

# Caras Park Pavilion 2011 Rental Information

Updated October 2011

Thank you for your interest in renting the Caras Park Pavilion. This information sheet is designed to answer commonly asked questions. If you require further information, call the MDA office at (406) 543-4238. Please note this is not your formal lease document. We recommend you review the lease before confirming your event. In the event of a conflict between the lease and any other information provided to you, the terms of the lease control our agreement.

<u>RENTAL LEVEL</u>	<u>FEATURES</u>	<u>RENTAL COST</u>
<b>Pavilion Rental (includes any or all of the following) Main Stage &amp; Events Ring, Pavilion Side Walls, Portable Stage &amp; Event Seating Shade Awnings</b>		
Friday, Saturday or Sunday.....		\$800
Monday through Thursday .....		\$700

### Details of the Services, Supplies & Equipment:

- 2 stiff brush brooms
- 2-3 BFI garbage dumpsters
- 20 aluminum garbage cans with a good supply of liner bags
- 29 eight-foot folding tables
- 1 six-foot folding table
- 137 folding chairs
- 12 picnic tables
- 8 modular stage sections each 4' by 8'
- Pavilion Sides (hung on request)
- Indirect Lighting
- Cold Running Water
- Access to and use of electricity outlets (110v and 220v)
- Adjacent restrooms

### New Stage

The new stage for Caras Park is 1,250 square feet in size, 24 inches in height, six-sided concrete structure with full-circle steps and a load-in ramp on the northeast side. The canopy over the stage is 14 feet in height on the edges, and 20 feet in height in the middle. Free standing rigging is allowed on the stage for hanging lights and banners. The new structure features both 110v and 220v power outlets protected from the weather elements.

### Clean up of the Pavilion by the Lessee

The Lessee, or caterer/party planner in Lessee's stead, is required to remove all trash and place it into the trash bags and garbage cans we provide. If there has been excessive spillage or trash left on the Pavilion floor, the Lessee is responsible for cleaning this up and should consult with the Pavilion Facilities Staff if in doubt. The Lessee or caterer/party planner is also responsible for removing any trash/mess left by their event in Caras Park. The trash must be emptied into the BFI Dumpsters. If the tables are used for projects that entail paint or liquid (i.e. beverages), they should be wrapped in plastic. Clean up must take place immediately after the event. If the clean up is not done satisfactorily and has to be completed by the MDA, funds to cover clean up may be deducted from the Lessee's Pavilion Security Deposit.

### Clean up of the Pavilion by the MDA Crew

The MDA crew's only responsibilities following an event are to: put the Pavilion sides, shade awnings and furniture away.

### MDA Facilities Staff

The MDA will see that: the Pavilion "floor" is clean, furniture is arranged according to your layout, and Pavilion walls are up or down, according to your request prior to your event. Please let us know by exactly what time this needs to be accomplished. The MDA crew retains the right to change the wall configuration in response to weather conditions and fire code regulations.

### State of the Pavilion

As with all rental properties, our lease requires the property be returned to the owner in the same or better condition than it was received.

### Insurance

The Missoula Downtown Association recommends you have insurance to cover your event. If there is to be liquor exposure, your insurance policy should include liquor liability. If you contract with a catering service to provide liquor, it is likely the caterer will have liquor liability insurance to cover your event. If you purchase a policy to cover your event, we ask the Missoula Downtown Association be listed as an additional insured on your policy. If you do not have a General Liability policy in place, we advise you to contact an agent of your choice to obtain a Special Events policy. Private parties may be able to purchase a rider on their homeowner's policy or renter's policy.

The Missoula Downtown Association carries a liability policy on the Pavilion in the amount of \$1,000,000. The policy carried by the MDA does not cover parties that rent the facility.

### **Pavilion Layout**

Please call the MDA office and arrange a time no less than two weeks before your event when you can visit with the Facilities Staff to explain the layout of the furniture that you would like to use.

### **Time Table for Signing Documents and Making Payments**

#### **I. MDA Pavilion Confirmation Form and Confirmation Fee**

The MDA *Pavilion Confirmation Form* should be signed and returned with a check for \$100 to the MDA office immediately in order to secure the Pavilion for your chosen date. This deposit is non-refundable.

#### **II. Pavilion Lease Agreement, Security Deposit, Alcohol Permit Waiver and Payment**

- The *Pavilion Lease Agreement* should be completed and signed at least four weeks prior to your event.
- A *Security Deposit* of \$250 is required on approval and signing of the *Pavilion Lease Agreement*. If no damage has been done to the Pavilion during the event, it will be returned to you within 7 working days. Otherwise, charges for the damage will be deducted from the deposit and any balance returned within 30 working days.
- You must sign and return the *Alcohol Permit Waiver* form with your *Pavilion Lease Agreement*. If you will be selling liquor at your event, please see the Alcohol provision for information on obtaining a permit from Helena.
- The balance of your rental fee (rental fee minus the confirmation fee) must be paid when the *Lease Agreement* is signed.

#### **III. Fire Manual**

We have a fire manual on file. If you are interested in reviewing the manual, please contact an MDA staff member.

### **Briefing the Caterer/Party Planner**

We request the event host or Pavilion Lessee inform their caterer/party planner in advance of the terms of the Lease, the requested layout of the furniture and their responsibilities. Because the caterer will be working in the Pavilion, it may be useful for us to have direct contact with them. Please provide caterer information to MDA staff.

### **Confetti**

Confetti is not allowed in Caras Park.

### **Balloons**

If using balloons to decorate the Pavilion, please ensure they are securely attached to the structure. Otherwise the balloons drift into the top of the Pavilion and cannot be removed until the end of the season. Balloons and their attached strings must be removed from the Pavilion at the completion of your event.

### **Alcohol**

If there is going to be alcohol served at your event, you need to be aware of the strict rules and potential liability. Regarding permits, the Lease includes an *Alcohol Permit Waiver* if you are planning to serve alcohol to your guests in Caras Park. The \$10 fee must be remitted, along with your other documents and fees, to the MDA at least four weeks prior to your event. It is our understanding that if you are selling alcohol at your event or charging any sort of admission fee and serving alcohol, your caterer must have an endorsement for your event on his/her beverage license. It is also our understanding that the Department of Revenue Liquor Division in Helena can provide one and two-day special beer and wine permits to registered associations and corporations at a charge of \$30. These regulations may change from time to time, and it is your responsibility to verify and comply with all current regulations. The Department of Revenue Liquor Division in Helena (406) 444-6900 has details. Please read the Lease for further details on serving alcohol and consult with your attorney if you have any questions.

### **Noise Ordinance**

Our agreement with the City of Missoula requires amplified sound to end no later than 10:30 p.m. on Fridays and Saturdays. Sunday through Thursday amplification must cease at 10 p.m. Please be aware that sound from Caras Park events travels well into the neighborhood across the river, so please be cognizant of our neighbors and utilize appropriate volume levels for both music and announcements. It is our understanding that applicable decibel levels allowed by the City's ordinance on noise are as follows:

#### **Sound Pressure Level Limits, Commercial Zone, Special Event**

Day .....	7 a.m. to 7 p.m. ....	65 dB (A)
Evening .....	7 p.m. to 10 p.m. ....	60 dB (A)
Night: .....	10 p.m. to 7 a.m. ....	55 dB (A)

### **Bill Posting Ordinance**

It is unlawful for any person to paint, print, post, paste, attach or in any way affix any bill, poster, dodger, card or other advertising matter of any kind upon any post, hydrant, curb, sidewalk or other public improvement in any public ground or street; upon any bridge, public building, structure or erection of any kind belonging to the city; upon any mast or pole in any street avenue or alley; or upon any lamppost in the city, whether permission therefore has been granted by the owner or otherwise.