



*Event Rental Procedures: Client Checklist*

- Step One: Application completed and returned to MOHAI with Security/Damage Deposit**
  - \*Complete the application with as much detail as possible: a/v equipment, catering, etc...
  - \*\$250 Security/Damage deposit is *in addition to* the event fees and is required to reserve your date
  - \*Barring any additional charges, the Security/Damage deposit is fully refundable 45 days after event
  
- Step Two: MOHAI will mail you a Facility Licensing Agreement**
  - \*Expect to receive this document at least 3 and no more than 6 months before your event
  - \*Check for accuracy and contact us as TBD items are finalized
  
- Step Three: Sign and return the Agreement**
  - \*Please sign and return within two weeks of receipt.
  - \*Be sure to read and retain the Terms and Conditions for use
  
- Step Four: Submit additional documents as required**
  - Proof of Liability Insurance (see Terms and Conditions for specific requirements).
  - 501(c)3 documentation (if applicable)
  - Catering information, including contact details (if applicable)
  
- Step Five: Pay event fees**
  - \*Due 3 weeks prior to event
  - \*Fees are in addition to your security/damage deposit
  - \*Submit with the invoice that was included in your licensing agreement.
  
- Step Six: Meet with your event coordinator to finalize set-up, schedule, timing, etc.**
  - \*No later than 1 week prior to event.
  - \*In-person meetings are preferable, but in special cases telephone conversations may be sufficient.
  
- Step Seven: Obtain and display appropriate documents if there will be alcohol at your event**
  - \*A Banquet Permit is required if you are serving alcohol free of charge (open bar)
  - \*A Banquet/Liquor License is required if you are selling alcohol (cash bar)
  - \*A copy may be submitted to the Events Office in advance
  - \*A copy **MUST** be displayed at your event