



Joann Hetzel Memorial 4-H Building Rental Guide

Location: 3715 E. Bismarck Expressway, Bismarck, ND 58501

Reservations: Call 701-222-6455 to inquire about availability and secure rental space (email requests not accepted).

Reservation Requirements

- Due at time of reservation: signed facility use agreement (see attached example) and \$1,000 security deposit (refundable)
- Due 14 days prior to event:
 - Certificate of liability insurance (\$1,000,000 per person and \$2,000,000 per occurrence) for renter and, if utilizing, for caterer, alcohol establishment and security company
 - Rental fee

Alcohol Service Requirements

- Alcohol must be served by an establishment licensed in Bismarck with the appropriate liquor license.
- A licensed security company is required when alcohol is present (1 security personnel per 150 people).

One-Day Rental Fee (Standard Hours 8am-11pm)

Without Alcohol	\$800	<i>\$1,350 for-profit</i>
With Alcohol	\$1,000	<i>\$1,750 for-profit</i>

Fire Code Occupancy

- Table/Chair Seating = 435
- Seated Only = 830

Building Rules

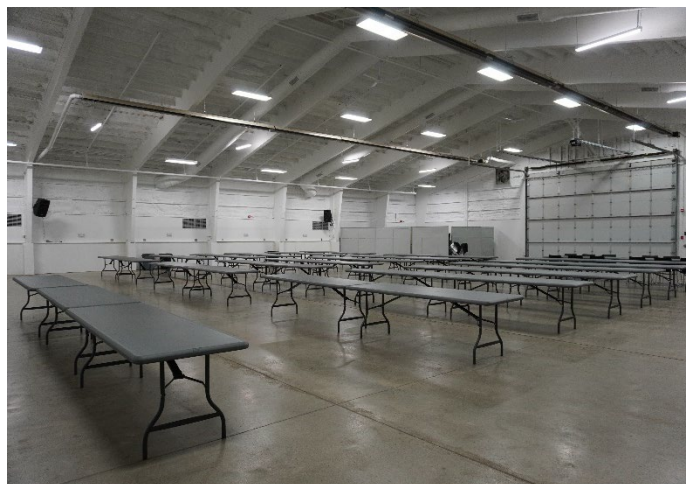
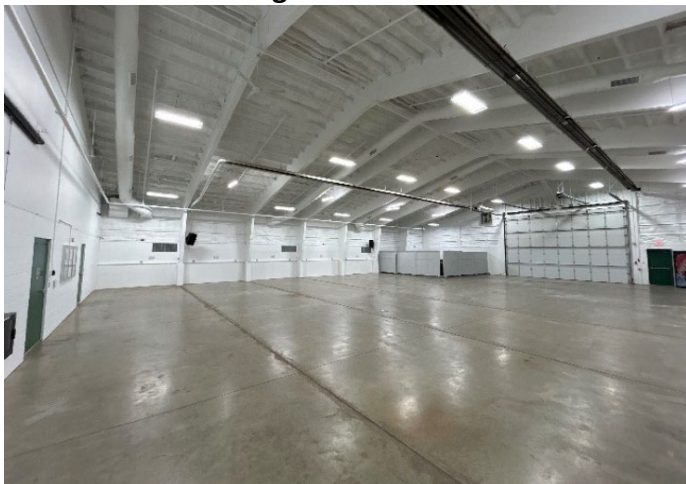
- Smoking is prohibited in the building and within 20 feet of entrances and exits.
- Vehicles are restricted to established roads and parking lots.
- Garage doors must remain closed during event, except for loading and unloading.
- No overnight camping is allowed.
- Signage may not be placed on the property or nearby roads without advance permission.
- Multiple power outlets should be utilized inside the building, rather than using only one bay or outlet.
- Tables and chairs must remain indoors.
- Glass beverage containers are prohibited.
- Candles and fireworks are prohibited.
- Items of any kind may not be suspended from the ceiling, and nails, screws and other anchors are prohibited. Painter's tape and damage-free hanging strips that do not damage walls may be used.
- Helium balloons are prohibited.
- Wax on floors is prohibited.

Building Amenities

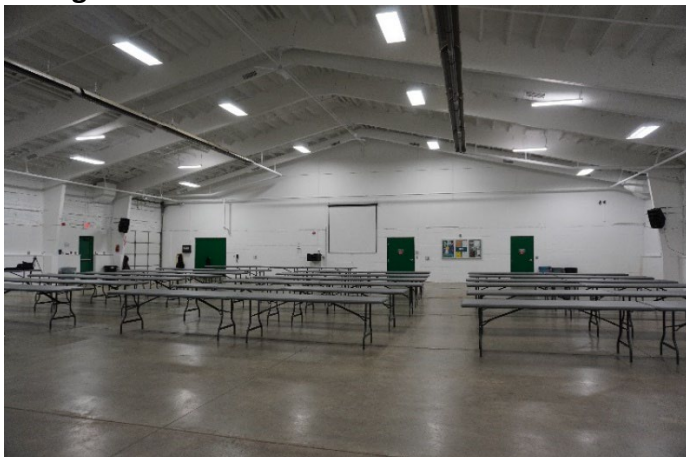
- 80 feet x 86 feet (including storage area approximately 23 feet x 22 feet as outlined on floorplan)
- Heated and air conditioned
- Bathrooms
- One large overhead garage door and two smaller garage doors
- Electricity – eight outlets every 8-foot length of building, one standard and one 50-amp outlet at end of building with overhead garage door (see floorplan)
- Wi-Fi
- Sound system (advance request required) – microphone with four speakers; volume cannot be adjusted nor can any other equipment be connected to the sound system
- Wall-mounted screen (8 feet x 8 feet) (no projector)
- Tables, chairs and dividers – see page 4 for details
- Security cameras
- Outdoor playground
- *There is no kitchen facility available for use.*

Interior Space

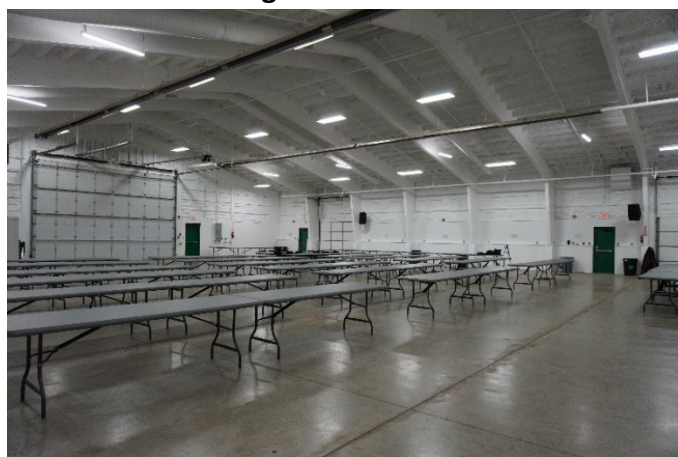
Main Entrance Facing Northeast



Facing Northwest



North Corner Facing South

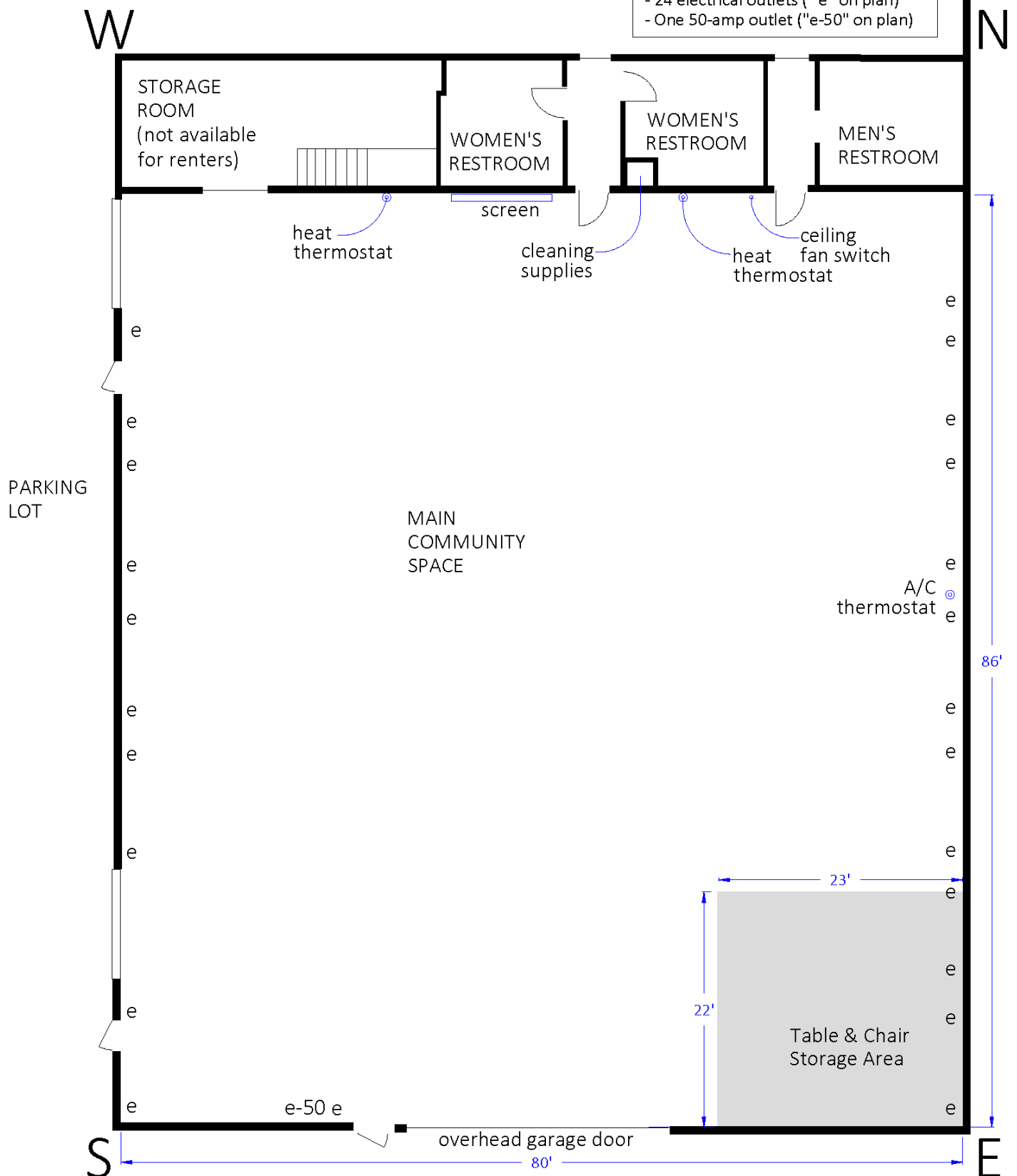


JOANN HETZEL MEMORIAL 4-H BUILDING

Missouri Valley Complex

OVERALL DIMENSIONS
- Main meeting room: 86' X 80'

LIGHTS AND ELECTRICAL
- Fluorescent lights
- 24 electrical outlets ("e" on plan)
- One 50-amp outlet ("e-50" on plan)



Tables, Chairs and Dividers (included in rental fee)

Tables – gray plastic (8-foot = 64, 6-foot = 37)

Chairs – black plastic (435)



Dividers

Gray = 6 (7 feet wide by 6 feet high)



Sand = 4 (13 feet wide by 6 feet high)



Parking

- Parking areas for renters include the paved lot and overflow dirt lot.
- Winter Rentals: Snow removal will occur when accumulation reaches two inches and snowfall has stopped. Additional snow removal will be the renter's responsibility.

