

## Hutchinson Event Center Rental Policies

Thank you for selecting the Hutchinson Event Center.  
We are prepared to do whatever it takes to make your event a success.

To clearly communicate policy, we ask that the contact person for your event read this contract and abide by it. If at any time you have questions, please contact us immediately.

### RENTAL PROCEDURES:

1. Hutchinson Event Center Room Rentals:
  - a. Tentative reservations will be held up to two (2) weeks until a **nonrefundable** reservation fee equal to 50% of the base **room** cost is received. Balance of rental and a damage deposit of \$200 are due no later than fourteen (14) days prior to the event date. Pending a post event facility review by HEC staff, and the beverage/catering fees are turned in the deposit will be refunded following the event, or applied to any balance.
  - b. Reservations may be made no sooner than eighteen (18) months in advance of the event.
  - c. One contact person should be designated to oversee all arrangements with the HEC. This will help ensure a quality event for the renter. The contact person is responsible for making an on-site appointment with the HEC banquet representative to finalize arrangements a minimum of two (2) weeks prior to the event. The HEC and its employees are not responsible for any problems that occur with any event that has not had an on-site meeting with HEC staff.
2. All Other Room Rentals:

Tentative reservations will be held up to seven (7) days before the full rental and deposit is due. For these rooms, a \$200 damage deposit may be required.
3. The renter must give written notice of cancellation to the HEC, at least thirty (30) days or more prior to event, at which time the full amount of deposit is forfeited and the remainder of room fee is also due.
4. The renter may not sublet the facility, nor may the application be transferred or assigned.
5. The kitchen is available to approved food and beverage providers or individuals and HEC employees. If you will be utilizing the potluck fee (people under 100), we will need a binder from your insurance company, which shows you have liability coverage in the amount of \$300,000.00 for the event. This document needs to be returned along with your signed contract. NOTE: Food and Beverage vendors are required to charge a 15% kitchen fee to each customer on all food and beverage.
6. Under certain conditions, HEC staff may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation include, but are not limited to a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the renter agrees that the City of Hutchinson shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is cancelled by the HEC for any of the above reasons.
7. Permit holders that charge admission for their event will be charged a fee up to 15% of gross ticket sales.
8. A rental day is defined as follows: up to a 12-hour time slot, either beginning consecutive or split. Any additional time needed will be charged a \$25.00 per hour fee. Arrangements need to be confirmed by the HEC staff at least one week prior to event.
9. The City of Hutchinson maintains final approval of all reservations.
10. By signing an HEC application or by applying funds to the Event enter you there by agree to all rental policies.

## **SET-UP/DECORATIONS:**

1. Rental fees include setting up tables, chairs, dance floor, staging, and bars by staff the day of the event.
2. Affixing anything to the walls, floor or ceilings or in public areas is not permitted unless prior approval is received from HEC staff. Candles used for decoration must have flames fully contained. When candles are lit the flame needs to be two inches below top of a container. Candle holder may **not** be less than 4 inches in height.
3. All decorations must be removed from the HEC or put in trash bags following the event.
4. The HEC banquet representatives will coordinate decorating hours at least two (2) weeks prior to the event. Any deliveries should be made during the decorating hours unless other arrangements have been made.

## **LIABILITY/INSURANCE:**

1. The renter assumes full responsibility for its group's conduct and for any loss, breakage, or damage to the rooms, equipment or other HEC property.
2. The City of Hutchinson is not liable for any loss, damage, injury, or illness by the users of the facilities in the HEC. Neither Hutchinson nor its employees can be held responsible for any items that are left at the facility by the renter or contracted service provider. The renter using the facilities, equipment, and other items owned by the City further assumes all liability for any personal injuries, including death, caused by participants at the scheduled event.
3. Refer to item #5 in Rental Procedures for information about using non-licensed caterers.

## **SECURITY/CONDUCT:**

1. Smoking is prohibited in all interior areas of the building.
2. The renter is required to contract with the Hutchinson Police Department for security when alcohol is served during the event. The HEC staff will arrange this service. For events with alcohol, you must have at least one (1) officer on duty from the time the bar opens until it closes at the end of the event. If the event has more than 250 people, you may be required to have a second officer for at least the final four (4) hours of the event. The fee for police on duty is \$51 per hour for each officer (special holiday fees may be applied.) Minimum officer shift is four (4) hours. Example: If you have 300 guests and have an open bar for social hour from 6pm-7pm, then close the bar and have dinner from 7pm-8pm
3. and reopen the bar from 8pm-Midnight, you would be required to have (1) officer from 6pm-12am and a second officer from 8pm-12am. The renter is otherwise required to supervise conduct of their group. Police are not required for a champagne toast.
4. Persons attending events must confine themselves to the rooms and corridors assigned to their use. No alcoholic beverages will be allowed outside the room where served, unless prior authorization has been granted.
5. Final service of alcoholic beverages (last call) shall be thirty (30) minutes before consumption must cease. Consumption of alcoholic beverages must cease at the conclusion of the event or at 12:00 am, whichever occurs first.
6. Under no circumstances will the renter or anyone in their party be allowed to bring any beverages including liquor, beer and pop into the Hutchinson Event Center.
7. Sound levels for bands and audio equipment will be controlled and maintained at a level set by building management. All music will cease at midnight unless previously approved by HEC staff.
8. All persons attending any event shall vacate premises no later than one half hour after the conclusion of the event.
9. All persons attending any event on HEC property shall abide by the policies of the Hutchinson Event Center. At their discretion, HEC staff, his/her authorized representative or a peace officer may:
  - a. Order the removal of any offender
  - b. Order the immediate removal of all alcoholic beverages from premises
  - c. Revoke the permit immediately and order all persons from the premises
10. Confetti, birdseed, rice and other like items to be used and/or thrown in celebration are strictly prohibited.
11. If lessee plans to retain recyclable items, they must be removed at the conclusion of the event.

\*Rates/Policies are subject to change

## **FOOD AND BEVERAGE:**

All vendors must conform to Minnesota Department of Public Health regulations.

The City of Hutchinson approves all vendors of food and beverages for functions held in the Events Center. This in no way implies an endorsement of their products and services. The relationship established will be between the rental group and the approved vendor, not the City of Hutchinson.