

Incubate, Celebrate and Recreate at the Ada Area Events Center



Incubate



Celebrate



Recreate



Ada Area Events Center Standard Operating Procedures





Policies & Procedures

Reservations

The Ada Area Events Center accepts reservations via telephone or email. All renters will be required to sign the Ada Area Events Center Rental Agreement upon booking.

When making a reservation, the renter(s) must provide the following information:

- Date of the event
- Department, agency, program, or person making the reservation
- Name and type of event
- Estimated number of attendees
- Details regarding catering service (if applicable)
- Space reserved
- Rental deposit (50% of total rental cost) as well as clean up deposit

An invoice will be sent to the host 30 days prior to the scheduled event showing the balance due. Final payment will be due ten days prior to the scheduled event.

If the reserved space is not being used by the host within the first hour of the scheduled time, the reservation will be considered cancelled and will be made available for immediate use by others.

Failure to cancel reservations as indicated below will result in the renter being billed for the full rental charges agreed upon in the Rental Agreement. These charges may be waived by Ada Area Events Center management in their sole and absolute discretion, if the host submits adequate justification for failure to use the reserved space.

Cancellations

Weekend and holiday cancellations must be made at least 30 days prior to the reserved date to avoid full rental charges.

Weekday cancellations must be made at least 14 days prior to the reserved date to avoid full rental charges.

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--- Weekends are defined as Friday – Sunday

--- Weekdays are defined as Monday – Thursday

--- Holidays are defined as New Year’s Eve – New Year’s Day – Memorial Day
 – 4th of July– Labor Day – Thanksgiving – Christmas Eve – Christmas Day

Pricing Structure

	<u>Ballroom</u>		<u>Meeting Room</u>		<u>Meeting and Ballroom</u>	
	Non Resident	Resident	Non Resident	Resident	Non Resident	Resident
Base 2 hours	\$200.00	\$150.00	\$50.00	\$25.00	\$250.00	\$175.00
Hourly Rate	\$50.00	\$50.00	\$25.00	\$25.00	\$50.00	\$50.00
Daily Rate	\$400.00	\$300.00	\$200.00	\$150.00	\$500.00	\$400.00
Cleaning Deposit- (Refundable)	\$200.00	\$200.00	\$50.00	\$50.00	\$200.00	\$200.00

Sun-Thurs \$50 off of ballroom and \$25 off of meeting room (3+ hours)
Non-Profit Organizations Free
Prior Day / Day After Setup/Take Down Free upon availability or \$50/hour between 7am-10pm

1. Resident is defined as Ada-Borup School District boundary.
2. If a group would like to reserve the facility the day prior to an event for set up purposes, provided the facility is not already booked, renter will need to pay an additional \$50 fee.
3. If bar is open, BYOB is not permitted (using LRC in Halstad as a baseline, we cannot permit the sale of alcohol; for example the sale of a ticket that includes alcohol would require a one-day insurance policy unless arrangement is made with bar such as corking fee).
4. Events involving food will require verification of a catering or event license (unless food is brought in, cooked in crock pots outside of kitchen).
5. THERE WILL BE NO UNDER AGE CONSUMPTION OF ALCOHOL ON THE

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PREMISES. ONE MUST BE 21 YEARS OF AGE TO CONSUME ALCOHOL- NO EXCEPTIONS!!!!!!

Set Up Information

The renter must provide the Ada Area Events Center with all information required by the Ada Area Events Center concerning the event, such as room set-ups, staging, and catering specifics no later than ten days before the event. A walkthrough of the Ada Area Event Center must be scheduled no later than one weekday before the event. Set up prior to the date of the event is at the discretion of Ada Area Events Center management but will be accomplished by the group wishing to use the facility.

Event Related Equipment

The renter is responsible for the removal of any personal property, equipment, signs, and decorations from the Ada Area Events Center at the end of the event. If not, the Ada Area Events Center may remove said property from the premises and charge the renter a fee for the removal of said property and discard same if the renter does not pick up said property in a timely basis after notification from the Ada Area Events Center.

Equipment and Property Owned by Ada Area Events Center

Ada Area Events Center equipment such as tables, chairs, audio/visual equipment, etc., is not allowed to leave the premises.

Tear Down and Clean Up Information

All clean up after an event must be completed by 12:00pm the following day. Ada Area Events Center management has the right to request cleanup is completed before the given time, if the facility is being occupied. The host may be subject to additional charges if cleanup is not done within the designated time requirement. Once confirmed cleaned by staff, the cleanup deposit will be refunded.

Audio System

The Ada Area Events Center staff is responsible for the house audio system and must supervise any connection made to the system.



Sound Levels

Maintaining sound levels will ensure that other events are not disturbed nor interrupted. Ada Area Events Center management reserves the right to require sound levels to be lowered, if requested.

Banners and Signage

Banners, signs, pictures, notices, or advertisements may only be placed in locations, and by methods, approved in advance by the Ada Area Events Center. The Ada Area Events Center requires posters to be mounted on easels and/or individual holders. Staples and tacks are prohibited and are not to be used on any building surface or equipment.

Decorations

The method and location of any special installations that your decorations may require must be approved in advance by Ada Area Events Center management. The following is a general list of decorating guidelines:

- Decorations of any kind may not be nailed, tacked, or otherwise fastened to ceilings, painted surfaces, columns, walls, or windows.
- Decorations may not block doors, fire extinguishers, fire sprinklers, any emergency equipment, emergency exits, or lighting systems.
- **Glitter and confetti** may not be used in any part of the building.
- Only Ada Area Events Center staff may move planters, lobby furniture, and other equipment in the public areas (except for set up and take down for events).
- The use of and distribution of helium balloons in Ada Area Events Center is allowed. Compressed gas (helium) cylinders used to inflate balloons must be properly secured to prevent toppling.

Hazardous Materials Labeling

For the safety of the public and all employees, OSHA requires that all containers of

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hazardous materials be labeled with the identity of the hazardous materials contained therein, and appropriate hazard warnings. Any exhibitor/renter displaying or using hazardous chemicals must submit Material Safety Data Sheets and manifests to Ada Area Events Center management no less than 60 days prior to event move-in.

Security

The Ada Area Events Center requires that no doors, hallways, or fire exits can be blocked or obstructed when the area is occupied. Event security requirements are subject to Ada Area Events Center approval and must be submitted 30 days prior to the event.

Safety and Fire Code Requirements

The safety of all occupants of the Ada Area Events Center is of primary concern. Any unsafe condition or activity should be immediately reported to Ada Area Events Center management and supervisory personnel of the responsible party for corrective measures. In case of an emergency, call 911.

Fog and Smoke Machines

For public safety, fog/smoke usage is restricted to water-based chemicals; the Ada Fire Department must approve the use of these machines.

Lasers and Laser Lights

For public safety reasons, only Class I lasers will be permitted. Class II or greater are prohibited within the building.

Pyrotechnics

The use of pyrotechnics is not allowed on the property of the Ada Area Events Center.

Package Inspection

For safety and security reasons, cartons, packages, or other containers brought in or removed from Ada Area Events Center may be subject to inspection.

Surface Drilling



Floor, wall and ceiling drilling is strictly prohibited.

Movable Walls

All movable walls must be installed and removed by Ada Area Events Center staff only.

Utilities

Installation of all utility services involving electrical, air, water, water drainage, or internet/telephone connections must be performed or supervised by Ada Area Events Center management. Ada Area Events Center electrical equipment, such as extension cords, electrical panels, spotlights, and fixtures are not to be removed by the renter or any unauthorized persons. Violators will be assessed an appropriate charge for any removals. Under no circumstance shall distribution panels or mechanical equipment be blocked or access impeded. Floor boxes may not be accessed by anyone other than Ada Area Events Center personnel.

Animals

For the safety and comfort of all our visitors, animals are not permitted in Ada Area Events Center except in conjunction with an approved exhibit, display or performance, which absolutely requires the use of an animal. The renter is responsible for obtaining all appropriate permits. Guide dogs, signal, or service dogs (as defined by law) are allowed in Ada Area Events Center at any time. All sanitary needs for animals are the responsibility of the renter.

Capacities

All rooms have a maximum occupancy, which may not be exceeded. Ada Area Events Center reserves the right to deny further entry into these spaces in order to protect public safety.

Smoking

No smoking will be allowed within 25 feet of all entrances and exits to Ada Area Events Center.

Damage to Property

The renter is responsible for all damages to Ada Area Events Center property while the event

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is in process. The renter will be informed of all damages which occur during and after the event with written reports and photographs as soon as they are documented. A final walk-through will take place at the conclusion of your event.

Cleaning

The building will be provided to the renter as specified in the Rental Agreement. The floor will be clean upon move-in. It is the responsibility of the renter to return the building in its original condition. If excessive cleaning is required after your event to return the building to its normal condition, a cleaning service will be provided at the renter's expense.

Billing

Upon booking an event, the renter is required to pay a deposit of 50% of the total rental cost. An invoice will be provided 30 days prior to the event showing remaining rental cost due. This amount will be due ten days prior to the event. Neither payment is refundable. For your convenience and clarification, an event settlement sheet summarizing rent, additional charges, and any credits can be prepared for your event if requested. Any additional charges and fees accrued during or after the event will be charged to the renter.

Payment

Accepted payments are cash or check.

Event Estimates

Ada Area Events Center management will provide an estimate and detailed Rental Agreement to the renter prior to the event. The renter will be asked to sign the Rental Agreement and agree to the charges prior to the event. Charges are subject to change.

Leased Bar

All events involving alcohol will utilize the leased bar's alcohol selection unless agreed upon with the City of Ada. If alcohol is served by professional staff, a special license may be required. Please consult City Hall for details concerning the event, use of alcohol and licensing requirements.

Behavior

Rude behavior towards Ada Area Events Center staff or other hired staff will not be

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tolerated and will be reported to management. Repeat offenders may be barred from use of Ada Area Events Center facilities.

Americans with Disabilities Act (ADA)

As a facility of public accommodation, Ada Area Events Center is sensitive to those with special needs, and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued there under. We also require our guests to comply with all provisions of the ADA.

Ada Area Events Center Management

Ada Area Events Center management will provide professional, efficient, and courteous service to its guests. Ada Area Events Center management will:

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- Contact renter following execution of event agreement if needed.
- Be the renter's primary Ada Area Events Center liaison before, during, and after an event.
- Be responsible for gathering all event information and provide that information to all necessary Ada Area Events Center departments.

Ada Area Events Center Staff

Ada Area Events Center is committed to providing first-class hospitality, maximum safety, and effective cost controls. Ada Area Events Center is responsible for the conduct of its employees, subcontractors, and subcontractors' employees.

Restricted areas of Ada Area Events Center that are labeled "Authorized Personnel Only" are off limits to all personnel except authorized by Ada Area Events Center.

Profane language and disorderly conduct is not permitted at any time.

The use of illegal drugs is strictly prohibited at all times. All employees, subcontractors, or subcontractors' employees may be subject to drug and alcohol testing at any time, and is at the discretion of Ada Area Events Center.

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It is the City Ada’s desire that all patrons who use the Ada Area Events Center (the “Facility”) are able to enjoy the Facility. This agreement has been set in place to achieve that goal. The person signing this agreement and the organization on whose behalf the Facility rental is being made (collectively the “Renter”) are responsible for compliance with the Facility Standard Operating Policy. All Renters are required to read and sign the Facility Use Agreement as part of the rental and before the facility can be used by the renter. Please read the rules carefully, fill out Facility, Renter, and event sections, and sign in the signature page at the end of this document.

It is suggested to schedule a walkthrough of the Event Center the weekday prior to an event to ensure all questions are answered.

RENTER INFORMATION

Contact name _____
Tel.: Home _____ Work _____
Organization _____
Address, City, State, Zip _____

2. EVENT INFORMATION Description of event

3. Date(s) of event _____

4. Estimated attendance _____

5. Time event begins (incl. set up) _____

6. Time event ends (incl. clean up) _____

7. Open to the public? Yes No

8. Will minors be present? Yes No

9. No Will there be music? Yes No

10. Will food be served? Yes No

11. Will alcohol be served? Yes No

Renter Signature

City of Ada Signature



EVENT CENTER CLEANING CHECKLIST

FOR ALL ADA EVENT CENTER RENTALS

Please use this checklist after an event to be sure all necessary cleanup has been completed. If you have questions during set up or take down of an event please contact City Hall 218-784-5520 during business hours or 801-836-2439 after hours.

For emergencies please contact Public Works at 218-556-4226

KEY CODES

FD	Front Door
BR/MR	Ballroom, Meeting Room, Kitchen, Hallway Bathrooms
Utl	Utility Closet - located next to Men's Bathroom
T/Ch	Table & Chairs storage rooms - in back of Ballroom

Front Door Key Pad Code - _____

Event Center Door Key Pad - _____

CLEANING CHECKLIST:

- TVs, projectors, computers and other equipment are turned off. All articles and equipment belonging to the Event Center have been put away in proper places.
- Tables have been wiped down if needed. Disposable rags are in the kitchen and cleaning sprays are in the Utility room. Any chairs, tables and furnishings that were moved have been put back where they belong.
- Trash is picked up and thrown away. Any full trash bags are thrown in back dumpster. Replacement bags found in Utility room; please put in new bags.
- Any dishes or other kitchen items used are washed, dried, and put away. No food was left in the refrigerator. No articles not belonging to the Event Center have been left behind.

LOCKUP CHECKLIST:

- All rooms are closed properly (lights are off and doors are locked, with double doors latched on top), including locking hallway bathrooms, with the exception of the front door if Baseline Sports Bar is open.
- All lights in building are turned off. The entrance hall light stays on.
- Return keys to City Hall or drop in Arvig/City night deposit drop box.