



Hall of Waters Visitor Center
Rental Agreement

The Hall of Waters Visitor Center and Cultural Museum is available for special events through the Downtown Excelsior Partnership, a non-profit organization that manages the Visitor Center.

The mission of the Visitor Center is to allow residents and visitors access to one of the great treasures of our community. In order to accommodate tourists, the Visitor Center must remain open during business hours for any special events. Current business hours are Monday through Saturday from 10:00 am to 4:45 pm and Sunday from 11:00 am to 4:00 pm. Small events may take place during business hour, providing the Visitor Center remains accessible to the public. Special approval must be given for events during business hours. The Visitor Center may be utilized for events after business hours on a per hour rental basis.

	<u>Rental</u>
Non-Profit with 501(c)3 Status	\$50 per hour (minimum of 3 hours)
Business or Personal	\$75 per hour (minimum of 3 hours)

A completed application must be submitted at least one more prior to the event. A deposit of 25% of the total rental fee must accompany the application. Final rental payment is due at the time of the event.

Rental area includes the floor space surrounding the water bar and weather permitting, the entire outside terrace area, including patio tables and chairs. The water bar perimeter counter top will be cleared for renter's use. Restrooms for both men and women are available in the lobby area. The kiosks around the room, the gift area in the northwest corner, the brochure rack and its table will remain in place. A Visitor Center employee will be present for the entire time of the event and clean-up period.

The rental fee is for space only. Rental of tables and chairs must be through a separate agreement.

Food and beverages may be brought into the Visitor Center either through a caterer or private individuals. There is not access to refrigeration, cooking, warming or microwave equipment. Beer and wine may be served in the Visitor Center through a licensed caterer. *Serving of hard liquor is not allowed.*

There is no smoking on the Hall of Waters property, including the balconies, terrace and sidewalks.

Set-up and tear down time must be included in the hourly rental fee. Set-up and clean-up is the responsibility of the renter. Visitor Center personnel will be responsible for cleaning the floors and disposing of the trash bags. All trash must be bagged to allow for easy disposal by Visitor Center employees. Trash containers and bags will be provided by the Visitor Center.

All items, including tables and chairs, must be removed at the conclusion of the event.

Maximum event size is 150 for a sit-down event or 200 for a reception.

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Visitor Center Representative