



**What hours are NDGTS rental spaces available?**

Daytime rentals may be held between 8:00 AM and 5:00 PM Monday through Friday; between 10:00 AM and 5:00 PM Saturday; and, between 1:00 PM and 5:00 PM Sunday.

Evening rentals may be held between 5:00 PM and 10:00 PM Monday through Friday.

Extended hours may be arranged in advance with Events Manager.

**What types of events are permitted at NDGTS?**

Permitted events in NDGTS rental spaces are meetings, conferences, luncheons, socials, private gatherings, receptions, and weddings.

Public areas of NDGTS cannot be used for private rental events during regular business hours.

Wedding, receptions, and dances can only be held after 5:00 PM on Friday and Saturday.

**Can I serve alcohol at my event at NDGTS?**

Yes, alcohol may be served with a catered event. No alcohol can be served until after 5:00 PM.

**How long can I rent a space?**

Rentals typically are 4 or 8 hours, but other arrangements can be made.

**What if I would like additional hours?**

Additional hours are available for \$300.00 per hour.

**When can I start setting up?**

You can begin setting up 1 hour before your event starts. Special arrangements can be made with the Events Manager.

**Can I bring my own food?**

Yes, for events where no alcohol is served, you may bring in outside food. You are responsible for the setup, serving, and cleanup of any outside food and beverage (nonalcoholic) at your event.

**Can I have my event catered and serve alcohol?**

Yes. NDGTS requires you to employ a licensed caterer/ licensed bartender. NDGTS has a list of preferred providers to choose from who are familiar with our facility, policies, and procedures.

Bar set-up must be done after 5:00 PM. Alcohol service cannot begin until 5:00 PM. The bar must close at 12:00 AM with last call being at 11:30 PM.

### **What is included in a rental?**

All rentals include setup and tear down of tables and chairs, as well as a podium, basic audio equipment, and janitorial service. Security is provided for all rentals after business hours.

### **Who is responsible for cleanup?**

You are responsible for anything you or your guests bring into the event, i.e., take items with you when you leave or put in garbage containers. NDGTS will be responsible for the breakdown of chairs and tables and removal of trash.

Caterers/bartenders are responsible for setup and removal of any equipment that is in their possession. Caterers/bartenders are responsible for cleanup of serving areas, garbage removal, and for any spills.

### **If I have an outdoor event is there a weather contingency plan?**

We encourage you to plan ahead for bad weather, and make a contingency plan. NDGTS will not be held responsible if there is bad weather.