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**

- NO Kitchen facilities provided.
- NO Air Conditioning provided.
- NO items of any kind suspended from ceiling or objects in ceiling.
- Cleanup includes the indoor arena area, bathrooms, and exterior area adjacent to the building, to include parking lot.
- Power Outlets: **DO NOT** plug everything into one bay or one outlet. You will blow the breakers and access to the breakers is **NOT** available.
- NO tampering or adjusting outlets or electrical wiring.
- NO WAX allowed on the floor.
- Bar area or reception areas—cannot be located in an area which will block fire exits or mechanical room.
- All candles must be contained with the flame within the container.
- NO CAMPERS ALLOWED!
- All garbage is to be hauled to the dumpster located in the back of the building.
- NO Helium Balloons.
- Do **NOT** block green doors with tables/chairs or other objects.
- PA System usage must be approved in advance.
- Table & Chair Carts will remain indoors. Plan accordingly.
- NO Nails, screws or other anchors added to structure.

**Winter Rentals:** Snow removal will occur when snow accumulations reach 2 or more inches and snowfall has stopped. Additional snow removal will be the renters responsibility.

Sweep the floor and return all chairs and tables to their original carts.

**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.
**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!