or injury caused by it or its employees and shall be responsible for any injuries to its employees.
- Vendor agrees to indemnify and hold harmless The Steel Barn against any damages, suits or causes of action resulting from the same
- **Vendor will be held responsible for damages that occur because of failure to follow our house rules:**
 - No nails, staples, glue, tape, pins, command strips, etc. are permitted for use anywhere on the premises including, but not limited to, the walls, balcony, floors or arbor.
 - No rice, glitter, confetti, birdseed, floral seeds, misc. sprinkled items, small gems/jewels, silly-string, fireworks are permitted for use anywhere on the premises. Loose rose petals must be live when using outdoors for biodegradable reasons. Silk petals are not permitted outdoors. Real petals are not permitted inside. All attachments are to be made with floral wire or zip-ties with approval from The Steel Barn.
 - Candles must be placed in a glass container and safely out of reach of any flammable décor.
 - The Steel Barn reserves the right to remove any item deemed hazardous.
 - Vendors are not allowed to stand on any chairs, tables, or other furniture/objects.
 - Vendors are not allowed to move any of The Steel Barn furniture or décor.
 - Vendors are not allowed to alter any of the landscaping on the property.
 - No alcohol, drugs, firearms, or any other weapons allowed on the premises.
 - Vendors are not allowed to walk through any flowerbeds, etc. when taking photos/videos.

Vendor Rules

Florist:

- If you use the kitchen please leave it clean for the next vendor. There should be a broom handy for your use if needed.
- Please have someone designated to pick up your vases or containers at the end of the night by couples exit time. If they are left, we will assume they are trash and will be discarded.

DJs:

- Please do NOT drag your equipment across the floor or up the stairs.
- Please do NOT use tape to secure cords to the floor. This ruins our floors and pulls up the color.
- Fog machines are not allowed as they set off fire alarms.
- Music is to end by 11pm and out of building by midnight.
- If music is too loud, we have the right to ask you to lower the volume.

Caterers:

- Lead person – contact The Steel Barn Event Center onsite representative and introduce yourself.
- **DO NOT WASH OR RINSE YOUR DISHES IN THE KITCHEN SINKS.** You are very welcome to scrape your plates into the garbage, but please finish cleaning your dishes at your place of business. The sinks are not industrial and will have problems if these instructions are not followed.
- If you mess it up, clean it up. The kitchen is here for you to use, so please respect it.
- Before you leave, please: Sweep, wipe down buffet tables and cake tables. Wipe down all surfaces in the kitchen. Be particularly mindful of splashes on our walls. Discard your own trash.
- Verify with the manager where extra trash bags are and put filled bags in the dumpster. Please do not drag the full bags to

the dumpster because this leads to spilled liquid and food.

- Please break down all boxes before putting into dumpsters.
- No duct tape is to be used on the floors to tape down extension cords.
- Food must be kept warm in hot boxes and/or chafers. Please do not rely on plugging in warmers. Too many used will trip the breakers.
- For onsite food preparation, the following policies are followed:
 - o No cooking is permitted inside the venue
 - o All entrances/exits must be left unblocked
 - o No cooking can take place within 10 feet of the building

Bartenders:

- **ALL UNDERAGE DRINKING IS STRICKLY PROHIBITED ON THE STEEL BARN PREMISES, EVEN WHEN PROVIDED BY PARENTS TO THEIR CHILDREN.**
- Please check all IDs and continue to check IDs for those under the age of 40 to protect yourself.
- No one is allowed behind the bar that is not ABLE licensed.
- You need to stay until the designated person has removed all of the alcohol from the premises.
- Before you leave, please
 - o Break down all boxes before putting them in the dumpster
 - o Do not leave any of your working supplies for storage
 - o Take out your trash before leaving
 - o Wipe up spills and mop the floor of all water
 - o Remove mats to the outside
- Please provide licenses and current insurance/general liability documents prior to event. Please keep your licenses and insurance/general liability documents updated with The Steel Barn Event Center.
- NO SHOTS
- The serving of all alcoholic beverages will cease by 11pm

Decorators/Coordinators/Linens:

- All decorations, linens, all items should be out of the building by 11:59pm.
- Please do not store your belongings on property.
- Please do not iron on any table or furniture provided by The Steel Barn Event Center. (Including round tables, buffet tables, bar tables, or wooden tables.) If you need to iron, do so prior to your event day. No steaming allowed inside The Steel Barn Event Center.
- Please provide your own easels and decorations.
- Flameless candles are required. Unity candle can have a flame but must be put out immediately.
- Fireworks, birdseed, rice, gel like substances, confetti, hay, etc. are NOT permitted at The Steel Barn Event Center. If you have ANY questions about the contract rules, please contact The Steel Barn Event Center Management prior to the event date.
- If you want to meet a client here to discuss an upcoming event, please confirm with us before making an appointment.
- Setup can start at 10am the day of your event.
- Nothing can be stored at the venue the night before the event.