

### **Reception Guidelines for the Comsewogue Public Library**

Gallery receptions are open to the general public

Exhibitors are responsible for supplying all refreshments and associated items

Non-alcoholic beverages are welcome

No cooking or on-site preparation of food allowed

A Keurig machine may be requested [pending availability](#), coffee and/or tea K-cups are supplied by the exhibitor as well as related items such as milk, sugar and coffee stirrers.

Things you may want to bring: tablecloth, napkins, and if needed: plates, utensils, cups (hot and/or cold)

Please contact the library with any questions regarding these guidelines prior to the date of the reception.