

Black River Coliseum Rental Policies **Approved May 7th, 2012**

Rental Fees – Standard rental fees include utilities (except for specialized electrical service) and basic set-up as outlined in the standard rental agreement. Arena Rental Fees include use of house lighting.

Additional Fees – Extra charges may be applicable for special equipment and services. Such equipment and services may include non-routine set-up, tear-down, additional staffing, or special lighting, sound or staging. Additional fees, if applicable, will be outlined with the renter in advance and will be itemized in the rental agreement.

Clean Up – additional fees may be applied to cover excessive clean up expenses outside the routine maintenance of facility.

Non-Profit Rate – This reduced rate applies when the party signing the rental agreement provides current, written documentation of its 501(c)3 status.

Deposit & Cancellation – A deposit of 50% of the applicable rental fee is required at the time the contract is signed. If the reservation is cancelled more than 30 days in advance, the deposit will be refunded in full. If it is cancelled less than 30 days but more than seven days in advance, 50% of the deposit will be refunded. If it is cancelled within seven days of the event, none of the deposit will be refunded.

Event Day – For arena rentals, an Event Day is defined as 8:00 a.m. to 12:00 a.m. (midnight) on the date reserved, or a maximum of 16 hours. If access is required prior to 8:00 a.m. or after 12:00 a.m., an additional hourly charge will be assessed based on applicable rental rates. Any event scheduled to last past 1:00 a.m. is subject to prior approval by Coliseum management. Meeting room and lobby fees allow access to reserved space(s) for up to four hours. Extended access, if desired, is based on pro-rated hourly fees as outlined in the Standard Rental Rates.

Full Facility Rate – A full facility rate is applicable if a client requires the use of the entire facility. (Defined as the arena, all meeting rooms and front lobby). The full facility rate provides for more than a 25% discount off the normal, combined rental rates for the individual rooms. For commercial events, the full facility rate is \$2,000. For non-profit events, the full facility rate is \$1,200.

Early Move-In/Set-up – *Subject to availability*, clients may reserve access to a room prior to the event day by paying a move-in charge as outlined in the Standard Rental Rates. Access to the facility for move-in will be limited to regular business hours (8:00 a.m. to 7:00 p.m.) unless prior arrangements are made with Coliseum management. Move-in charges for the front lobby and meeting rooms will be based on a two-hour minimum. Note: Unless a room is reserved in advance for early move-in it is considered available for rental to other interested parties.

Holidays – Arena events may only be booked on official City holidays with prior approval of Coliseum management. If an event is approved for booking on a City holiday, an additional fee of \$300 will be assessed to offset the increased cost to staff and manage the event. Meeting rooms and front lobby are not available for booking on City holidays.

Kitchen Fee – This charge includes use of the following equipment: Warmers, Coolers, Freezer, Ovens, Ice Machine and Food Prep Area. Catering usage of this area will be billed to the renter. No exceptions.

Entry Fee – The Black River Coliseum reserves the right to administer a daily entry fee per event.