



Event Rental Process

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.

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.

Step #4: Submit Deposit and Complete Agreement

If your event concept is approved, submit your non-refundable deposit to hold your 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 on Space Agreement, we will plan to meet once in person to walk the space and discuss in more detail.

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 to make sure all is going according to plan.