



# RENTAL TERMS & CONDITIONS

OUTDOOR VENUE SPACES		
<b>Pavilion</b> 20-30 ppl, depending on set-up   300 square feet	<b>Caretaker's Lawn</b> 75-150 ppl, depending on set-up   6,820 square feet	
INDOOR VENUE SPACES		
<b>Conference Center</b> 20-50 ppl, depending on set-up 790 square feet	<b>Stonehouse Grotto</b> 20-80 ppl, depending on set-up 960 square feet	<b>Full Stonehouse</b> 100-140 ppl, depending on set-up 1,750 square feet
FULL ACCESS VENUE SPACES		
<b>Option A</b> - Lawn, Pavilion, Conference Center	<b>Option B</b> - Lawn, Pavilion, Conference Center, Stonehouse Grotto	
<i>To view venue spaces and included equipment and amenities, see <a href="http://reedersalley.com/Event-Rental/">reedersalley.com/Event-Rental/</a></i>		

- **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. Renters are also responsible for basic wipe-down of tables and counter tops and putting all equipment back in their proper place(s) post-event.
- **No use of** tacks, nails, glue, or heavy-duty tape for fastening decorations to walls, ceilings, floors, or trees in order to preserve our historic location. Some acceptable fastening methods include: 3M Command products, masking tape, wire, or fishing line. All modes of fastening must be removed prior to departure.
- **Alcoholic** beverages within Reeder's Alley are permitted when served by a licensed and insured vendor or qualified personnel, and approved by renting staff. ***If alcohol is served, the renter assumes responsibility for all liability.*** Alcohol must be consumed within the grounds of Reeder's Alley.
- **Noise** levels must be controlled after 10:00pm as a courtesy to Reeder's Alley tenants and neighbors. Noise permits are required for exceptionally loud events or parties. These can be secured through the City of Helena.
- **Access Codes** for event spaces and restrooms will be provided 24 hours prior to your event, unless other arrangements are made with the Venue Coordinator.
- **Parking** is available in the lower and upper parking lots, and in the angled spots along S. Park Avenue (after 5pm on weekdays or all day on weekends). For events taking place on the weekend with large guest counts, overflow parking is also available in the State Lot (across the street from Reeder's Alley).
- **To book** your event the agreement must be signed and rental fee paid in full no less than 60 days prior to your event date.
  - A \$200 **non-refundable holding fee** is required to hold any date more than six months in the future. This fee **does not** apply to the total due when you book this date.
  - A \$200 **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** the renting party causes damage to equipment or the facilities and/or ignores their tear-down responsibilities. 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 for all venue spaces other than the pavilion 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. In colder months where ice is an issue, please proceed with extreme caution. Sidewalks and parking lots in the alley are subject to ice and may be very slick. By entering the premises, renters are assuming the risk, dangers, and liabilities associated with winter conditions.**

PAYMENT OPTIONS
<ol style="list-style-type: none"> <li><b>1. Online</b> at the Montana Heritage Commission - Via <a href="https://opp.mt.gov/doa/opp/DOCReedersSA/cart">https://opp.mt.gov/doa/opp/DOCReedersSA/cart</a></li> <li><b>2. Via Check</b> — Please make checks out to "MHC" &amp; mail to 101 Reeder's Alley (Attn: Venue Coordinator), Helena MT 59601</li> <li><b>3. In-Person</b> — Contact the venue coordinator at <a href="mailto:reedersalleybooking@gmail.com">reedersalleybooking@gmail.com</a> or (406) 422-4727 to coordinate.</li> </ol> <p>*Please note that a <i>security/damage deposit</i> is required for all rentals and must be submitted <b>via check</b> at least 2 weeks prior to the start of your event. This will be kept on file and not cashed.</p> <p>*Please note that a <i>non-refundable</i> holding fee is required for events more than six months in the future. You may pay this on-line or via check.</p>

## REEDER'S ALLEY RENTAL CONTRACT

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



# RENTAL AGREEMENT

How did you hear about renting Reeder's Alley?

Radio  Facebook  Newspaper  Other: \_\_\_\_\_

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Attendees: \_\_\_\_\_

Event Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Event Clean-Up By: \_\_\_\_\_

### FACILITY FEES (Select all that apply)

RENTAL SPACE	RENTAL FEE	# HRS/DAYS	TOTAL
<b>Pavilion</b>	\$50 per hour		\$
<b>Caretaker's Lawn</b> *Saturday rentals June through September are full day only (unless pre-approved)	\$100 per hour \$700 full day rental		\$
<b>Conference Room</b>	<b>Special Event Rate:</b> \$100 per hour   \$575 full day rental <b>Small Meeting Rate:</b> \$250 (8am-5pm, M-F)   \$150 Non-Profit Rate		\$
<b>Stonehouse Grotto</b> *Saturday rentals June through September are full day only (unless pre-approved)	<b>Special Event Rate:</b> \$125 per hour   \$675 full day rental <b>Small Meeting Rate:</b> \$325 (8am-5pm, M-F)   \$225 Non-Profit Rate		\$
<b>Full Stonehouse (Conference Center &amp; Grotto)</b> *Saturday rentals June through September are full day only (unless pre-approved)	<b>Special Event Rate:</b> \$200 per hour   \$1,100 full day rental <b>Small Meeting Rate:</b> \$575 (8am-5pm, M-F)   \$375 Non-Profit Rate		\$
<b>Full Access</b> <b>Option A - Full Access 1</b> (Lawn, Pavilion, Conference Center) <b>Option B - Full Access 2</b> (Lawn, Pavilion, Conference Center, Stonehouse Grotto) *Saturday rentals June through September are full day only (unless pre-approved)	<b>Option A - Full Access 1 Rate:</b> \$1,500 full day   \$1,300 Non-Profit Rate <b>Option B - Full Access 2 Rate:</b> \$2,250 full day   \$2,000 Non-Profit Rate		\$
<b>Grand Total</b>			\$

*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.*

### CONTACT INFORMATION

Contracting Party: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Contracting Organization: \_\_\_\_\_ Non-Profit Status? \_\_\_\_\_

\_\_\_\_\_  
Renting Party Signature Date Venue Coordinator 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: \_\_\_\_\_

**Return this agreement to reedersalleybooking@gmail.com. For questions call (406) 422-4727.**

### OFFICE USE ONLY

Security/Damage Deposit Rcvd: \_\_\_\_\_ NR Deposit Rcvd: \_\_\_\_\_

Full Payment Due By: \_\_\_\_\_ Full Payment Rcvd: \_\_\_\_\_ Other: \_\_\_\_\_

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