



40 Sears Lane,
Burlington VT 05401

Generator Event Guidelines, Rules, and Obligations

1. In all advertising, invitations, and signage for events please refer to the location of your event as "Generator".
2. 50% of your site rental fee is required to confirm your reservation. This deposit is nonrefundable, but is transferable to another function rental up to five days before your event. After five days, the deposit can not be transferred forward. The remaining 50% will be determined after all guests and vendors have left the Generator. Rentals over the contracted time will billed at an hourly rate. The Event Manager will contact you with that amount following your event.
3. Per Vermont law, Generator cannot allow clients to bring in their own alcohol. You must make sure the bar service you chose carries the required million dollar liquor liability policy required by the City of Burlington. Please note your provider must file for an off-premise permit no later than 15 days prior to your event.
4. The space is rented as a mostly bare space. Additional tables and chairs, along with china, flatware, and linens will need to be rented from Vermont Tent Company and must be set up by either you or your caterer. In order to minimally impact gallery operations and other events, please coordinate delivery and pre and post event storage with the Event Manager. At the end of the event, all rentals must be returned to where they were found.
6. All loading should be done through the rear of Generator off of Sears Lane. Vehicles must be parked in designated Generator spaces. You are responsible for conveying this to your vendors.
8. It is your and your vendors' responsibility to leave the facility in the condition in which it was found, including the kitchen. Generator is not responsible for loss or damage to items left unattended. In addition, you are responsible for the cost of repairing or replacing any piece of Generator property damaged during your event or setup/tear down done by you, your vendors, and/or your guests. No permanent or temporary alterations, modifications, or changes may be made by you or your vendors to any features of the building without the explicit permission of Generator staff.
11. Comply with all applicable federal, state, and local laws.