

# FAQ SHEET

## **How do I arrange to see the venue?**

The venues are shown by appointment and can be arranged by calling Amy Adams at (972)292-5613 or emailing [aadams@friscotexas.gov](mailto:aadams@friscotexas.gov). Tours can be scheduled Monday through Friday from 9:00 a.m. until 5:00 p.m.

## **How can I reserve the venue?**

A signed contract and deposit will reserve the space for your event. Until a signed contract and deposit is received, we will continue to show the space for that date. If multiple guests are interested in the space, the first to sign the contract and make the deposit will get the venue for that date.

## **What about payments?**

If booking more than 90 days in advance, the security deposit and 50% of the rental fee are due at the time of contract signing. The remaining 50% is due 30 days after the contract is signed. If booking is less than 90 days in advance, the security deposit and full rental fee are due at contract signing.

## **What types of payment does the library accept?**

We accept check, debit card, or credit card payments. We do not accept debit/credit card payments over the phone.

## **Do you allow outside caterers?**

Yes! All caterers will need to provide a Certificate of Insurance, food permit, and their staff's food handlers certificates to the Rental Coordinator a minimum of 21 days prior to the event.

## **Do you allow alcohol to be served?**

Yes! On-site bartenders must provide a TABC certification to the Rental Coordinator and an off-duty Frisco police officer will be required to be present during any event in which alcohol is served. Liquor liability insurance is also required for all events serving alcohol. The Rental Coordinator will provide further details regarding liquor liability coverage requirements.

## **Do you have an open-flame policy?**

The Frisco Public Library is a flameless venue. No candles or sternos are allowed on the premises.

## **What is the capacity of the rooms?**

This can vary depending on the set up you want for your event. The Rental Coordinator will be happy to guide you through which room will be the best to accommodate your guests.

## **What is required to be done by me after my event?**

After your event, you will be required to remove all your items, including items provided by your contracted vendors, wipe down all surfaces, stack all chairs and tables, and remove all trash to the designated areas. Note that full deposit or a portion of the deposit may be forfeited if facility is not cleaned or any damage to the room or furniture has occurred.

## **What about parking?**

Free parking is available at the Library.

## **What does the on-site staff do?**

Our staff will open and close the facility and will be on-site for the entire event. They will help you with A/V set up if needed and will also be available to assist with any venue issues or questions.