

**Midland Center for the Arts & Heritage Park**  
**Rental Information**

- **RATE EXPLANATION**
  - Tax-Exempt rates are only available to Non-Profit Organizations with tax exempt status and who can provide a copy of the Organization's IRS Determination Letter.
  - Preferred Commercial rates are reserved for companies, organizations, or individuals who have been doing rental business with the Midland Center for the Arts for ten years or more.
  - Commercial rates will be applied to companies, organizations, or individuals who do not fall under the previous two categories.
- **HOURS OF OPERATION**
  - All rates listed apply to the hours between 9:00am and 11:00pm. Hours rented outside of those times will be charged back to the renter at one and a half times the normal rental rate.
  - Some of our facilities have restricted hours at different times of the year. If a renter wishes to rent outside of restricted hours and times, permission must be received and additional charges may apply.
- **MINIMUM HOURS**
  - The Auditorium and Little Theatre must be rented for a minimum of three hours per day.
  - All other facilities must be rented for a minimum of two hours per day.
- **BOOKING, CONTRACTING, AND BILLING**
  - Once a renter has decided to rent a space, they must notify, either verbally or in writing the Rental Manager, or another approved MCFTA employee. Bookings may be accepted late, but at least one month notice is appreciated.
  - Upon notification, the contract for the rental will be drafted and mailed to the renter. This contract will require a signature and a deposit, due by the date specified on the contract.
  - After the event is complete, a final bill, less the deposit paid, will be mailed to the renter. The renter will have 30 days to pay this bill before incurring late charges.
- **ALCOHOL POLICY**
  - Alcohol must be complimentary and cannot be sold on premise unless a temporary liquor license is received from the Michigan Liquor Control Commission. Sale of alcohol includes events where alcohol is given to guests who have purchased a ticket for the event.
  - Keg beer is not permitted on premise.
  - A certificate of Host Liquor Liability Insurance for \$300,000 per occurrence must be provided to the MCFTA.
  - Servers of alcohol must be trained and certified in programs such as "Techniques for Alcohol Management."
- **FURNITURE, ETC.**
  - Each room comes with a designated set of furniture, which will be set up by the MCFTA per the renter's specifications. Additional furniture requested by the renter will be available at an additional charge.
  - AV Equipment is also available at an additional charge, and must be requested at least two weeks in advance.
  - Renters are responsible for securing their own linens from an outside vendor.