



PO Box 338, Virginia City, MT, 59755
(406) 843-5247
mhc@mt.gov
<http://reedersalley.com>

Rental Terms & Conditions

RENTAL PROVISIONS

1. **Daily rental hours** are from 6:00 am to 12:00 midnight. Your rental period begins at your event set up. Noise levels must be controlled after 10:00 pm as a courtesy to Reeder's Alley tenants and neighbors.
2. **Equipment is provided** including 6-foot banquet tables, classroom-style tables, bar-height pub tables and chairs. Renting party is responsible for their own set up and take down. This equipment is also available for use outdoors. Linens are not provided.
3. **Basic cleaning fees** are assessed in current rental rates. Contracting party is responsible for trash removal post-event, trash receptacles are available for use in the Alley. Contracting party will be liable for any property damaged as a result of their use of the facility.
4. **Absolutely no use of tacks**, nails, stakes or heavy duty tape for fastening decorations to walls, ceilings, floors, grass, or trees in order to preserve our historic location. Acceptable fastening methods: 3M Command products, masking tape, wire or fishing line.
5. **Alcoholic beverages** within Reeder's Alley are permitted when served by a licensed and insured vendor and approved by renting staff. **If alcoholic beverages are served, the renter assumes responsibility for all liability.** Alcohol must be consumed within the Conference Room or within the natural walls of the Caretaker's Lawn.
6. **Saturday rentals** June through September of the Conference Room, Caretaker's Lawn, or both together are **full day rentals only**, see rate sheet on the next page.
7. **To Book your event date** the agreement must be signed and rental fee must be paid in full.
 - A \$200 **non-refundable holding fee** may be paid to hold any open date that is more than six months in the future. This fee **does not** apply to the total due when you book this date.
8. **Key check-out** is to be done up to 24 hours before your event, call 406-843-5247 to arrange for pick up. Keys for locked storage rooms, event spaces, and bathrooms will be provided.
9. **Parking** is available in the Visitor Parking lot, up above the Alley, as well as on Park Avenue.

RENTAL SPACES

- **Conference Room:**
Capacity: 20 – 40 (790 square feet)
Wireless internet, audio teleconferencing, cable television, two 43-inch flat screen televisions with HDMI cables, whiteboard, markers, private restroom, kitchenette with sink, tables, chairs.
- **Caretaker's Lawn:**
Capacity: 80 – 150 (6,820 square feet)
Tables and chairs included with rental.
- **Pavilion:** Capacity: 30

Tables and chairs included with rental.

PAYMENT OPTIONS

1. **Online** at the Montana Heritage Commission
<http://reedersalley.com/paymentportal>
Please email an electronic copy of your receipt to mhc@mt.gov
2. **In person** arrange payment by calling 406-843-5247



How did you hear about renting Reeder's Alley?

- Radio
- Facebook
- Newspaper
- Other: _____

Rental Agreement

EVENT INFORMATION

Event: _____ Event Date: _____ Attendees: _____

Event Set up Time: _____ Start Time: _____ End Time: _____ Clean up By: _____

FACILITY FEES (Select all that apply)

Rental Space	Rental Fee	# of hours/days <small>Please specify day or hours.</small>	Total
Pavilion <i>Tables and chairs included.</i>	\$50 per hour		\$
Caretaker's Lawn <i>Tables and chairs included.</i>	\$75 per hour \$550 full day rental		\$
Conference Room <i>Wireless internet, audio teleconferencing, cable television, two 43-inch flat screen televisions with HDMI cables, whiteboard, markers, private restroom, kitchenette with sink, tables, chairs.</i>	Special Event Rate: \$75 per hour \$550 full day rental Small Meeting Rate: \$250 (8am-5pm, M-F) \$150 Non-Profit Rate		\$
Full Access <i>All rental spaces and equipment included.</i>	\$175 per hour \$1,200 full day rental		\$
Grand Total			\$
<i>We appreciate your Reeder's Alley rental. Rental fees are paid directly to the Montana Heritage Commission for the preservation of Reeder's Alley and its historic buildings.</i>			

CONTACT INFORMATION

Contracting Party: _____ Phone Number: _____

Email: _____ Mailing Address: _____

Contracting Organization: _____ Non-Profit Status? _____

Signature of Renting Party Date

Staff Signature Date

Uniform Electronic Transactions Act

The Montana Department of Commerce agrees to conduct this transaction by electronic means. If submitting this document electronically check this box which indicates you agree to conduct this transaction by electronic means and understand an electronic signature is the legal equivalent of a handwritten signature.

REQUIRED for Wedding Parties:

Post-event Contact: _____ Phone Number: _____

OFFICE USE ONLY

Key Check-Out: Name _____ Date _____ Staff Member _____ Pd in full? _____