2019 Building Use Information

Wedding / Anniversary / Reunion / Fundraisers
Package: $1000 + Table & Chair fee if applicable
1/2 day Friday, Full Day Saturday & 1/2 day till noon Sunday
Or $600 / day without the package*
Other Events: $400 / day*
*Plus Table & Chair fee if applicable

Contract Agreement & Security Deposit $500
Liability Insurance Certificate $1,000,000

Table/Chair Fee $100
Tables 12/31/16
• 114 Total
• 15 - 8 ft. wood tables
• 56 plastic 8 ft. tables
• 35 veneer 6 ft. tables
• 8 - 8ft veneer tables

Chairs:
• 368 Total Chairs
• 320 Folding Metal
• 48 Plastic Chairs

4 Dividers (Sand Color)

Please return all plastic tables to flat racks and wood tables to other racks.
If you do not return tables to appropriate racks $100 will be held from your deposit.

Fire Code Occupant Load
Table/chair Seating 435
Seated Only 830

Burleigh County
4-H Council
3715 E Bismarck
Expressway
Bismarck ND 58501
701-221-6865

1/15/2019

DEPOSIT WILL BE RETAINED IF THE ABOVE ITEMS ARE NOT MET.

All alcohol is required to be served by:
Main Bar: Both Beer and Mixed drinks 223-2284
Or licensed establishment with appropriate liquor license.

Security required with alcohol and minors present
• 1 security per 150 persons
Bismarck-Mandan Security Inc. 701-223-2328
Or other licensed security companies.
Arena/Room Use Requirements

FIRE CODE REQUIREMENT:
- DO NOT BLOCK ANY DOORS WITH TABLES/CHAIRS OR OTHER ITEMS.
- Wipe tables down prior to stacking.
- Return all tables to table appropriate racks; plastic tables on FLAT CARTS ONLY.
- Stack tables on Toter, so the legs are facing OUTWARD.
- Pick up all trash and garbage. If using the arena, take trash to dumpster located South of the building.
- Sweep floor. Push brooms or mops are available in the arena or broom closet in women’s restroom hall. Return brooms to where you found them.
- Check restrooms, pull trash and place in dumpster.
- Check and Turn off fans.
- Check the thermostats. They must be placed back at ‘AUTO’ after your event.
- Close and/or lock all doors and turn off all lights.
- As you leave the building, place key on the ledge by the small door with keypad.
- Check parking lots and outdoor areas for glass and trash.

PLASTIC TABLES ON FLAT CARTS ONLY TO PREVENT DAMAGE TO SIDES OF TABLES.

If all tables/chairs are not returned to the appropriately racks, $100 will be withheld from your damage deposit!

Thanks!