

Mid-America All-Indian Center Facility Regulations

1. Fees quoted are for five hours for the Gallery of Nations, 6 p.m. to 11 p.m. Lessee agrees that at no time will Lessee or Lessee's invitees and/or guests remain in the above designated premises past 12:00 a.m. Lessee is responsible for any additional charges incurred by exceeding specified rental hours and will be assessed additional hourly rental fees of \$200/hr. and security fees of \$20/guard/hour.
2. The Lessee agrees to adhere to all state and local laws related to the sale or possession of alcohol at the Facility, including that the sale or consumption of alcohol by persons under the age of 21 is strictly prohibited anywhere on the premises. If alcohol is being consumed by guests/invitees then the service of alcohol must be through a licensed caterer or bartending service with a valid liquor license on file at Mid-America All-Indian Center along with proof of insurance acceptable to Mid-America All-Indian Center. All alcohol must be in the facility before the start of the event and no more may enter once the event begins.
3. Confirmation of date requires a signed Facility Rental Agreement. A non-refundable down payment equal to 1/4 of rental fees and a refundable damage deposit of \$200.00 is also due. Lessee must remit full payment and completed floor plan 30 days prior to rental date.
4. Mid-America All-Indian Center/City of Wichita has the right to terminate an event with no refund of the rental price if there is a violation of any of the conditions of the Facility Rental Agreement or if Lessee or Lessee's guests/invitees are engaging in illegal or unsafe activities.
5. Lessee shall not assign any of this Facility Rental Agreement or sublet or grant any concession or license to use Facility without the express written permission of Mid-America All-Indian Center.
6. No cooking is allowed inside the MAAIC. All food must be prepared offsite and arrive prepared and ready to serve.
7. All state laws and City of Wichita codes and ordinances will be observed. Lessee shall be solely responsible for any fines or penalties incurred as a result of the violation of said laws and ordinances resulting from Lessee's actions or the actions of Lessee's guests and invitees.
8. Mid-America All-Indian Center is a non-smoking facility. Smoking is only allowed in designated smoking areas.
9. Lessee is responsible for making sure that all set up is in compliance local Fire Code regulations and that it doesn't interfere with the Mid-America All-Indian Center's responsibility to provide a Facility that adheres to the Americans with Disabilities Act (ADA).
10. The use of tape, tacks, pins or nails is prohibited in the Facility and attachments to walls are strictly prohibited. The use of decorations must not deface or damage any part of the Facility.
11. All property of Lessee must be removed upon termination of the lease period. Mid-America All-Indian Center and the City of Wichita are not responsible for property brought to or left in the Facility or on the premises prior to, during or after the event, including the property or personal effects of Lessee's guests or invitees.
12. The use of rice, birdseed, crepe paper, glitter, confetti, flower petals, or the like may not be thrown or used inside buildings or on the grounds. Helium balloons are not allowed in the Gallery of Nations.
13. No open flames are allowed in the Facility and only candles enclosed in containers may be used by Lessee.
14. It is the Lessee's responsibility to make sure that all guests, vendors or other invitees adhere to Mid-America All-Indian Center Facility Regulations and policies.
15. Clean up is the responsibility of the Lessee and consists of removing all items brought into the facility, including decorations and rental equipment, as well as the removal of all trash. Mid-America All-Indian Center will provide the use of trash cans and liners. Normal sweeping of the facility as well as the cleaning of restrooms will be the responsibility of Mid-America All-Indian Center.
16. Lessee is specifically prohibited from charging admission at the door for use of the Facility and admission to rental events at Mid-America All-Indian Center is by invitation only.

The Lessee acknowledges and understands the rental procedures and Mid-America All-Indian Center Facility Regulations as stated in the Facility Rental Agreement and agrees to all policies put forth by Mid-America All-Indian Center/City of Wichita.

Date: _____