

Gwinnett Historic Courthouse Vendor Requirements

185 Crogan Street, Lawrenceville, GA 30046

Event Name _____

Renter: Please distribute to any vendor that you have contracted with to provide services for you at your rental of the Gwinnett Historic Courthouse and have them return with their Food Authorization or General Release. Our fax is 770-822-5452.

Prior to Event

- Email to gbc@gwinnettcountry.com a Certificate of Liability with the following guidelines:
 - Gwinnett County Board of Commissioners, 75 Langley Drive, Lawrenceville, GA 30046, listed as an **additional insured**.
 - Liability requirements:
 - Caterers and Food Vendors - \$1,000,000 general liability policy per Occurrence and Aggregate
 - Production/Audio Operations - \$1,000,000 general liability policy per Occurrence and Aggregate
 - Bands and DJ's - \$100,000 general liability policy per Occurrence and Aggregate
 - Photographers and Videographers - \$100,000 general liability policy per Occurrence and Aggregate
 - *Vendors having difficulty fulfilling the above requirements may contact our office to make alternate arrangements*
- Plan a visit to the Gwinnett Historic Courthouse to review these responsibilities and examine the layout and operations of the facility prior to the planned event Monday – Friday 10am to 4pm.
- Renter has designated rental time and no early arrivals can be accommodated. **Arrival and departure times should be discussed with your contact prior to the event.**

During the Event

- Park on the Pike Street entrance for easy access to the building for loading and unloading. Carts are available for vendor use to aid in your load-in/load-out process. If vendors are remaining at event, please move vehicle to the Lawrenceville parking garage on Crogan Street so as not to inconvenience invited guests and the bridal party.
- *Kitchen Use*
 - Kitchen is equipped with an icemaker, industrial refrigerator, double sink and plenty of counter space.
 - The ice machine should not be used to prepare the bar or fill coolers. *It will not produce enough ice for the caterer and bar operations.*
 - No additional electrical equipment can be plugged into the kitchen. *This will blow the circuit.*
 - Warming ovens or hot boxes can be used, but must be placed in the hallway next to Coke machine for electricity.
 - All trash and food remnants should be placed in the trash can(s). No food should be placed down the sink drain.
- *Decorating*
 - Tables and chairs are provided and set-up according to the renters specifications, however all decorations, including linens are the renter's responsibility.
 - To maintain the historic integrity of the facility no tape, tacks, nails, staples or glue can be used in decorating. Candles can be used, but should be contained in globes or votives. Candles should be extinguished with a snuffer to avoid spillage of hot wax. In addition, candles should be placed on a heat resistant surface. Candle wax spills will be charged to the renter.
 - Loose flower petals, birdseed, glitter, confetti, helium balloons, sparklers (pyrotechnics) are also not allowed inside or outside the facility.
- *Other*
 - To aid in cleanup, extra rugs are available to be placed in the hallway outside of kitchen and under the bar or food area.
 - When decorations or heavy equipment is placed on the judge's bench, protection of the 135 year old bench should be taken by use of felt material or heavy cloth. Scratches and gouges will be charged to the renter.
 - Spills should be cleaned thoroughly as quickly as possible.
 - Portraits on the wall cannot be removed under any circumstances.
 - Any questions, please ask the Facility Attendant(s) on duty. They should introduce themselves to you upon arrival.

After the Event Assigned Clean-up Contact _____ Phone _____

- *Cleaning*- Supplies provided and prepared by facility attendant on site. Renter or his/her agent is responsible for the following:
 - Kitchen – all food should be removed, counters should be wiped down, floor needs to be mopped with clear water, and all trash should be removed to the outside dumpster.
 - Courtroom/Foyer – all decorations should be removed, candles should be extinguished with a snuffer to avoid wax spills, wood floor mopped with clear water, carpet/rugs vacuumed, and all trash removed to outside dumpster.
 - Bathrooms – debris on floor should be picked up and all trash removed.
 - Outside – signs and outside decorations should be removed.
 - Trash – rolling bins can be used to remove inside trash, but all trash should be placed in dumpster at conclusion of event. New trash can liners should be placed in all cans.
 - Failure to clean facility prior to departure will result in charges to the renter.

I have read and understand the vendor requirements as outlined above. If I have questions, I will call GHC or my contact.

Vendor Signature _____ Print Name _____ Phone _____

Any questions regarding the vendor requirements, please contact the GHC office at 770.822.5450