2017 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  + Table & Chair fee if applicable
Other Events:  $400 / day  + 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. Ideal location would be the Southwest corner (reception area) Southeast corner (Bar area).
- All candles must be contained with the flame within the container.
- Lighting which is strung on interior walls is to remain as is. Lighting may be used, but not removed.
- All garbage is to be hauled to the dumpster in the back of the building.
- NO Helium Balloons.
- Do NOT block 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.
- Sweep the floor and return all chairs and tables to their original carts.
- DEPOSIT WILL BE RETAINED IF THE ABOVE ITEMS ARE NOT MET.

- Alcohol establishments who have served in the building:
  - 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.  223-2328
  Or other qualified /licensed security companies.

JOANN HETZEL MEMORIAL 4-H BUILDING
BURLEIGH COUNTY 4-H COUNCIL

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  8 ft 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
**Arena/Room Use Requirements**

- DO NOT BLOCK ANY DOORS WITH TABLES/CHAIRS OR OTHER.
- Return all tables to table appropriate racks; plastic tables on FLAT CARTS ONLY.
- Stack tables on Toter, so the legs are facing OUTWARD.
- Wipe tables down prior to stacking.
- Pick up all trash and garbage. If using the arena, take trash to dumpster located north of the building.
- Recycled cans should be pulled from receptacle and placed outside back door for 4-H club pickup.
- 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.
- 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!**

XXXX(dividers)