



## ***Conference Rental Guidelines***

**Please sign and date and return along with your signed *Agreement for Use* and payment.**

### **General Information**

A site visit will be arranged with a **Hill Center** Special Events Event staff member to go over the details at least 10 business days prior to the event date. A Special Event Staff member will be onsite during your event.

Setup and teardown time is included in your rental block; extra time may be purchased at an hourly rate.

**Hill Center** is a smoke free venue both inside and outside the building.

Please respect our residential neighbors when delivering and picking up items for your event and during the event itself.

Wi-Fi is available free of charge. Wi-Fi signal: OldNavalHospital-Welcome!  
Wi-Fi Password: 921921921 **Hill Center** Rental Computer Password: lab123

### **Insurance**

**Hill Center** must be listed as an additional insured party on the host's general liability insurance policy for the duration of the event. (See Agreement for Use for additional information.) – Not required for some events.

### **Parking and Deliveries**

No parking is allowed on the **Hill Center** West Plaza without prior arrangement. KEYS MUST BE LEFT AT THE FRONT DESK FOR ALL CARS PARKED ON THE PROPERTY.

**HILL CENTER ACCEPTS NO LIABILITY FOR VEHICLES PARKED ON THE PROPERTY.**

Deliveries must be scheduled with your Special Events staff member. This includes deliveries by Hosts as well as outside vendors.

Delivery vehicles may park for up to 15 minutes on the West Plaza. Delivery staff must check in at the reception desk. Please inform vendors that check-in is required and give them the name of your meeting room.

Deliveries and removal must not cause undo wear and tear to **Hill Center** including, but not limited to, scraping and discoloring of walls or damage to entrances and wood floors.

## **Trash Removal and Cleanup**

Hosts must clean up after the event and restore the building to its pre-event condition. Trash should be placed in receptacles at the end of the event.

Hosts are responsible for clean up after meals and breaks.

## **Equipment**

*Hill Center* has additional tables, chairs and linens available for a nominal fee.

Audiovisual equipment is available for an additional cost. Please contact a Hill Center Special Events staff member for the attached price list.

Should you require outside vendors, please use our list of Approved Vendors.

## **Food and Beverage**

The building has a catering kitchen that may be available for your event. No Host may use the kitchen for preparation of their own food; however, prepared food may be brought in. Please discuss this with your Special Events staff member.

*Hill Center* has an extensive wine and beer list at all price points. Purchase your beer and wine from *Hill Center* to save our \$200 corkage fee.

Coffee/beverage service may be purchased from *Hill Center* for an additional fee. (*Hill Center* staff will handle clean up and disposal for our beverage service.)

Plastic must be used to cover wood floors behind beverage service tables. Gaff tape (not duct or masking tape) must be used to secure the plastic.

As a courtesy, *Hill Center* permits service of red wines and juices. However, a fee will be assessed for any staining that occurs during the rental period.

## **Noise Levels, Music, and Entertainment**

Hosts and vendors agree to ensure that noise levels do not disrupt the neighborhood and to lower amplified sound and outdoor noise as needed and whenever directed by *Hill Center* staff. Loudspeakers must be aimed away from windows and outside building walls.

Windows must remain closed at all times.

## **Decorations**

Please set up and take down your decorations during the time allotted and return *Hill Center* to its pre-event condition.

No tacks or nails are allowed anywhere. Please do not tape or tie anything to any surfaces.

Only LED candles in candle holders are allowed.

Please do not throw confetti, rice, flower petals, or birdseed.

**Tenting**

You are welcome to use tents in the garden area but placement must be approved by the Special Events Director. Please care for our beautiful landscaping when placing items outdoors.

Pop-up tents to a maximum size of 10 X 10 feet are permitted. Sandbags must be used to secure tents.

Larger tents must be professionally installed, secured, and removed by *Hill Center's* approved vendor.

**Parking**

All events that expect more than 30 cars must contract with our approved valet parking vendor. Please see the Approved Vendors list.

**Cancellation Policy**

Hosts may cancel or reschedule a date by notifying *Hill Center*. All cancellations must be in writing. The cancellation rates are:

No charge for cancellation with at least sixty (60) days notice in advance of the event.

25% of the rental fee for cancellations with more than thirty (30) but less than sixty (60) days notice in advance of the event.

50% of the rental fee for cancellations made more than seven (7) but less than thirty (30) days in advance of the event.

100% of the rental fee for cancellations made seven (7) or less days prior to the event and forfeiture of the damage deposit.

**Acceptance of Terms**

I/We agree to follow *Hill Center's* Guidelines for our event to be held on \_\_\_\_\_.  
(date)

Host's Representative:

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signing on Behalf of (Name of Organization)