



# Event Rental Process

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The below process applies to all outdoor space rentals at North Hills. Midtown Events believes that a clear understanding in advance by all parties of order of operations and mutual 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.

## **Step #1: Read Info Sheets and Submit Interest Form**

First, read the Rentable Spaces, Rental Policies, and Rental Process, and FAQ's info sheets. Second, complete and submit the Rental Interest Form to [events@visitnorthhills.com](mailto:events@visitnorthhills.com).

## **Step #2: Initial Consult with Midtown Events Team**

When the Midtown Events team receives your Interest Form, they will contact you to set up a time to meet to further discuss your event, visit the venue, review the process, and discuss working together.

## **Step #3: Property Management Approval**

After the meeting, the Midtown Events team will take the proposed event to the Property Management team for final approval.

*NOTE: Once the event concept is approved and the third-party decides to hold the event at North Hills, there will be a \$50 fee assessed to cover the initial phone consult, the future meeting to walk the space, and the execution of the Space Agreement. This will be billed with the deposit for the space.*

## **Step #4: Submit Deposit and Compile Info for Space Agreement**

If your event concept is approved, submit your non-refundable deposit to hold your date. An additional non-refundable deposit will be due to hold a second date (inclement weather date). Next, begin compiling logistical and promotional details that will be needed in order to finalize the Space Agreement.

## **Step #5: Confer and Meet As Needed**

Midtown Events respects that the event – the vision, planning, and implementation – are yours to run with. Prior to coming to terms with the Space Agreement, we will plan to meet once in person to walk the space and discuss in more detail / or participate in video conference call if preferred.

## **Step #6: Make Final Payment, Provide Insurance and Permits**

Full payment of the balance is due 1 week prior to the event unless otherwise approved in writing. A Certificate of Insurance and copies of any other required permits are also due at this time.

## **Step #7: Perform Final Walk Through**

A Midtown Events team member will touch base day of during set up / event to make sure all is going according to plan.