

FACILITY USE AGREEMENT

**ALL EVENTS MUST BE APPROVED BY THE HELENA REGIONAL AIRPORT AUTHORITY DIRECTOR
 NO GUN SHOWS OR POLITICAL EVENTS ALLOWED**

Event:	Date:
Event Hours:	Sponsors:
Host Name:	Host phone:
Host Email:	
Secondary Contact:	Relation to Host & Cell:
Billing Address:	Number Attending:
Bar (Yes/No) Type:	Bar Notes:
Other Entertainment Information:	

FEES:

	The Big Room Rental (7200 Square Feet) \$800.00 base fee per day: includes rental of tables/chairs/linens/china/silverware/glassware set up for up to 180 people; \$3.00 per person fee applies above that for rental of tables, chairs, glassware, plates and silverware. Please specify quantities needed of the following included items:
	Setup of tables (up to 22 60" large round & buffet) ROUND TABLES Set-up of chairs (typically 8/table): ____ Lectern: ____ Coat rack/s: ____ . The fee also includes basic normal cleanup after the event. All attached decorations must be approved by Smokejumper staff and Helena Regional Airport Authority before the event and removed within the time agreed on. Excessive damage to the building interior (including staining of carpet), exterior, or furnishings repairs will be assessed a charge.
	Security/Building Fee May Be Incurred @ \$20 per hour, Depending on event after 5:00 PM Monday - Friday or on weekends; estimated number of hours for airport staff: _____ (final invoice will reflect actual.)
	Food served on premises. All events are required to use Smokejumper Catering.
	Bar Setup Request: \$100.00 - <i>Includes 1 Bartender for up to 100 people. Additional bartender fee for second bartender based on \$15.00 per hour. Hours requested for second bartender: _____</i>
	Dance floor: \$700.00 - (\$75.00) damage deposit required Sizes: 15’x15’ ___ 18’x18’ ___ 18’x24’ ___
	Audio services: INC. - (\$50.00) damage deposit may be required. Basic setup mic & stereo PA. (Must provide own Sound Eng.)
	Any other as agreed (specify):
	SUBTOTAL
	BALANCE DUE:

DEPOSITS

	Confirmation Deposit \$200.00: This deposit reserves the building. <i>THIS DEPOSIT IS <u>NON REFUNDABLE</u>, PERIOD</i> (please initial and date): _____
	Damage/Cleaning Deposit Building \$100.00: This deposit serves to cover any damage or cleaning above and beyond what is considered NORMAL cleaning and is refundable at the discretion of the Smokejumper and Helena Airport staff within 30 days after your event. All decorations must be approved by Smokejumper and Helena Regional Airport staff. Deposit must be paid at signing of contract. No glitter, glitter balloons, confetti, or rice is allowed. Special arrangements may be made for <i>contained</i> candles, but city fire regulations and our insurance policy <i>prohibit open flames above a rim -- NO EXCEPTIONS</i> . I understand and agree to these restrictions and the below liability terms (please initial and date): _____
	Damage/Cleaning Deposit Dance floor \$75.00: I understand and agree to these restrictions and the below liability terms (please initial and date): _____
	Damage/Cleaning Deposit Audio System \$50.00: I understand and agree to these restrictions and the below liability terms (please initial and date): _____

GENERAL LIABILITY; LIQUOR LIABILITY:

You will indemnify and hold harmless the Smokejumper Station and the Helena Regional Airport Authority for any and all loss and/or damage to the building, grounds and equipment which is the subject of this facility use agreement. You also agree that you will indemnify and hold harmless the Smokejumper Station and the Helena Regional Airport for personal injury or property damage sustained by your guests or invitees while on or otherwise utilizing Helena Regional Airport property, including grounds, furnishings and equipment.

If alcohol is sold, state law requires it be managed by a licensed entity, and we require you use Smokejumper Station as your alcohol caterer but in any case you, the event sponsor, must strictly enforce drinking ages. You agree you will indemnify and hold harmless the Smokejumper Station and the Helena Regional Airport for any claims brought by any party against the Smokejumper Station or the Helena Regional Airport Authority related to the consumption or provision of any and all alcoholic beverages brought onto premises during your event. You shall, in this regard, comply with all laws and regulations pertaining to the serving of alcohol and shall indemnify and hold harmless the Smokejumper Station and the Helena Regional Airport Authority for injuries or other losses sustained by any third party related to the serving of alcohol on the Helena Regional Airport premises.

I understand and agree to these restrictions and these liability terms (please initial and date): _____

PLEASE NOTE:

The Smokejumper Station and Helena Regional Airport Authority businesses office is normally open 9am until 5pm Monday through Friday. All decorating and event preparation should be done during normal business hours. If the building is open at any other time (including the event) the fee is \$20.00 per hour may be incurred to cover the cost of Smokejumper Station or Helena Regional Airport staff, etc. The facility use rules are part of this contract and incorporated by reference. Please remember the Helena Regional Airport staff work for the Helena Regional Airport and cannot serve as bartenders, runners, or catering help.

I HAVE READ AND AGREE TO ALL TERMS LISTED IN THIS AGREEMENT.

Signature: _____ Date: _____

Smokejumper Signature: _____ Date: _____

Director's Signature: _____ Date: _____

DAMAGE/CLEANING DEPOSIT(S) DATE IF RETURNED: _____



Notes for Event Sponsors

Welcome to the Helena Regional Airport Convention Room, know as the “Big Room”. This 7200 square foot convention facility is located on the second floor of the Helena Regional Airport with stunning views of the Sleeping Giant and airport runways.

Facility use and general notes:

Our basic use fee is \$800 per day (a non-profit organization discount is available). Some events may require a security charge for additional staffing, which is to be worked out at the time the agreement is entered into. Tables and chairs are included in the basic use fee for up to 180 people (round tables, price may vary if tables must be rented). A nonrefundable \$200 confirmation deposit, other deposits, and the completed form reserve the Convention Room for your use.

Capacity depends on layout:

Normal capacity is up to about 350 people seated or 500 without tables. Please do not block the marked fire exit doors. A path to and from the Airport Administration Office will also need to be kept clear for airport business. Please also be sure you've made arrangements for a basic cleanup after the event; all trash and garbage not covered by catering services must be placed in receptacles and removed from premises. Dumpsters are located in the short term parking lot. You will be assessed an extra clean-up fee if this is not done. It's also very important that you give us a basic schedule of when you or band, sound engineer, hosts etc. need access.

Parking:

All event participants must park in long term parking at the Helena Regional Airport. The daily parking fees will be paid by each attendee and are not included in the room use fee. If the number of guests exceed 200 people or if the event coincides with a busy travel period where the long term parking lot may be full the Helena Regional Airport Authority may require use of an overflow parking lot or require a shuttle service as the expense of the event hosts.

Decorations:

All decorations must be approved in advance by Smokejumper Station and Helena Regional Airport staffs; nothing may be nailed or permanently affixed to walls. All candles must be contained per fire regulations and approved by the Smokejumper Station and Helena Regional Airport Authority Director before use. Special cleaning charges may apply for excess or ground-in food spillages, wine spills, or unusual discolorations. If you have questions, please ask. Loose decoration pieces, cups, etc. also need to be removed so we can vacuum, or charges may apply.

Thanks for using Smokejumper Station and the Helena Regional Airport for your event, it's a great place. Let us know if we can answer any further questions, and we hope you have an outstanding event!

Loading & Unloading:

Please honor the parking guidelines listed above. Vehicles may park in the short term lot for loading and unloading. Once loading is done, vehicles must be moved from all short term parking areas before any event. Special request for short term parking use for Guest of Honor, dignitaries, and other VIP's must be approved in writing by the Helena Regional Airport Director. Outside of brief loading, the short term parking lot must be reserved for use related to air travel and misuse is subject to enforcement by the Helena Regional Airport and City of Helena.