



The Halle Cultural Arts Center Rental Procedures

Event Check-In:

- Upon arrival, please check in with the front desk staff. The person checking in must be the person whose name is on the rental contract. Check in is required to initiate the rental.
- You **WILL NOT** be allowed into the rented room(s) earlier than your contracted time. Please account for needed setup/cleanup time when creating your rental. If this is violated, charges will be taken from deposit.
- Any needed changes must be made at least 7 days prior to rental date. Modifications to the contract cannot occur at time of rental. Table and chairs requests must be made 7 days prior to rental date.
- Any personal items brought into the facility are the rental party's responsibility. No outside furnishings (tables, chairs, stages, etc.) are permitted.
- No rice, birdseed, glitter, colored powder, incense, bubble/fog/smoke machines, helium balloons and other items that 'float' to the ceiling, inflatable rides/games are permitted inside or outside the facility.
- The rental should be held in the rented room, not in the hallway (unless rented with Downstairs Package) and children should be supervised at all times.
- Only The Halle's qualified staff is allowed inside of the Sound and Light Booth.
- Communicate with the Front Desk staff for all questions or concerns.

Event Breakdown:

- Staff will provide the rental party with cleaning supplies/vacuum/broom upon request. All clean up must be completed within the contracted rental hours.
- Tables/chairs must be properly cleaned and any coverings removed.
- Empty all trash cans and re-line with bags provided. Trash needs to be deposited into the outside trash bins located in the loading zone behind this building.
- All personal items brought into the facility must be removed during rental hours.
- All persons must exit and clean up the room by the end of the rental agreement time. If this fails to happen, charges will be taken from deposit.
- Please note, there may be a rental following yours, so time frames are strict and important.
- Upon departure, please check out with the front desk staff, ensuring you sign the check out form before leaving.
- Following these procedures ensures your deposit is refunded in full.