

Thank you for choosing Horton Events to host your event. We appreciate you choosing us and are eager to make your event the best it can be! In that spirit, here are a few guidelines we have for the venue.

Things to do

- The venue must be returned to white-box condition following your event. When you leave for the night, everything brought in needs to be taken away. Nothing may be left overnight unless venue manager approved it in advance. This includes items you brought as well as items any vendors brought to the venue.
- Every event at Horton Events MUST have insurance listing the venue as ‘additionally insured’ for up to \$1,000,000. The required ‘additionally insured’ are as follows:
 - *Horton Events, Horton Properties, Tin Cup Coffee, LLC, Smith Investment Group*
 - *Event Insurance is purchasable via [EventHelper](#)*
- Event security is required for all events that go after 6pm or anytime alcohol is served
- All trash MUST be taken out to dumpster following event’s conclusion
- 3rd party vendors are welcome. Horton Events reserves the right to approve all vendors
- Listen to the Day-Of Venue Manager – we are here to help your event run smoothly, preserve the space, follow the laws, & protect attendees
- The Day-Of Venue Manager has the right at any time to stop the service of alcohol, even if it is already yours. Alcohol MUST be served by a TNABC certified bartender. No guest may serve themselves
- Any / all caterers or food vendors are required to be actual businesses
- Any / all beverage vendors are required to be actual businesses. This includes bartending service
- All weddings MUST have a day-of coordinator who is not part of the family or otherwise engaging with the procession. This person is there to work and only there to work. This is for our sake as much as it is for the wedding party’s. This is not negotiable & ignoring this requirement may result in your event being cancelled the day of, and all deposits and funds paid to the venue will be non-refundable
- Complete load in & load out entirely within the pre-negotiated window

Things to avoid

- Confetti, glitter, or anything else that is impossible to fully clean up
- Confetti balloons are allowed, but MUST be popped in a contained area. Popping confetti balloons in the open may result in forfeiture of your security deposit
- Lighting anything inside the building, including candles. Candles may be lit on the outside patio
- Inside sparklers of any kind or anything else that could cause a fire or fumigate the venue
- Attaching anything to the walls. Absolutely no nails, tacks, or anything that will create a hole in the wall