



High Prairie Arts & Science Complex Request for Rental

1. **Description of event:**
2. **Group/Organization responsible for event:**
3. **Area(s) you are interested in renting:**
4. **Dates and times of event:**
5. **Dates and time of set up:**
6. **Dates and time of tear down:**
7. **Estimated attendance:**
8. **Will this event include the sale of concessions and/or merchandise?**
9. **Will this event include the distribution or sale of alcohol?**
10. **Indemnification and Hold Harmless:** The renter agrees that it will fully indemnify and hold harmless the Bismarck Parks and Recreation District from all claims, actions, causes of actions, lawsuits, etc. which may arise as a result of the renter's management and operation of High Prairie Arts & Science Complex. This indemnification and hold harmless agreement includes, but is not limited to, an agreement to indemnify and hold the District harmless for all costs, expenses, damages, economic and non-economic losses as defined under North Dakota law, including attorney's fees, and any other consequences which may arise as a result of the renter's management and operation of the High Prairie Arts & Science Complex.
11. **Ordinances and Rules:** Potential Renter has read and understands the rental policies of the High Prairie Arts & Science Complex and shall comply with all ordinances enacted by the District and all rules adopted by the District concerning the use of the facility.

Date: _____ Contact Person: _____

Mailing Address: _____ Daytime Phone: _____

Return completed form to: Bismarck Parks and Recreation, High Prairie Rental, 400 E. Front Ave., Bismarck, ND 58504, or fax to 701-221-6838. Once the request for rental of the facility is approved, a final contract will be sent to the contact person.

Frances Leach High Prairie Arts & Science Complex 2010 Fee Schedule

Community Room/Kitchen

One to five hours: \$30 /hour. Six hours and above: \$180 daily fee
Minimum fee: \$30

Long-term rental, equating to six consecutive months/meetings or longer in terms: \$20/hr.

Community Room/Kitchen rental includes: all available 6' tables and folding chairs at no additional charge, use of kitchen facilities for serving/selling food, use of kitchen facilities for food preparation.

Any additional items (more tables, chairs, sound system, decorations) are the responsibility of the lessee.

Imagination Theater – large theater

One to five hours: \$30 /hour
Six hours and above: \$180 daily fee
Minimum fee: \$30 /hour

Imagination Theater rental includes use of the stage and seating. Any additional items (sound system, decorations, additional seating) are the responsibility of the lessee.

Allegro Rehearsal Hall – small theater

One to five hours: \$30 /hour
Six hours and above: \$180 daily fee
Minimum fee: \$30 /hr

Allegro Rehearsal Hall rental includes use of the stage and seating. Any additional items (sound system, decorations, additional seating) are the responsibility of the lessee.

All Facility Rental

Please inquire for the rental fee of multiple rooms/multiple day prices. Use of one or both theaters and Community Room for one day is \$350. Use of one or both theaters and Community Room for a half a day or less is \$180 .

High Prairie Arts & Science Complex Rental Policies

Purpose: The purpose of this policy is to outline the procedures and provide guidelines for the rental of the High Prairie Arts & Science Complex (HPASC), 1810 Schafer St., Bismarck, ND.

1. **Reservations:** Individuals or groups can make reservations through the Bismarck Parks and Recreation District (BPRD) and must assume responsibility for payment. Reservations are not confirmed until the reservation form and appropriate documents are provided to BPRD. Failure to meet deadlines on reservation documents will be cause for cancellation of approval to use the facility as requested.
2. **Smoking regulations:** Smoking is not allowed inside the HPASC property.
3. **Alcohol regulations:** Alcohol is not permitted at HPASC without prior approval and consent of BPRD. If alcoholic beverages are served at the event, the caterer must be licensed. If alcoholic beverages are sold on site, BPRD shall receive 15 % of the sales. A letter of request to serve/sell alcoholic beverages on site must be attached to the Request for Rental form and will be reviewed before the rental is approved.
4. **Catering and merchandise:** BPRD shall receive 15 % of any sales associated with the event, including catering services, admission/ticket sales and merchandise. Merchandise sales must be approved in advance by BPRD. A detailed sales report and commission check should be given to BPRD within 10 days of the event.
5. **Approved vendor:** Any distribution or sale of soft drinks must be in compliance with the BPRD approved soft drink vendor.
6. **Service area:** The consumption of food and beverages is limited to the Kitchen and Community Room unless otherwise approved in advance by BPRD.
7. **Insurance:** The lessee shall secure a general liability insurance policy in the amount of \$1 million and shall name the District as an additional insured. A certificate of insurance shall be provided to the District before the rental contract will be signed by the District's Director.
8. **Cancellations:** BPRD would appreciate a minimum of seven days notice if the rental time/event is cancelled.
9. **Security:** BPRD reserves the right to require security on site after the review of the Request for Rental form. The cost of security is the responsibility of the event sponsor. Any youth organization or group seeking use of the premises must have a responsible adult sponsor present during use to provide adequate and effective supervision.
10. **Special needs:** Rooms and facilities with special equipment or requiring extensive set-up will be evaluated on an individual basis by BPRD and applicable charges will be incurred.
11. **Care of property:** Decorations must be erected in such a manner as to not damage or deface property or wall finishes and must be removed immediately following the event. Decorations/banners on the outside of the building must be approved in advance by District personnel.
12. **Facility use:** The HPASC is not available for events of a purely personal nature, i.e., wedding receptions, showers, parties, etc.