

PRIVATE RENTAL RATES Effective January 1, 2019

VENUE

Entire Plaza with Arthur Street:

\$1,280 first two hours AND
 \$480 each additional hour

Fireside: Berkshire (B), Caxton (C) or Intermountain Gas (D)

\$200 for first two hours (B or C)
 \$300 for first two hours (D) AND
 \$75 each additional hour

LABOR

Two (2) Staff Members are required at \$30.00 each per hour (2) hour minimum for each event

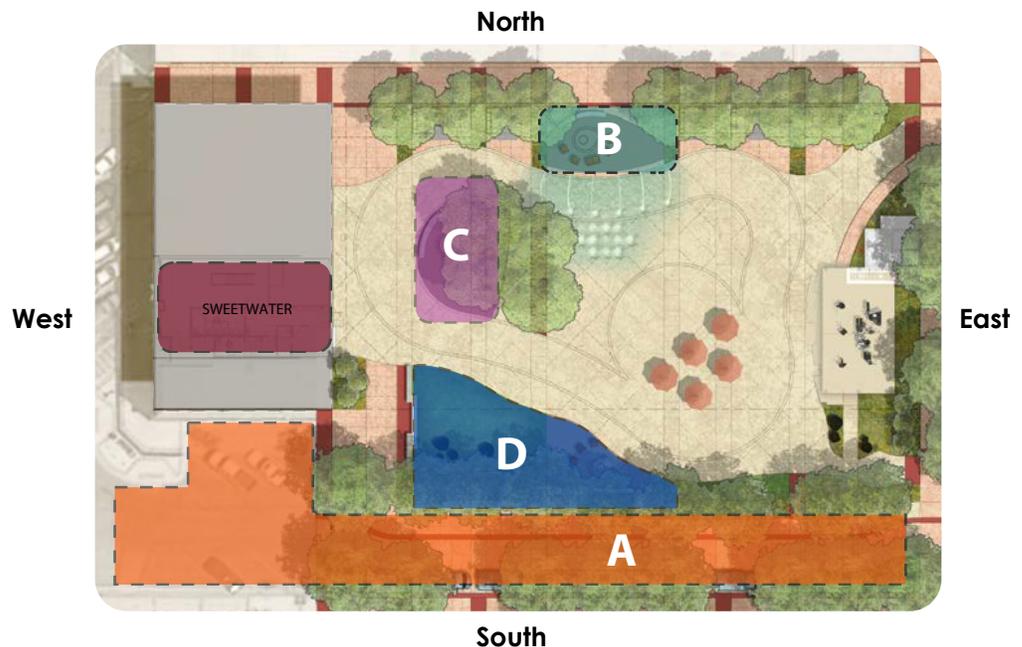
Additional staff may be added as seen fit by Indian Creek Plaza depending on the size of the event. Indian Creek Plaza staff is required at all events to ensure cleanliness and safety of the grounds.

Entire Plaza Rental includes the use of the stage and one microphone, distributed sound system, and fencing (fencing is included but optional). This does not include bar use, projection use, sound technician and additional equipment, including but not limited to: tables, chairs, tents, etc. Once confirmed, events held at Indian Creek Plaza will be listed on the website calendar.

***All fees include tax**

Map Key

- (A) Arthur Street
- (B) Berkshire
- (C) Caxton
- (D) Intermountain Gas



NOTE:

- During ice rink operation, the entire Plaza is not available for rent.
- Sections B, C, D cannot be rented together, with the exception of renting the entire Plaza.
- The public interactive fountains, restrooms, Arthur Street, sidewalks, street corners, alleyway and area immediately in front of businesses neighboring Indian Creek Plaza are not available for rent.

PRIVATE EVENT RENTAL POLICIES

1. Indian Creek Plaza will set-up and tear down all Indian Creek Plaza tents, tables, chairs, and other ICP equipment for your event. Renter is responsible for general Plaza housekeeping and trash collection. Indian Creek Plaza is responsible for the coordination of all trash removal.
2. Renters may set-up their own equipment, decorations and sound equipment.
 - a. Set-up and tear down needs are the responsibility of the renter.
3. **Events that charge an admission fee will be considered a private rental.**
4. Cut off times for Indian Creek Plaza vary. All events shall comply with the City of Caldwell noise ordinances and Indian Creek Plaza schedule. Please contact a staff member for more information.
5. Beer and wine is available for sale at the Plaza if coordinated in advance. All alcohol distributed must be through Indian Creek Plaza and no outside alcoholic beverages are to be brought onto the Plaza by the rental party or caterer without prior approval. Orders must be received at least thirty (30) days in advance.
6. Indian Creek Plaza will work with any caterer, DJ, limo service, florist, equipment rental company, etc. the renter chooses. Indian Creek Plaza staff can also provide renter with a list of preferred partners upon request. These responsibilities are the sole responsibility of the renter. **Renter must also communicate these arrangements and deliveries to Indian Creek Plaza staff.**
7. A non-refundable 50% deposit of the Plaza rental rate is required to reserve your date. The remaining balance (including any additional charges added on the day of the event) will be billed immediately following the event with full payment due to Indian Creek Plaza thirty (30) days after receipt of invoice.
 - a. We accept check, money order, Visa, MasterCard, American Express and Discover.
 - b. Cancellations or date changes to your event date must be submitted ninety (90) days in advance to receive a partial refund for payments in full. Cancellations or date changed received 60-89 days in advance for payments in full will be given 50% of partial payment back. Cancellations thereafter are non-refundable.
The rental deposit is non-refundable in all cases. Deposit can be applied to a future date during the same calendar year.
 - c. There are no refunds if inclement weather occurs on the day of your event. Indian Creek Plaza will work with renters on a contingency plan prior to event. Renters are responsible for renting tents or shelter in advance to use if needed.
8. Date changes are not guaranteed and are subject to availability.
9. Proof of liability insurance is required for all event rentals, with coverage of at least \$1,000,000 for the day of the event, with Indian Creek Plaza / Destination Caldwell as an additional insured. The certificate must be provided to the venue no later than thirty (30) days prior to your event. Renter's insurance companies shall state Indian Creek Plaza / Destination Caldwell will be held harmless with respect to any liability arising out of or relating from use of Indian Creek Plaza. To obtain this insurance, we recommend contacting your insurance company. If that is not an option, we recommend obtaining the insurance through companies such as www.theeventhelper.com or www.wedsafe.com.
 - a. Any damage caused to Indian Creek Plaza grounds and/or equipment during the event will be billed to the renter and/or insurance policy holder.
10. Bird seed, confetti, rice, glitter, and loose artificial flower petals are not allowed in any area of the Plaza.
11. Lit candles are allowed only upon written approval by Indian Creek Plaza.
12. Indian Creek Plaza will try to accommodate rentals as the sole renters of the premises. As a public venue, Indian Creek Plaza cannot guarantee the exclusivity of any rental event. Indian Creek Plaza will not be held liable for distractions or disturbances. Additional fencing is recommended.
13. The interactive fountains are a public space and they will remain on during all events. Both the fountains and/or sound/music may be turned off in specific cases with approval from Indian Creek Plaza.

All rates, regulations and rules are subject to change without notice.