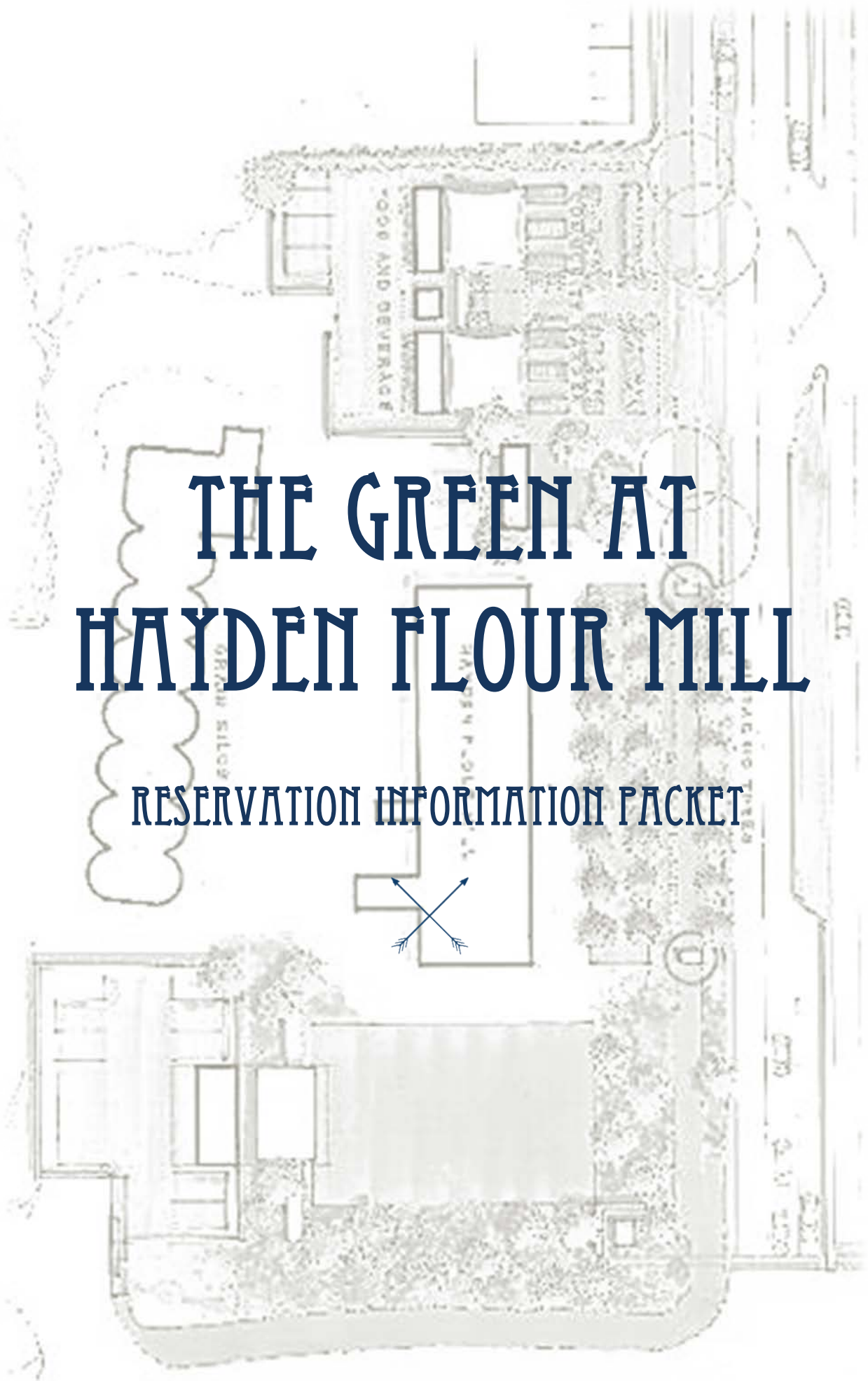


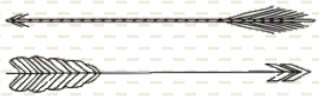
THE GREEN AT HAYDEN FLOUR MILL

RESERVATION INFORMATION PACKET

RESERVATIONS

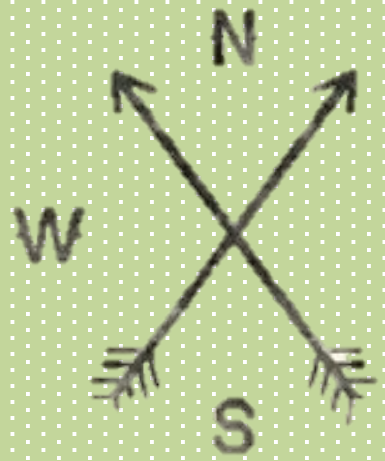
To make reservations or schedule a tour of The Green at Hayden Flour Mill please contact

Molly Gassner
Downtown Tempe Community
480.355.6068



ABOUT THE GREEN

The Green at Hayden Flour Mill is an urban outdoor venue located in the heart of the downtown district, just blocks from Arizona State University. Situated at the foot of the historic Hayden Flour Mill and silos; The Green at Hayden Flour Mill offers a unique setting for event and entertainment opportunities. The Green offers a **31 ft. X 14 ft.** stage area for music and presentations, a **101 ft. X 63 ft.** lawn for gathering, and a grove area of twelve 40 –gallon boxed trees for shaded comfort while sitting or dining.



TYPES OF EVENTS

- Business functions
- Weddings & wedding receptions
- Mid-Sized Concerts
- Tailgating parties
- Reunions
- Ceremonies
- Fundraisers/Parties
- Photo sessions

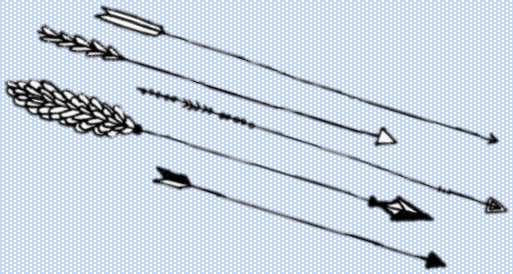
VENUE LAYOUTS

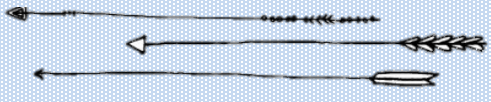
CAPACITY

Must comply with occupancy limit provided by City of Tempe Fire Department; approximately 250

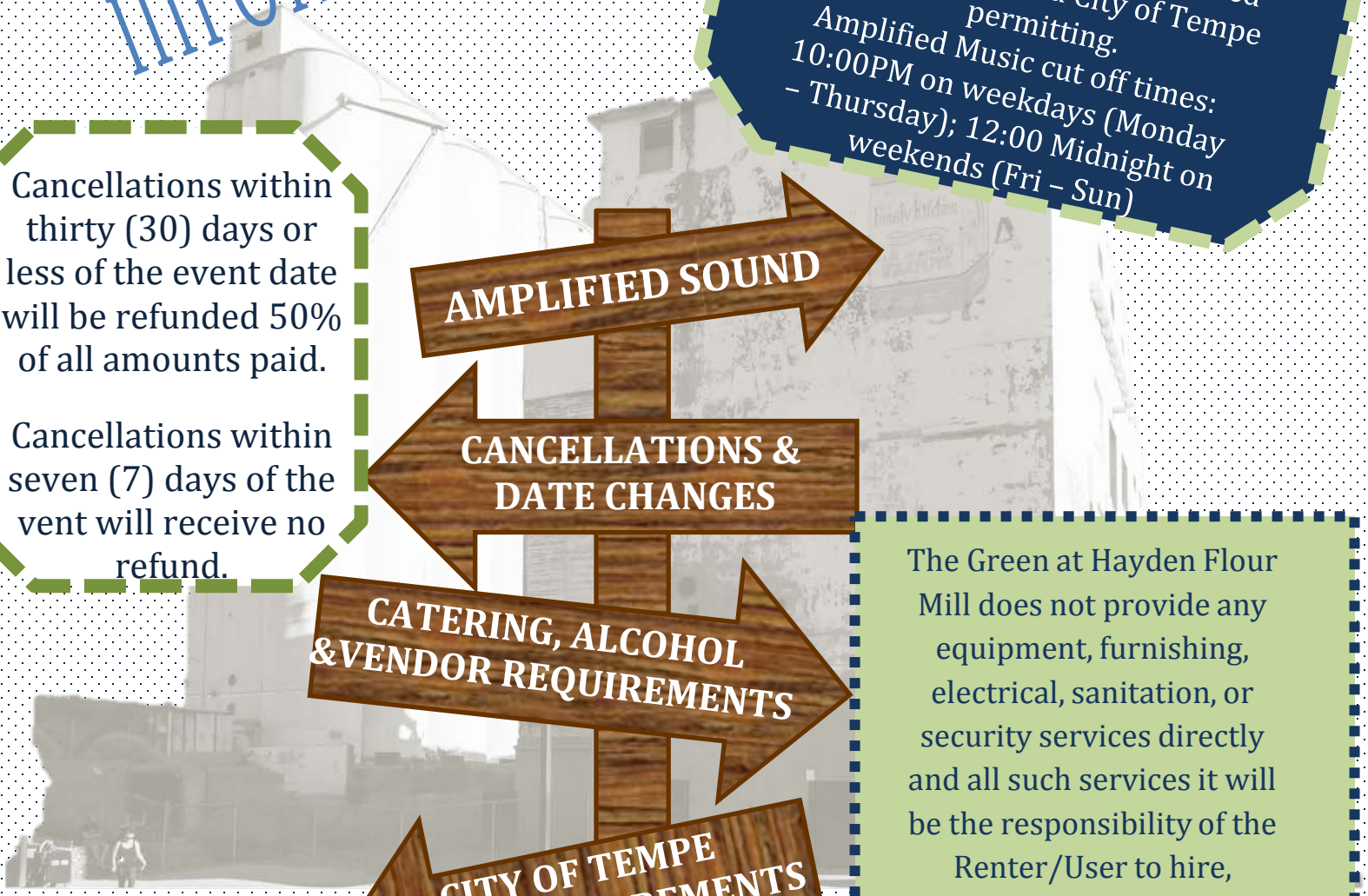
SERVICES/AMENITIES

Alcohol Permitted	Yes; through licensed providers.
Amplified Sound	Amplified sound such as music and public announcements are allowed with a special events permit ONLY (within municipal decibel codes) until 10:00PM weekdays and 12:00 Midnight on weekends
Cancellations	$100 cancellation fee after reservations made; full refund 7 days or more from date; 50% fee for cancellations less than 7 days.
Catering	User is responsible for hiring catering company or providing food.
Cleanup	User or caterer responsible for cleanup
Dance Floor	User provides.
Decorations	User provides decorations; helium balloons (except as ground displays), confetti, and rice are prohibited
Discounts	Prices are non-negotiable; see separate charitable nonprofit fee schedule
Dressing Rooms	None Provided.
Hotel Accommodations	Downtown Tempe hotels available; check for referrals
Insurance	Certificate of Insurance required (see regulations); liquor liability insurance required
Kitchen Facilities	None Provided
Linens, Silverware, etc.	User provides.
Meeting Equipment	User provides.
Music & Bands	Yes, conditioned through Amplified Sound regulations
Outdoor Cooking	None provided; Permit may be required
Outdoor Lighting	Accent string lights included additional lighting will be required by user.
Parking	Paid on-street or nearby private parking lots & garages; advance group rates may be available
Restrooms	None on premise.
Security Deposit	$500 security deposit required; due 30 days prior to event; refundable following venue condition review
Smoking	Smoking is not allowed
Tables & Chairs	User provides.
Venue Hold	7 day hold allowed following venue tour, prior to reservation requirement
Wheelchair Access	Yes
Wireless Connection	None Provided





USEFUL INFORMATION



AMPLIFIED SOUND

The Green allows DJs, bands, and live musicians. Power, staging, lights, and sound must be provided by user. All Users must comply with Mill Avenue District amplified sound codes and City of Tempe permitting.

Amplified Music cut off times: 10:00PM on weekdays (Monday – Thursday); 12:00 Midnight on weekends (Fri – Sun)

CANCELLATIONS & DATE CHANGES

Cancellations within thirty (30) days or less of the event date will be refunded 50% of all amounts paid.

Cancellations within seven (7) days of the vent will receive no refund.

CATERING, ALCOHOL &VENDOR REQUIREMENTS

The Green at Hayden Flour Mill does not provide any equipment, furnishing, electrical, sanitation, or security services directly and all such services it will be the responsibility of the Renter/User to hire, supervise, and make all payments for all vendors.

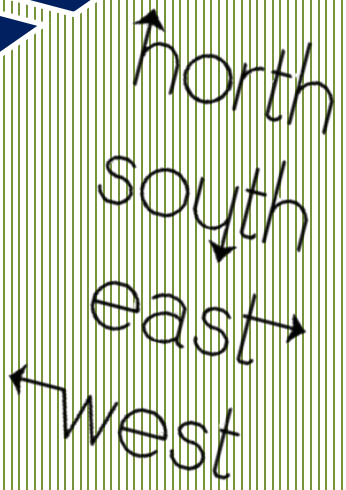
- Each vendor shall be required to provide a Certificate of Insurance listing City of Tempe and Downtown Tempe Community, Inc. as additional insured; in addition, caterers will provide proof of insurance and copies of their liquor license (NOTE: Nonprofit events will be required to provide Special Event Liquor License permits from the State of Arizona

CITY OF TEMPE PERMIT REQUIREMENTS

With guidance from The Green's Event Coordinator, renters may be required to complete a City of Tempe Special Event Permit and pay the associated $35 permit application fee.

FEES & DEPOSITS

Rental fees include usage of the venue for an 8-hour period which includes set-up and tear-down of the event (2 hours pre and 2 hours post event and 4 hours for event program activity), a final pre-event venue walk-through, general layout maps of the site, and an on-site event coordinator during the event. Additional set-up and tear-down hours can be purchased upon request



FEES:	
$500	Charitable Nonprofit Rental Fee
$1,000	Rental Fees for all others
$35	City of Tempe Special Event Permit Fee (if required)
$500	Security & Damage Deposit (refundable after event pending post-event clean-up and damage assessment by the venue) – Due 30 days before event
$65/Hour	Charged per hour for all events lasting more than 8 hours, includes Venue Rental and Event Coordinator staffing
$100	Cancellation Fee charge; full refund until thirty (30) prior to event; cancellations with 21 days until event date will be refunded 50% of all combined fees paid; after 21 days prior to event there will be no refund.
DEPOSITS:	
50%	Deposit on Rental Fee at time of reservation/hold; plus $35 Permit Fee (if applicable)
100%	All Fees and Deposits due 30 days before event

INSURANCE

A Certificate of Insurance from the Renter/User's insurance company naming Downtown Tempe Community, Inc. and City of Tempe as additional insured parties must be provided at least 14-DAYS prior to event, demonstrating public liability coverage for a minimum of $1,000,000 for the day of the event, to be issued at no additional cost to The Venue.

- The agreement executed by the User must contain a provision to indemnify the above named. The User's insurance company shall state that the above parties will be held harmless with respect to any liability arising out of or relating from use of the The Green facilities.
- The insurance listed above is required for all Renter/Users. Such insurance may be available through your homeowner's insurance. If you do not have homeowner's insurance, weddings may acquire them through WedSafe or through traditional insurance companies.

SANITATION

No restrooms are provided on site; port-o-lets are available for rent through licensed providers.

PROHIBITED ACTIVITIES & MATERIALS

The following activities and materials are prohibited by the Venue –

- Prohibited Materials include no confetti, rice, or helium balloons/balloon releases (except air-filled decorative balloons may be used if disposed of properly).

SECURITY

There will be a $500 Security/Damage Deposit required

- The Security/Damage Deposit will be paid 30 days prior to the event date
- This deposit if refundable, pending the Venue's assessment of cleanliness and/or damage made post-event.
- If you are entitled to a refund of this deposit, it will be sent to you within 30 days of the event date.
- Renter/Users are responsible for removing debris and ensuring the general cleanliness of the area surrounding their event.
- Renter/User will not be released from this agreement until this condition has been satisfied.
- Private security and off-duty police are not provided by the venue, but are available through the preferred vendor list or through other certified and licensed vendors

The Green at Hayden Flour Mill
Reservation & Use Form

The following constitutes the entire agreement between the identified parties, for the purpose of the Renter/User securing space for the conduct of the event identified herein, to be used on the dates, times and under the conditions specified in this agreement.

PARTIES:

Venue: Downtown Tempe Community, Inc. (owner/manager of The Green at Hayden Flour Mill)

Renter/User: _____

TERM:

The term of this agreement begins with the signing of this agreement and concludes on the date and time in which the full requirements provided herein have been satisfied and the Renter/User has been released from all further responsibilities to the Venue by the Venue.

USER INFORMATION:

Today's Date: _____

Name: _____

Company/Org: _____

Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ Email: _____

USE DATES:

Event Date: _____

Event Hours: _____ Load-In: _____ Event: _____ Load-Out: _____

Additional Hours: _____ Details: _____

VENUE RULES, POLICIES & REGULATIONS:

The Renter/User identified under "Parties" above is advised of the following and by signing this agreement signifies that they have read, understand, and agree to conform to the following policies and regulations:

VENDORS: DTC, Inc. and Venue will not provide any equipment, furnishing, electrical, sanitation, or security services directly and all such services it will be the responsibility of the Renter/User to hire, supervise, and make all payments for all vendors.

- Renters may use licensed vendors, however, each vendor shall be required to provide a Certificate of Insurance listing City of Tempe and Downtown Tempe Community, Inc. as additional insured; in addition, non-approved caterers will provide proof of insurance and copies of their liquor license (NOTE: Nonprofit events will be required to provide Special Event Liquor License permits from the State of Arizona).

INSURANCE: A certificate of insurance from the Renter/User's insurance company naming Downtown Tempe Community, Inc. and City of Tempe as additional insured parties must be provided at least 14-DAYS prior to event, demonstrating public liability coverage for a minimum of $1,000,000 for the day of the event, to be issued at no additional cost to The Venue.

- The agreement executed by the User must contain a provision to indemnify the above named. The User's insurance

company shall state that the above parties will be held harmless with respect to any liability arising out of or relating from use of the The Green facilities.

- The insurance listed above is required for all Renter/Users. Such insurance may be available through your homeowner's insurance. If you do not have homeowner's insurance, weddings may acquire them through WedSafe or through traditional insurance companies.

PROHITIBITED ACTIVITIES & MATERIALS: The following activities and materials are prohibited by the Venue –

- Prohibited Materials include no confetti, rice, or helium balloons/balloon releases (except air-filled decorative balloons may be used if disposed of properly).

HOURS OF OPERATION & RENTAL FEES: Rental fees include usage of the venue for an 8-hour period which includes set-up and tear-down of the event

- Rental Fees include usage of the venue for 2 hours pre-event, 2 hours post-event, and 4 hours for event program activity
- Additional time may be rented by the hour, at a charge of $65/hour for all additional hours, which covers Venue Rental and Event Coordinator staffing costs.

SPECIAL EVENT PERMIT REQUIREMENT: Some events may be required to file for a City of Tempe Special Event Permit. Your Event Coordinator will advise you if this is required. If your event requires this permit, there will be an additional $35 permit application fee required at the time of Reservation.

LIQUOR LICENSES & LIQUOR LIABILITY REQUIREMENTS:

- Caterers must provide proof of insurance and copies of their liquor license 30 days prior to event date
- Nonprofit events will be required to provide Special Event Liquor License permits from the State of Arizona prior to event
- See additional "Insurance" requirements above.

SECURITY/DAMAGE DEPOSIT: There will be a $500 Security/Damage Deposit required

- The Security/Damage Deposit will be paid 30 days prior to the event date
- This deposit if refundable, pending the Venue's assessment of cleanliness and/or damage made post-event.
- If you are entitled to a refund of this deposit, it will be sent to you within 30 days of the event date.
- Renter/Users are responsible for removing debris and ensuring the general cleanliness of the area surrounding their event.
- Renter/User will not be released from this agreement until this condition has been satisfied.

PARKING & LOAD-IN/OUT VEHICLES: No parking is available on-site at the Venue; all parking is available only in paid on-street or nearby private parking lots and garages.

- Renters/Users may load and unload from the access road located adjacent to the east side of The Green; however, there is no long-term parking allowed there and there is no on-site parking provided.
- Venue may offer Renter/User Advanced Group Parking discount fees at Hayden Ferry Lakeside Parking Garage; however, discounts can be provided only with 30-day advance orders.

CANCELLATIONS: Cancellation may occur anytime with the exception that there will be a $100 Cancellation Fee charged for all cancellations once this Reservation & Use Form has been signed.

- Full refunds will be provided prior to thirty (30) days before the event date.
- Cancellations within thirty (30) days or less of the event date will be refunded 50% of all amounts paid.
- Events cancelled within seven (7) days will receive no refund.

NON-ASSIGNMENT: Renter/User shall not assign or transfer its interest in this Agreement, and shall not include any third party.

RAIN & BAD WEATHER: Events are contracted under a Rain or Shine Condition. Renter/Users agree to be present despite weather conditions.

LAWS/CODES & ORDINANCES: Renter/Users will obey all pertinent codes, laws, ordinances and regulations (including, but not limited to fire, safety, and parking).

CANOPY & TENT REQUIREMENTS: All canopy tents provided by Renter/User must be fire retardant and must be tied down/weighted at all times.

- Canopy tents must be tied down with weights at all times, with a minimum of 40 pounds per pole.
- Event cannot open until weights are securely installed.
- Tents 200sf and greater will require separate City of Tempe Fire permits, which will be the financial responsibility of the Renter/User.

FAILURE TO OBEY RULES & REGULATIONS: Venue is not liable for refunds or any other liabilities whatsoever from Renter/User's failure to obey the rules and regulations or due to any condition of the area in which the Festival is produced, caused by, but not limited to, weather, fire or other calamity, any act of nature, public enemy, strikes, statutes, ordinances of any legal authority or any other cause beyond Venue's control.

ACCESSIBILITY: The Green at Hayden Flour Mill's Venue is fully accessible to persons with disabilities.

- There is limited accessible parking adjacent to the Venue; however, it must be reserved in advance and any cars using it must be displaying required current disabled access license plates or placards
- For other accessible parking, the City of Tempe Municipal Garage at 5th & Forest offers FREE disabled access parking every Day.
- All other lots and garages offer paid disabled access parking.

- On-street accessible parking is free for vehicles displaying required current disabled access license plates or placards

OFFICIAL CONTACT NOTICE:
All notices required pursuant to the terms of this Agreement and all communications for the purpose of coordinating the respective terms of this Agreement shall be through the following designated persons:

Renter/User:
Name: _____ Email: _____
Address: _____ Phone: _____
City/State/Zip: _____ Fax: _____
Cell: _____

Venue Contact:
Name: _____ Email: _____
Address: 310 South Mill Avenue, Suite A-201 Phone: _____
City/State/Zip: Tempe, AZ 85281 Fax: (480) 968-7882
Cell: _____

All terms of this agreement are binding upon the parties named above.
BY SIGNING BELOW,
both parties hereto accept this Rental/User Agreement.

_____ _____
Renter/User Signature Venue Signature
Printed Name: _____ Printed Name: _____
Date: _____ Date _____