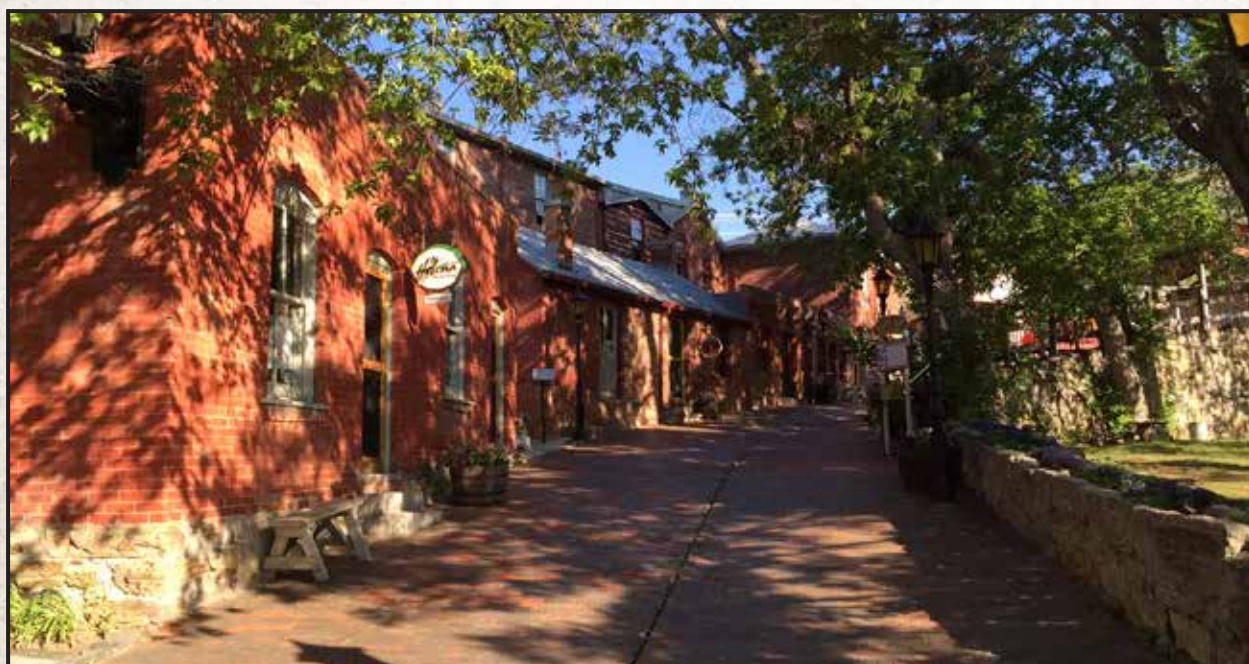


# Reeder's Alley

## **RENTAL MANUAL**



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# BOOKING PROCEDURE

1. Check the availability of rental spaces at <https://reedersalley.com/event-rental/>
2. Download and complete the rental agreement at <https://reedersalley.com/event-rental>
3. Submit payment online at <https://app.mt.gov/accessgov/reedersalley/Home/Directory> or mail a check to:  
Montana Heritage Commission (MHC)  
Attn: Venue Coordinator  
101 Reeder's Alley, Helena, MT 59601
4. Email the completed agreement and proof of payment to [reedersalleybooking@gmail.com](mailto:reedersalleybooking@gmail.com) (unless mailed with a check).

## **REFUNDABLE DEPOSIT (SECURITY/DAMAGE DEPOSIT REQUIRED FOR ALL RENTALS)**

A \$200 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 make checks out to "MHC." At the close of your event, checks will either be shredded or cashed based on damages incurred during the rental or a significant failure to complete tear-down tasks. Please write 'security/damage deposit' in the memo line of your check and mail the security/damage deposit to:

Montana Heritage Commission (MHC)  
Attn: Venue Coordinator  
101 Reeder's Alley, Helena, MT 59601

## **NON-REFUNDABLE DEPOSIT (HOLDING FEE FOR EVENTS 6+ MONTHS IN ADVANCE)**

A \$200 non-refundable holding fee deposit is required for any event booked 6+ months in advance. Please make checks out to "MHC", include the date of your event and "NR Deposit" in the memo line of your check, and mail to:

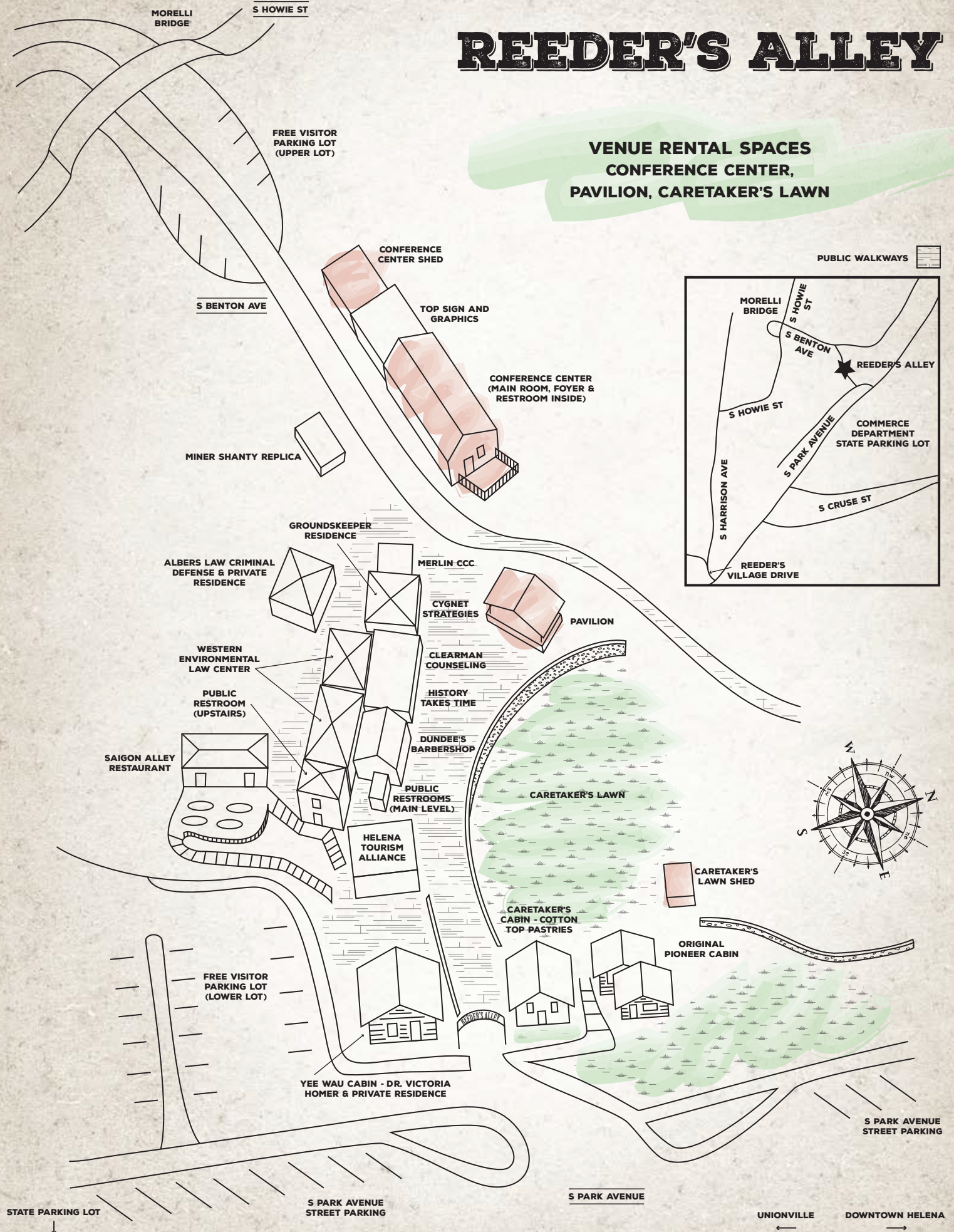
Montana Heritage Commission (MHC)  
Attn: Venue Coordinator  
101 Reeder's Alley, Helena, MT 59601

**Questions?** Contact the Venue Coordinator at [reedersalleybooking@gmail.com](mailto:reedersalleybooking@gmail.com) or (406) 422-4727.



# REEDER'S ALLEY

## VENUE RENTAL SPACES CONFERENCE CENTER, PAVILION, CARETAKER'S LAWN





# 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: 60-125 | 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.



CONFERENCE CENTER EXTERIOR



CONFERENCE CENTER INTERIOR



CARETAKER'S LAWN



PAVILION

# RENTAL PAYMENT INSTRUCTIONS

Once the rental agreement has been reviewed and completed, please submit your payment online or via check.

## TO SUBMIT REFUNDABLE DEPOSIT

A \$200 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. At the close of your event, checks will either be shredded or cashed based on damages incurred during the rental or due to a significant failure to complete tear-down tasks.

*Please make checks out to "MHC", include the date of the event and Security Deposit in the memo line of your check, and mail to:*

Montana Heritage Commission (MHC)  
Attn: Venue Coordinator  
101 Reeder's Alley, Helena, MT 59601

## TO SUBMIT VENUE RENTAL PAYMENT VIA CHECK

Please make checks out to "MHC", include the date of your event in the memo line of your check, and mail to:

Montana Heritage Commission (MHC)  
Attn: Venue Coordinator  
101 Reeder's Alley, Helena, MT 59601

*Note: A separate \$200 non-refundable holding fee is required for events more than six months in the future.*

## TO SUBMIT VENUE RENTAL PAYMENT ON-LINE

1. Go to the Montana Heritage Commission – Reeder's Alley payment portal at <https://app.mt.gov/accessgov/reedersalley/Home/Directory>
2. Select your preferred rental space from the "Transaction Item" drop-down menu.  
*Note: A separate \$200 non-refundable holding fee is required for events more than six months in the future. If paying online, add the "Miscellaneous" Transaction Item to your cart and enter \$200 as the unit price.*
3. Hourly Rentals: Enter the number of hours **from set up to take down** in the "Quantity" box.
4. Enter your preferred "Reservation Date(s)" and click NEXT.
5. Enter the primary contact information on the "Customer Information" page.
6. Enter payment information and click SUBMIT PAYMENT.
7. Forward a copy of the emailed online payment receipt to [reedersalleybooking@gmail.com](mailto:reedersalleybooking@gmail.com) along with the completed rental agreement.

# KEYS & ACCESS CODES

Keys and 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.

## UPPER SHED

The key to access additional tables and chairs for the Conference Center in the upper shed is located in the kitchenette inside the Conference Center. The Conference Center can be accessed by entering a unique keypad code, which will be given to you 24 hours in advance of your rental date.

## PAVILION SHED

The key for the pavilion shed is in a lock box on the right side of the pavilion doors.

## CARETAKER'S LAWN SHED & LOWER RESTROOMS

The key for the Caretaker's Lawn Shed is located in a lockbox on the corner of the Caretaker's Lawn Shed. The lower restrooms (near Dundee's Barber Shop) can be accessed via a unique keypad code. Your lockbox code and unique keypad code for the restrooms will be given to you 24 hours in advance of your rental date.

**All keys should be returned to their original location at the end of the rental period.**



PAVILION SHED



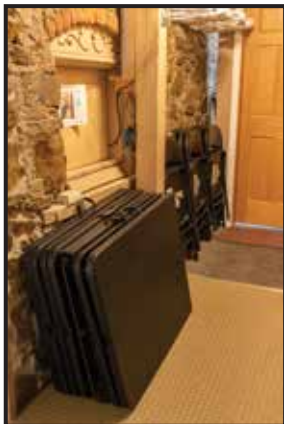
LAWN SHED



UPPER SHED



# CONFERENCE CENTER CHECKLIST



## SET-UP INSTRUCTIONS

- ☐ **Gaining Access to Front/Side Door** - You will be sent access codes 24 hours prior to your event. Once you have entered, deactivate the keypad locking mechanism to allow guests to come and go. To deactivate, turn the small knob above the handle on the interior side of the door.
- ☐ **Tables & Chairs** - Tables and chairs are located in the hallway near the kitchenette. Additional tables and chairs are available in the shed at the base of the upper parking lot (next to Top Sign & Graphics). The key to this shed is located on the cork board in the kitchenette inside the Conference Center.
- ☐ **Sandwich Board Signs & Markers** - Sandwich boards and markers are located in the kitchenette.
- ☐ **Projector, Projector Screen & Projector Stand** - The projector is located inside the oak barrel in the main room. The projector stand can be found in the kitchenette or behind the oak barrel in the main room next to the projector screen.
- ☐ **Fireplace** - Plug in the cord from the fireplace to the wall outlet, if it is not already plugged in. Turn electric fireplace on by flipping switch to the on position. The switch is located to the right of the fireplace.
- ☐ **Lights** - Light switches for the foyer and main room are located in the foyer near the front door. The kitchenette light is motion automated. The light for the bootleg floor display is located next to the cupboard to the right of the television.

## TAKE-DOWN INSTRUCTIONS

- ☐ **Front/Side Door** - Re-activate the keypad locking mechanism before you leave. Be sure to check that the doors lock behind you.
- ☐ **Return Tables & Chairs** - Please wipe off tables and chairs after use; cleaning products can be found in the kitchenette. Stack tables and chairs back in the hallway near the kitchenette. Be sure to leave a clear path in the hallway; stacking instructions are posted on the wall. Return extra tables and chairs to the conference room shed, as applicable; stacking instructions are posted inside the shed door.
- ☐ **Return Sandwich Board Signs & Markers** - Please clean off sandwich boards and place them and markers back in the kitchenette. Cleaning products can be found in the bucket with the markers in the kitchenette.
- ☐ **Return Projector, Projector Screen & Projector Stand (if used)** - Please put the projector back in its case inside the oak barrel and place the projector behind that. Please return the projector stand to the kitchenette or behind the oak barrel.
- ☐ **Fireplace (if used)** - Turn electric fireplace off by flipping switch to the off position. The switch is located to the right of the fireplace.
- ☐ **Lights** - Turn off all lights.
- ☐ **Blinds** - Close all blinds before leaving.
- ☐ **Trash** - Take out all used trash bags to the receptacles at the bottom of the Alley near Cotton-Top Pastries or near the mailboxes in the lower parking lot. Place new liners inside trash cans. Liners are located in the kitchenette.



# PAVILION CHECKLIST

## SET-UP INSTRUCTIONS

- ☐ **Gaining Access to Pavilion Shed** - If you need to access the pavilion electrical outlets, you will need to unlock and open the pavilion rolling doors. The keys to the pavilion shed and the Caretaker's Lawn shed are located in a lock box to the right of the rolling doors. A keypad code will be provided to you by the Venue Coordinator 24 hours in advance.
- ☐ **Tables & Chairs** - There is one picnic table and a small number of chairs set up on the pavilion. Additional tables and chairs are available inside the pavilion shed and inside the Caretaker's Lawn shed.
- ☐ **Lights** - The lights are on an automatic timer and are set to turn on at dusk and off at dawn. As these are automatic, there is no need to worry about turning them on or off for your event.

## TAKE-DOWN INSTRUCTIONS

- ☐ **Pavilion Shed** - Close and lock the rolling doors and return the key to its original location.
- ☐ **Return Tables & Chairs** - Please wipe off tables and chairs after use; cleaning products can be found in the pavilion shed. Move picnic table back to where you found it on the pavilion. Return any extra tables and chairs used back to their respective spots in the pavilion shed and Caretaker's Lawn shed, as applicable; stacking instructions are posted inside the pavilion shed roll doors and Caretaker's Lawn shed door.
- ☐ **Trash** - Take out all used trash bags to the receptacles at the bottom of the Alley near Cotton-Top Pastries or near the mailboxes in the lower parking lot. Place new liners inside trash cans. Liners are located inside the pavilion shed or Caretaker's Lawn shed.



# CARETAKER'S LAWN CHECKLIST



## SET-UP INSTRUCTIONS

- ☐ **Gaining Access to Caretaker's Lawn Shed** - The keys for the Caretaker's Lawn Shed are located in a lock box on the corner of the Caretaker's Lawn shed. An access code will be provided to you 24 hours prior to your event.
- ☐ **Tables & Chairs** - Tables and chairs are located in the Caretaker's Lawn shed.
- ☐ **Private Event Sign** - The private event sandwich board sign is located in the Caretaker's Lawn shed.
- ☐ **Lawn Trash Cans & Trash Bags** - Lawn trash cans & trash bags are located in the Caretakers Lawn shed.
- ☐ **Canopy Tents** - 10 x 10 sided and non-sided tents are located in the Caretaker's Lawn shed in their respective tent bags. Tent stakes can be found in a bucket next to the tents.
- ☐ **Lawn Games** - Lawn games are located in the Caretaker's Lawn shed in their respective bags and boxes.
- ☐ **Lights** - The lights are on an automatic timer and are set to turn on at dusk and off at dawn. As these are automatic, there is no need to worry about turning them on or off for your event.



## TAKE-DOWN INSTRUCTIONS

- ☐ **Caretaker's Lawn Shed** - Close and lock the door and return the key to its original location.
- ☐ **Return Tables & Chairs** - Please wipe off tables and chairs after use; cleaning products can be found in the Caretaker's Lawn shed. Return extra tables and chairs there as well, if applicable; stacking instructions are posted inside the shed door.
- ☐ **Return Private Event Sign** - Please return the private event sign back to its original location.
- ☐ **Return Canopy Tents** - Place canopy tents back in their respective bags and tent stakes into the bucket. Return all to the Caretaker's Lawn shed. Stacking instructions are located inside the shed on the wall.
- ☐ **Return Lawn Games** - Put lawn games back in their respective boxes and bags and stack them back where you found them in the Caretaker's Lawn shed. Stacking instructions are located inside the shed on the wall.
- ☐ **Trash** - Take out all used trash bags to the receptacles at the bottom of the Alley near Cotton-Top Pastries or near the mailboxes in the lower parking lot. After emptying trash cans, please return cans back to their original location near the Caretaker's Lawn shed.



# EQUIPMENT

The following equipment is included in the cost of event space rentals. Please confirm equipment quantities needed with the Venue Coordinator prior to rental.

## CONFERENCE CENTER

- |   |  |
|---|--|
| (43) Black, Padded Chairs                   | (5) White, Round High-Top Tables       |
| (22) Black, Non-Padded Chairs               | (1) Small White Board, Markers, Eraser |
| (8) 6-foot, Folding Black Banquet Tables    | (2) Sandwich Boards, Markers           |
| (4) 6-foot, Narrow White Rectangular Tables | (1) Projector Screen, Projector, Stand |



## PAVILION

- |                                |                                      |
|--------------------------------|--------------------------------------|
| (1) Picnic Table               | (2) 6-foot, White Rectangular Tables |
| (15) Off-White, Folding Chairs | (2) White, Round High-Top Tables     |





# EQUIPMENT

## CARETAKER'S LAWN

- (110) Off-White, Folding Chairs
- (9) 6-foot, White Rectangular Tables
- (5) White, Round High-Top Tables
- (1) "Private Event" Sign

- (3) Wooden Spool Tables
- (2) 10 x 10, White, 3-Sided Canopy Tents, Stakes
- (7) 10x10, White Canopy Tents, Stakes
- (4) Lawn Games (2 Bag Toss, 1 Life-Sized Connect-4, 1 Table-Top Jenga)



### TABLE DIMENSIONS

**High-Top Tables**  
3'7" tall | 31.5" diameter

**Banquet Tables**  
30" wide | 29" tall | 72" long (6 feet)



# VENDORS

## BAKERIES

### Cotton Top Pastries

(406) 431-5859 | [cottontoppastries.com](http://cottontoppastries.com)

### Park Avenue Bakery

(406) 449-8424 | [parkavenuebakery.net](http://parkavenuebakery.net)

### Vanilla Bean Bakery

(406) 443-2257 | [vanillabeanhelena.com](http://vanillabeanhelena.com)

## BAR

### Big Bull Bar & Grill

(406) 227-3522 | [bigbullbar.com](http://bigbullbar.com)

### Montana Club

(406) 442-5980 | [montanaclub.coop/catering](http://montanaclub.coop/catering)

### On the Go Beverage

(406) 475-4089 | [onthegobeverage@yahoo.com](mailto:onthegobeverage@yahoo.com)

## CATERING

### Saigon Alley (On-Site)

(406) 396-8775 | [saigonalleyhelena.com](http://saigonalleyhelena.com)

### 612 Chefworks

406-475-0426 | [612chefworks.com](http://612chefworks.com)

### Benny's Bistro

(406) 443-0105 | [bennyshelena.com](http://bennyshelena.com)

### Montana Club

(406) 442-5980 | [montanaclub.coop/catering](http://montanaclub.coop/catering)

### Chili O'Briens

(406) 449-2319 | [chiliobriens.com](http://chiliobriens.com)

### Main Street Eats

(406) 422-1692 | [facebook.com/chefwerks](https://facebook.com/chefwerks)

### Rock Star BBQ (Food Truck)

406-595-4616 | [facebook.com/rockstarrbbq](https://facebook.com/rockstarrbbq)

**Eat Greekish (Food Truck)** | [eatgreekish.com](http://eatgreekish.com)

## EVENT PLANNING

**Simple & Strange** | [simplestrange.com](http://simplestrange.com)

### Dolce Floral & Events

[facebook.com/DolceFloralDesign](https://facebook.com/DolceFloralDesign)

**Sharp Events & Decor** | [sharpeventsmt.com](http://sharpeventsmt.com)

## EQUIPMENT & DECOR RENTAL

### WedVents Event Rental

[wedventsrental.com](http://wedventsrental.com)

## FLORIST

### Gardenwerks

[gardenwerks.com](http://gardenwerks.com)

### Knox Flowers

[knoxflowershop.com](http://knoxflowershop.com)

## PHOTOGRAPHY

### Emily Clewis Photography

[emilyirenephoto.com](http://emilyirenephoto.com)

### Jason O'Neil Photography

[jasononeilphoto.com](http://jasononeilphoto.com)

### Wandering Albatross Photography

[wanderingalbatrossphotography.com](http://wanderingalbatrossphotography.com)

## PORT-O-POTTIES

### Litt'l John's Portable Toilets

(406) 442-3242

## SOUND SYSTEM

### John Brodersen

[jbrodersen@mt.net](mailto:jbrodersen@mt.net)

### Marty Severson

[martyseverson@hotmail.com](mailto:martyseverson@hotmail.com)

### Pat Foster

[foster.pat52@gmail.com](mailto:foster.pat52@gmail.com)

### Cesar Urquilla (DJ)

[1curkia74@gmail.com](mailto:1curkia74@gmail.com)

## TRANSPORTATION

### Last Chance Trolley

[lctours.com](http://lctours.com)

### Helena Town Car

[helenatowncar.com](http://helenatowncar.com)

### Vigilante Shuttles

[vigilantetours.com](http://vigilantetours.com)

# TECHNOLOGY-RELATED QUESTIONS

The Conference Center comes equipped with Wi-Fi, a 43-inch flat screen television with HDMI cables, and a projector and projector screen. Set-up and connectivity information is provided below.

## WIRELESS INTERNET

**Network:** ReedersAlley-Guest

**Password:** MontanaHeritage

*Note: There is also a 'ReedersAlley-5G\_Guest' option. The password is the same for this.*



## 43 " FLAT-SCREEN TELEVISION

1. Use the Vizio remote to turn on the TV
2. Plug HDMI cable into TV
3. Using Vizio remote, press input and select HDMI 3 or 4 for cable
4. Using Optimum remote, turn on cable box
5. Select HDMI 3 or 4 for DVD

***Please bring your own your own adapter in order to use a VGA or HDMI cable.***

*VGA and HDMI cables are available in the cupboard to the right of the television.*

## EXTENSION CORDS/SURGE PROTECTORS

Extension cords and surge protectors are located inside the oak barrel in the main room. If you use any of these, please be sure to put them back where and how you found them.

## PROJECTOR/PROJECTOR SCREEN/PROJECTOR STAND

The projector is located inside the oak barrel in the main room. The projector stand can be found in the kitchenette or behind the oak barrel in the main room next to the projector screen. Instructions for setting up the projector screen are in the screen bag. An instruction manual for connecting the projector to your laptop is in the oak barrel next to the projector.



# SOUND/ELECTRIC-RELATED QUESTIONS

## CONFERENCE CENTER

There are several standard outlets located throughout the Conference Center, foyer, and kitchenette. Extension cords/surge protectors are available for use and are located inside the oak barrel in the main room. You are free to bring in and use small speakers for your event, though sound carries very well in the center as is so they are typically not necessary. You may also stream music through the television via your laptop when connected properly.

## PAVILION

Standard outlets for electric and sound equipment are located inside the pavilion shed. Keys for the pavilion shed are in a lock box to the right of the pavilion doors. An access code will be provided to you 24 hours prior to your event. **Please bring your own extension cords. 25-50 feet is the recommended length depending on your set-up.**

## CARETAKER'S LAWN

Standard outlets for electric and sound equipment are located on the right side of the Caretaker's Lawn shed. **Please bring your own extension cords. 50-75 feet is the recommended length depending on your set-up.**

*Note: If the pavilion is not in use during your event, you are also welcome to use the outlets in the pavilion shed, if needed.*



CONFERENCE CENTER FOYER



PAVILION SHED



LAWN SHED

# EVENT PERMITS

## NOISE PERMIT

A noise permit is necessary for exceptionally loud events running after 9:00 PM. If needed, complete [this form](#) online. Contact Captain Curt Stinson with questions at [cstinson@helenamt.gov](mailto:cstinson@helenamt.gov) or (406) 447-8284.

## ALCOHOL PERMIT

Per the rental agreement: 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 with the within the Conference Center, the Pavilion, or within the natural walls of the Caretaker's Lawn.***

*Note: If you are a non-profit organization and wish to sell beer or wine at your event when you normally wouldn't be licensed to sell alcohol, you will need to complete a special permit with the city. If needed, complete [this form](#) online.*

Contact the MT Department of Revenue with questions at (406) 444-6900.

