



# RENTAL TERMS & CONDITIONS

## RENTAL SPACES

### Conference Center

Capacity: 20-50, depending on set-up | 790 square feet

Includes wireless internet, 43-inch flat screen tv with HDMI cables, projector, projector screen and stand, whiteboard, markers, private restroom, private foyer, sandwich board signs, kitchenette with a sink, 6-foot banquet tables, 6-foot narrow tables, high-top tables, and folding chairs.

### Pavilion

Capacity: 20-30, depending on set-up

Includes 6-foot banquet tables, a picnic table, high-top tables, and folding chairs.

### Caretaker's Lawn

Capacity: 75-150 | 6,820 square feet

Includes 6-foot banquet tables, high-top tables, folding chairs, wooden spool tables, 10 x 10 canopy tents, and lawn games.

- **Rental hours** are from 6:00 am to 12:00 midnight. Your rental period begins at your event set-up and ends after your event tear-down.
- **Equipment is included** with all rentals, including tables, chairs, and other amenities. Linens are not provided. *Renting party is responsible for their own set-up and tear-down.*
- **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.
- **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 include: 3M Command products, masking tape, wire or fishing line. All modes of fastening must be removed prior to departure.
- **Alcohol** within Reeder's Alley is permitted when served by a licensed and insured vendor and approved by renting staff. ***If alcohol is served, the renter assumes responsibility for all liability.*** Alcohol must be consumed within the Conference Center, the Pavilion, or within the natural walls of the Caretaker's Lawn.
- **Noise** levels must be controlled after 10:00 pm as a courtesy to Reeder's Alley tenants and neighbors. Noise permits are required for exceptionally loud events or parties.
- **Keys/Access Codes** for locked storage rooms, event spaces, and bathrooms will be provided 24 hours prior to your event, unless other arrangements are made. Call the Venue Coordinator at 406-422-4727 to make arrangements.
- **Parking** is available in the lower and upper parking lots, as well as on S. Park Avenue. For events taking place Tuesday-Saturday, please direct as many of your guests as possible to park in the upper lot and along Park Avenue so that business owners in the Alley have parking for their clients. For events taking place on the weekend, parking is also available in the State Lot (across the street from Reeder's Alley).
- **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.
  - A \$200 **refundable security/damage deposit** is required for *all* rentals. *Please make checks out to MHC.* (Checks will be held on file with your rental application and NOT cashed, unless applicable. At the close of your event, checks will either be returned to you or shredded, accordingly).
- **No refunds** in the case of cancellation (unless approved by MHC). Full rental credit can be applied to an alternate date, as applicable.
- **Saturday rentals** June through September of the Conference Room, Caretaker's Lawn, or both together are **full day rentals only** (unless approved by renting staff).
- **Please note that the alley is a public thoroughway and cannot be blocked off. Foot traffic and bicyclists will need to maintain access.**

## PAYMENT OPTIONS

1. **Online** at the Montana Heritage Commission - Via <http://reedersalley.com/paymentportal>.

2. **Via Check** - Please make checks out to "MHC" & mail to 101 Reeder's Alley (Attn: Venue Coordinator), Helena MT 59601

\*Please note that a *refundable* security/damage deposit is required for all rentals and must be submitted via check at least 2 weeks prior to the start of your event.

\*Please note that a *non-refundable* holding fee is required for events more than six months in the future. You may pay this on-line or via check.

## REEDER'S ALLEY RENTAL CONTRACT

101 Reeder's Alley, Helena, MT 59601 | (406) 422-4727 | [reedersalleybooking@gmail.com](mailto:reedersalleybooking@gmail.com)

