

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 info sheets. Second, complete and submit the Rental Interest Form.

## **Step #2: Meet 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.

## **Step #4: Submit Deposit and Complete Agreement**

If your application is approved, first submit your deposit to hold your date and then complete the necessary agreement with Midtown Events. Confirmation of logistical arrangements and additional conversations will occur as needed while finalizing details of the agreement.

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

Midtown Events respects that the event – the vision, planning, and implementation – are yours to run with. When needed though, we will gladly facilitate meetings, and suggest resources.

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

Full payment of the balance is due 30 days 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**

If needed, the week before your event a Midtown Events team member will meet with you for a final walk through, a review of the production schedule, and to tie up any loose ends.