

The below policies apply to all outdoor space rentals at North Hills. Midtown Events believes that a clear understanding in advance by all parties of policies and expectations promotes a transparent, informed, and efficient rental process, and in turn, allows combined efforts on event planning and implementation to progress as smoothly as possible.

Policies

1. North Carolina law and North Hills rules and regulations apply to all events unless otherwise approved in writing. Drugs, weapons, and fireworks are strictly prohibited.
2. A non-refundable deposit is required to hold a date for an event. The deposit is applied to the total fee due. An event timeline, site layout, the remaining balance, and all required paperwork are due 1 week prior to the event. If necessary, a final meeting will be held before the event.
3. A license agreement must be completed prior to event promotion listing North Hills as the location unless otherwise approved in writing by the property.
4. The following items will be agreed upon by both parties prior to the signing of the license agreement. Any changes or alternative use must be approved in advance in writing by the property:
 - a. **Fees**, including flat fees and revenue shares. Any documentation of sales included in the fee schedule must be reported in writing within 7 days of the event.
 - b. **Hours of operation**, including event setup, teardown, and all other time on property.
 - c. **Premises for the event**, including staging, storage, and loading areas. The renter may not use or allow materials or trash to accumulate in any space outside of the agreed upon area.
 - d. **Trash disposal**, including the dumping of ice or liquids. The premises should be left in the condition it was found with all materials removed as quickly as possible after the event. Dumpsters at North Hills are not for public or event use.
 - e. **Rented equipment**, if any, including responsibility and designated locations for delivery, setup, and teardown. Any damage to or loss of equipment is the responsibility of the renter.
 - f. **Staffing requirements**, including Custodial and Kane Public Safety needs designated by the property, which must be met and paid for by the renter.
 - g. **Food service or sales**, including catering. North Hills merchants are the preferred vendors for all food, beverage, and other event needs. On approval, a fee will be assessed for outside food and beverage providers. Driver's license and license plate information may be required for such vendors.
 - h. **Alcohol sales**, if applicable. Renter must comply with all rules and regulations set forth by the ABC Commission of North Carolina. Consumers must be of legal drinking age and designated by wristbands provided by the renter upon confirmation of legal age. Draft service is preferred; glass bottles are prohibited. It is the renter's responsibility to make sure that all alcohol is consumed within the premises.



Event Rental Policies

- i. **Merchandise sales**, if applicable, including preapproval and possible assessment of fees.
 - j. **Restroom requirements**, as needed. Any event over 150 attendees requires a restroom facilities rental. Port-a-potties are prohibited.
 - k. **A plan for parking and other vehicular access needs**, including vendor equipment drop off, pick up, and load in areas and preapproved routes and parking areas, both temporary and long term, for attendees and delivery vehicles.
 - l. **Inclement weather procedures**, including predetermined rain dates as needed. Events are held at North Hills rain or shine except in cases where the weather creates a safety issue.
 - m. **A plan for on-property promotion of the event**. Solicitation outside of the premises during the event is prohibited.
5. All displays, signage, tables, materials, etc must be approved and displayed in a safe, clean, and aesthetically pleasing manner that is appropriate for the North Hills environment. All tables must be tented and covered. Linens are preferred.
6. Event staff must be appropriately dressed, preferably in logoed attire or with nametags, and conduct themselves respectfully. Event staff may not consume alcoholic beverages at their stations, and they may not smoke in or in view of the event area. All personal items should be kept off of event tables and out of view.
7. The event must be set up with all materials in place at least 30 minutes before the event begins.
8. All electrical cords must be covered and/or secured to prevent tripping hazards.
9. Absolutely nothing may be taped, tied, stapled, staked, or otherwise attached to any permanent property structures within the premises including windows, planters, poles, etc. No changes may be made to the existing facilities.
10. Amplified sound must be pre-approved and is prohibited prior to 8:00am and after 10:00pm unless granted special approval by the property. Volume levels may not exceed decibel level limits set by the City of Raleigh (90 decibels), and property personnel reserves the right to require lower volumes at any time. Profanities and obscenities are prohibited in all music, announcements, and other public projections.
11. Event promotion should include directions to the property and best parking practices. The North Hills logo may be used with approval upon request.
12. The renter is responsible for:
 - a. Any damage to the property that was caused by an act of its agents, employees, staff, or attendees.
 - b. All necessary permits or licenses required for the event including, but not limited to, all required food and alcohol permits.
 - c. Signing a liability waiver as part of the agreement process and maintaining specific insurance requirements for the premises as specified in the agreement.
 - d. The security and monitoring of the premises at all times during their contracted rental of the property, including all setup and teardown hours.