

# SILVER STREET

## EVENT RENTAL FAQ

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### 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](https://www.eventsatsawyeryards.com/contact). You will then fill out an event information questionnaire and the Sawyer Yards Events Team will get back to you shortly!

### CAN I COME TAKE A LOOK AT THE WAREHOUSE?

Please do! Email [events@sawyeryards.com](mailto:events@sawyeryards.com) and we can arrange a tour. We will meet you at the Bay Door of the Warehouse at 2000 Edwards St. Houston, TX 77007. Our available tour hours are Monday-Friday 10am-4pm.

### WHAT'S INCLUDED IN THE EVENT RENTAL PRICE?

#### • EVENT DAY RENTALS RATES

The daily fee for the entire Warehouse rental is \$8,500. Half of the Warehouse with a black floor to ceiling drape partition is \$5,500. Rental hours of the Warehouse are from 8am-11:59pm.

#### • DEPOSIT

There is an additional refundable deposit of \$3,500 that needs to be paid at signing of contract (Half Warehouse deposit of \$2,500). Deposit will be refunded after 30 days, granted the space comes back clean and undamaged.

#### • SET UP / BREAKDOWN

You may purchase Set Up and Breakdown days for \$1,500/day 8am-11:59pm. Please consult with Events Team with how many days you will need.

*All equipment must be removed immediately following the event and by 11:59pm. Licensee may choose to purchase additional loadout hours for \$500, but cannot extend past 2am. If loadout cannot be completed by 2:00am, an additional breakdown day (\$1,500 rate) will be added to event rental total.*

#### • RENTAL ADDITIONS

Extended Rental Hours | Midnight-2am | \$500  
East Gallery/Corridor Entrance | \$1,500/day  
West Gallery | \$1,000/day

#### • PHOTOSHOOTS

The warehouse is available for photoshoots during regular business hours. Photoshoots include less than 5 guests, a 2-hour minimum, and are at the rate of \$200/hour. Silver, Winter, and Spring Tenants have a special rate of \$150/hour.

### WHAT KIND OF EVENTS DO YOU HOST AT THE WAREHOUSE?

Silver Street Studios is home to an estimated 60+ public and private events hosted annually in the 20,000 sq. ft. event space. Events include several major arts, antique, and craft markets, food and music festivals, galas, and corporate functions. Each year over 100,000 people come to Silver Street as their entertainment and event destination. We also rent out East Gallery and West Gallery for smaller events or in addition to your Warehouse event if you're interested.



## **WHAT ARE THE SPECS OF THE WAREHOUSE?**

The warehouse is 20,000 sq. ft. and can hold up to 1,500 people standing.

## **HOW DO I GET TO THE WAREHOUSE?**

We are located at 2000 Edwards St. Houston, TX 77007. There are multiple points of access, including an entrance on Edwards St. and one at Silver St./Bingham St. Please park on the North Side of Silver Street Studios.

## **CAN I GO THROUGH SILVER STREET TO RENT TABLES, CHAIRS, LIGHTS, ETC?**

We do not offer those services. You are solely responsible for planning and coordinating your event, including day-of coordination. Please see our list of recommended vendors on our Venue Rental Packet - these businesses are recommended due to their quality of work, however, are not exclusive.

## **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 warehouse without prior consent from the Events Team. All decorations need to be removed immediately following the event.

## **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.

## **WHERE DO GUESTS ENTER?**

You have two options: 1) through the Warehouse bay door or the glass doors beside it or 2) on the North side of Silver Street Studios through the corridors (at an extra cost of \$1,500 and approval).

## **WHAT IS THE LIGHTING LIKE?**

We have ceiling lights that extend throughout the warehouse. However, they are all turned on/off by one switch, so if you would like to access different types of lighting, please arrange your own set up.

## **CAN THE BAY DOORS OF THE WAREHOUSE BE OPEN DURING THE EVENT?**

Yes, you can have the bay doors open or closed during your event. Just know that the AC won't work at full capacity if the doors are open.

## **DO YOU HAVE A KITCHEN FACILITY?**

We do not. Please bring your own kitchen materials. Open flames are not permitted indoors.

## **DO YOU PROVIDE CATERING SERVICES?**

Sawyer Yards does not provide catering nor food services. Renter is responsible for providing food by licensed and insured cater. Sawyer Yards provides a list of preferred caterers; however, renter is not required to use these caterers.

## **CAN I BOOK A SPACE FOR MY WEDDING?**

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

## **DO YOU HAVE AC?**

Of course! It's Texas! The Events Team will coordinate with you on how to work the AC.



## **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.

## **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.

## **WHAT IS THE RESTROOM SITUATION?**

The warehouse has a men and women's restrooms at either end of the event space. In total, the warehouse has access to five restrooms (two men, two women, and one family restroom). Each restroom has 3-7 stalls. Restrooms on the West side of the Warehouse are on a shared basis with the artists.

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

We love food trucks! You are free to park them in the parking lot. We offer four prong outlets; 2 - 110 volt outage and 1 - 240 volt outage for your use! Please bring your own adapter as we do not provide them. 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.

## **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.

## **DO I NEED INSURANCE?**

Yes! Licensee is required to provide a Certificate of Liability naming Silver Street Holdings, LLC on an occurrence basis, a per occurrence limit of no less than \$3,000,000. Insurance must contain (1) an endorsement including Licensor Parties as "additional insureds" and (2) waiver of subrogation in favor of Licensor Parties. Certificate evidencing Licensee's required insurance coverage must be delivered to Sawyer Yards Events Team prior to set-up. We recommend [eventhelper.com](http://eventhelper.com) if you're looking for an easy online portal.

## **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.

## **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.