

## Bartlett Venue Policies

Please call 512-964-9473 or complete the online request for someone to contact you about scheduling a tour through the venue.

Renters oversee and are fully responsible for all vendors and booking of **off-duty officer** when required. When off-duty officers are required, the officer must remain until everyone is off property.

Renters are in charge of all **linens** including acquiring and disposing.

Renters are charge of setting-up of **tables, chairs, and ceremony chairs** (taken to the site the day of).

Renters are responsible for **picking up and cleaning up** after themselves. **Trash** must be securely bagged and placed in the trash area.

Contracts will need to include **enough time for set-up and clean-up**. More details are available once you contact the venue about your event.

**Non-refundable deposit of \$100** will hold your dates for 6 weeks if your event is scheduled at least 4 months into the future. If your event is within 4 months, your \$100 non-refundable deposit will be held for 4 weeks. If your event is inside 2 months, your non-refundable deposit of \$100 is required to hold your reservation. **Your \$100 non-refundable deposit will be applied to your reservation**

**Rental times** are available **Saturday 8am to 11pm and Sunday 9am to 6pm**. Inquire for other options or extended hours.

**Pesky Rabbit:** 1800 sq. ft, maximum 100 ppl for cocktail reception and 60-75 buffet dining. Includes 14 ft bar and unique tables and chairs to accommodate seating for most events. Sound system works with Bluetooth. 2 restrooms with ADA access. Some refrigeration and service items may be available. Fee to remove existing furnishings. Contact [hello@bartlettvenue.com](mailto:hello@bartlettvenue.com) for rates. **Rental prices are as stated by contract and will include \$500 that is refundable if NO DAMAGES.**

**Mockingbird Market:** 1200 sq. ft., maximum 75-100ppl theater style(wedding) or 50ppl seating with buffet or 75 ppl for cocktail style receptions with minimal seating. One restroom. Limited venue provided furnishings. 40 ft display may be used but doors may only be opened by venue personnel. Contact [hello@bartlettvenue.com](mailto:hello@bartlettvenue.com) for rates. **Rental prices are as stated by contract and will include \$500 that is refundable if NO DAMAGES.**

**Items not allowed** include anything attached to walls, windows, mirrors, or vertical services. Please use easels or ask the venue for recommendations. No gum, tape, glue, or anything sticky or gummy, glitter, fire, confetti, balloons, fireworks, candles, loud devices, guns, weapons, any paint, crayons, markers, dusty/dirty items, items that could create condensation on wood surfaces, no water features, nothing that pugs in, and items left up to the discretion of the Bartlett Venue. Please do not use the venue service items or decorator items unless your contract permits. You are welcome to flameless candles, battery lights, carpets, items displayed on easels, linens for tables. Any violation will be subject to fees required by venue owner and future use of the property for contracting party and potentially members of the guest list.

**Please discuss your plans prior to the event to ensure you are not violating these rules.**