



RESERVATION RULES AND REGULATIONS

1. The following decorations are specifically discouraged at The Dumke Arts Plaza:
 - Paper confetti (static and cannons)
 - Glitter (of any kind)
 - Giveaways that create waste. Examples include, but are not limited to:
 - Stickers or temporary tattoos
 - Candy with discarded wrappers
 - Popsicles or Otterpops
 - Burning objects (including candles)
 - Helium balloons (mylar or latex)
 - Rice and bird seed throw
 - Streamers or poppers
2. The following decorations are PROHIBITED at The Dumke Arts Plaza:
 - Sidewalk chalk
 - Water balloons
 - Mylar confetti
 - Spray paint
 - Liquid paint
 - Release of helium balloons
 - Additional restrictions may be added
3. All decorations and equipment must be delivered and set up on the same day as the event, and removed at the conclusion of the event unless other arrangements are approved by the Venue Coordinator. The Dumke Arts Plaza reserves the right to bill the sponsoring party for removal of any left items and does not claim responsibility for items left behind. Please inform your vendors that all pickups and deliveries of goods must be coordinated on the same day as the event.
4. Lessee is responsible for cost and arrangement for renting equipment needed for the event. The Dumke Arts Plaza has a limited number of additional tables and chairs for rent/use with permission from the Venue Coordinator.
5. No furniture or decorative objects belonging to and positioned inside The Dumke Arts Plaza may be moved from their respective positions without the permission of the venue staff. Rentable tables and chairs excluded.
6. Road Closure equipment may be used at no additional charge to lessee if available on-site. Lessee coordinates placement for the event and must return the equipment to an organized state before the end of rental.
7. Nothing may be nailed, tacked, hung, stapled or affixed in any way to the facility, inside or out, except in designated spots. No staking into the ground.
8. Only BLUE PAINTER'S TAPE will be permitted for hanging signs on surfaces (including the inside walls, Light/misting poles, benches, and railing).
9. Canopies are not permitted within the Dumke Arts Plaza, but may be set up on Ogden Ave. as part of a Special Event Permit. All vendors that use canopies are **REQUIRED TO WEIGHT EVERY LEG** of your canopy. This is very

important for the safety of our guests! Water/Sand fillable containers, sandbags, canopy weights can be used. Weights must be **25lbs each** and clearly marked to avoid tripping hazard.

- Canopies cannot be 'tied' to poles or fencing.
- No staking into the ground is permitted.
- No weights will be provided.
- Canopies without weights will be required to be taken down.

10. Extra green garbage cans be requested as part of the Special Event process. Event Staff will help move green cans to appropriate location for tipping/removal.
11. Lessee is responsible for picking up all rubbish and decorations at completion of event. Lessee is responsible for all trash/rubbish created by vendors and shall arrange for cleanup and disposal (this includes cups, napkins, plates, forks, etc.). Please make sure that all trash and small rubbish is swept up and disposed of properly. Please make sure all large boxes are broken down and placed in dumpster.
12. Reserved parking may be requested as part of the rental (on-street parking is located on 25th street and Ogden Ave.). Please contact your coordinator a minimum of 2 weeks prior to your event to arrange for reserved parking signs. Lessee will need to provide barricades and post signs 24 hours before towing begins.
13. Power and electricity is not guaranteed in all parts of The Dumke Arts Plaza. The outdoor power plugs are unpredictable due to misuse and weather conditions. Request for access should be communicated before event. Many circuits are 10amps. Please bring 100ft. heavy duty extension cords and/or generators for back up.
14. See also Vendor Rules and Regulations.
15. The Lessee can determine rules for guests for each event. Frequently asked questions include:
 - What time does the event start?
 - What time does the headliner start?
 - Are pets permitted?
 - Will food/drink be available?
 - Can I bring my own food/drink? (consider exemptions for food allergies, etc.)
 - Are chairs/blankets allowed?
 - Where do I sign up as a vendor?
 - Information about tickets, if applicable.