

**BOULDER CANYON
STATION
CONVENTION CENTER**

2715 Lazelle Street Suite D

Sturgis, SD 57785

605-347-4140

Facility Contract

Name of Applicant (User): _____ Requested Rental Date: _____

If an organization, name of representative: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone# _____ Cell # _____ Work# _____

E-Mail Address: _____

EVENT INFORMATION

Responsible person (day of event) _____ Phone# _____

Description of event: _____ Anticipated Attendance: _____

Cost of Facility: _____

Special Requests:

Please Circle Y or N

Kitchen Needed: Y or N Bar Needed: Y or N Dance Floor Needed: Y or N A/V Equip Needed Y or N

Event Time: _____ Set-up Time & Date _____

Credit/Debit Card #: _____ Exp Date: _____

SIGNATURE OF HOTEL REPRESENTATIVE: *Katy Hemenway*

SIGNATURE OF RENTER: _____

Convention Center Set-Up Agreement

I, _____ understand

(Name of Renter(s))

Agree to the following information presented in this agreement.

Once you have met with a staff member of the convention center and have agreed upon a set-up, the arrangements will be written in detail and presented for final approval. Your signature on this document indicates your approval of the agreed upon set-up.

After having signed this document, if the renter(s) decide(s) to change the facility set-up or arrangement that was previously agreed upon, (including moving tables, dance floor, staining or dirtying of linen before the scheduled event takes place) it will result in an additional \$150.00 per hour re-set fee.

Renters Signature

Date

Hotel Representatives Signature

Date

Convention Center Rules and Regulations

1. All determinable fees are payable prior to use or during usage. The facility must be paid for IN FULL no later than the day of the event. After a contract has been signed, any cancellation made by the lessee will result in the forfeit of full amount of rental deposit/fee.
2. Lessee shall be financially responsible for any and all damage to equipment, facilities, and all grounds as a result of their use and shall reimburse Sturgis Holiday Inn and Convention Center in full for the expense of such damage. ***This includes excessive clean-up.***
3. Prior to the occupancy of the facility, the lessee shall notify Sturgis Holiday Inn Express and Convention Center of any damages, deficiency or similar facts observed by the lessee, either in the facility or on the grounds, in order that such might not be attributable to the lessee in the course of occupancy. This information will be documented, signed, and dated by both the lessee and the hotel.
4. Nails, screws, or fixtures of any kind may not be driven in or applied to the walls, woodwork, floors, or ceilings of the convention center. Proper care should be used when decorating the walls.
5. The Sturgis Holiday Inn Express & Convention Center reserves the right to control all activities and to eject any person(s) disregarding the rules and regulations of the facility. In such case, there will be *no refunded fees.*
6. Lessee shall abide by all local ordinances as well as state and federal laws.
7. It will be the responsibility of the lessee to obtain any licenses as needed prior to use.
8. If additional lighting and/or sound equipment are required, the lessee shall be responsible for all costs.
9. No tables, chairs, or other obstructions will be permitted in passageways, aisles, or emergency exits that would hinder entering or exiting the facility.
10. Pets are prohibited in the Holiday Inn Express Convention Center with the exception of service animals.
11. Half-Day rentals will consist of a four-hour time frame for use of the facility and Full-Day rentals will consist of anything over four-hours.
12. In renting, leasing or making available the use of its facilities, Holiday Inn Express & Convention Center holds no responsibilities for the following:
 - Loss or damage to any property placed on the premises by the lessee
 - Loss or damage to any property or personal effects, including motor vehicles or their contents of the lessee, it's members, employees, agents, participants, guests or attendees.
 - Royalties or costs associated with any production or event
 - Lessees who want to set-up for an event the evening before will be subject to paying an additional fee unless otherwise approved by management
13. Tobacco products are prohibited within all facilities. Please use the receptacles located outside the facility. Smoking in the Convention Center will result in a fine.
14. The Holiday Inn Express Staff reserves the right to remove any person (s) whom they feel is disruptive.
15. All personal items of the lessee must be removed immediately after the event has concluded due to scheduling purposes. Leaving items behind may result in them being discarded. We take no responsibilities for items left behind.

Convention Center Rules and Regulations

I, _____ hereby agree to identify and hold harmless the Sturgis Holiday Inn Express & Convention Center and its employees from any and all losses, expenses, damages, demands and claims in connection with or arising out of any injury or alleged injury to any persons (including death), or damage or alleged damage to personal or real property, sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the use (i.e.) rental or use of property. In any manner including but not limited to the interest in or use of property listed above, IN any manner or fashion” and further I agree to defend any suit or action brought up against Sturgis Holiday Inn Express & Convention Center and its employees, based upon such alleged injury or damage and to pay any and all damages, costs and expenses including attorney’s fees in connection therewith or resulting there from.

Dated this _____ day of _____, 20____

Printed Full Name

Person(s) Business/Organization

Signature of Convention Center Representative

INFORMATION ON BAR AND ALCOHOL CONSUMPTION

The Sturgis Holiday Inn Express & Convention Center bar offers its guests the choice of liquor, beer, and wine beverages. These items are for purchase from our Convention Center bar only. Under no circumstances can any outside alcohol be brought into the facility for purchase or consumption.

The Staff of the Holiday Inn Express & Convention Center reserves the right to remove all hard liquor and/or any alcohol not purchased from the Convention Center Bar during an event. If this rule is not followed, the parties will be asked to leave. If the parties are uncooperative, law enforcement will be called.

Please sign below if you are willing to cooperate with this policy.

Renters Signature

Today's Date

Hotel Representative Signature

Today's Date

KITCHEN RULES AND POLICY

The Boulder Canyon Station Convention Center offers lessees the ability to use the on-site kitchen facility. Kitchen rules are posted within the kitchen area and must be followed or additional fees will be charged to the lessee, even in the case that the hired caterer is at fault. The person responsible for the rental will too, be responsible for kitchen clean up.

All dishes, pots, pans, utensils, etc. must be washed and put away where they were found. All sinks must be cleaned out and free from food debris. All garbage must be hauled to the dumpsters located behind the Pizza Ranch. Used coffee filters must be thrown away. All food and food related items must be removed by the end of the scheduled rental period, or they will be disposed of without notice. If the rules are not followed, additional fees will be charged to the lessee. \$5 per dirty dish, \$10 per dirty sink, \$5 per removal of garbage, and \$5 for removal of food.

Please sign below indicating your understanding and willingness to cooperate with this policy.

Renters Signature

Today's Date

Hotel Representative Signature

Today's Date