



Downtown Mansfield Inc.
Brickyard Rules for Use
(Updated October 31, 2016)



The purpose of The Brickyard Stage is to satisfy the activity, social and meeting spaces needs of the MidOhio community. Rules for use become necessary to assure fair usage and to provide the maximum effective use for the greatest number of people possible.

Individuals or organizations conducting events at The Brickyard Stage must be in compliance with all local, state and federal laws, uphold standards of reasonable behavior and agree to the following rules and regulations as described herein.

Use of The Brickyard Stage, by individuals or organizations, hereinafter (Lessee) not affiliated with Downtown Mansfield, Inc., hereinafter (DMI) will be accepted on a first come, first serve basis, and shall not have priority over, nor in anyway conflict with DMI activities.

Site Management Service: A minimum service fee of \$250 will be payable to DMI, with a minimum 50% deposit, due upon the date in which a mutually accepted Agreement is signed by Lessee and the remainder due on the date of the scheduled activity. Site management service includes day of event DMI representative, who will be on site through the duration of the event and will assist Lessee with reasonable setup and tear down assistance, including access to 128 North Main Street storage as required. Lessee will also be provided with guest support materials as requested, including local event calendars and current DMI Shop and Park Map.

Rental Requirement: Rental agreements will only be issued to individuals 21 years of age or older and must be on site throughout the course of the event. A two hour minimum rental is required. A rental fee of \$250 per hour will be assessed to Lessee to cover DMI costs associated with Lessee's event, including reasonable electric usage and public event liability insurance. Lessee will be granted access to The Brickyard Stage one hour prior to event start time at no additional charge. Lessee will be provided with one hour of event tear down time at no charge and will be assessed a rate of \$50 per hour thereafter. Fundraising based events, and or ticketed, admission based events, may be assessed additional fees as mutually agreed upon by Lessee and DMI.

Parking: Rental Agreement will include designated day of event parking to Lessee and its agents. Guests of Lessee's event should be directed by Lessee to public parking areas, including limited adjacent Brickyard public parking, Mansfield Municipal Lots, located at Fourth and Main Street and Third and Diamond Street and metered on street parking, which is free on weekends and after 4pm on weekdays. Guests with accessibility needs, should be directed by Lessee to enter Brickyard at Accommodation Alley and park in DMI designated spaces.

Loading and Storage: Lessee should plan to enter Brickyard at Accommodation Alley to unload and load all materials necessary for event. Lessee may store event items 24 hours prior to the event at no additional cost. Secure storage is located at DMI HQ, 128 North Main Street, DMI does not recommend and is not liable for any items stored outside of 128 North Main prior to event day. DMI site management should be contacted by Lessee to arrange for pre event storage, DMI site management is not responsible for the loading or unloading of Lessee's materials, and Lessee should plan accordingly.

Post Event Cleanup: DMI agrees to provide Lessee with a fully functioning and well-kept venue. Lessee is responsible for restoring the venue to its pre event state. Lessee will remove any and all debris, not placed into available trash receptacles. If additional trash and smoking receptacles are needed, DMI will provide Lessee with a list of approved Brickyard service providers. Lessee is responsible for the arrangement and expense related to any and all additional service providers as contracted by Lessee. Lessee should schedule infrastructure delivery and pickup during normal business hours, to be coordinated with DMI site management. Delivery or pickup occurring beyond normal business hours will result in an additional fee of \$25 per hour, at the minimum of one hour.

Refreshments: DMI is currently able to provide Lessee with limited alcoholic and nonalcoholic beverage sales. If Lessee is seeking to conduct sales at The Brickyard Stage, Lessee must provide DMI with a copy of the proposed Temporary Liquor Permit, as well as the names and addresses of Lessee's primary agents. If Lessee is approved by the DMI Board of Directors to conduct the sale of alcoholic beverages on site, Lessee will be required to provide a contribution to DMI equal to no less than 30% of the sales generated during the event. DMI will provide Lessee with appropriate service providers if Lessee will require the purchase of additional refreshments. Lessee will be responsible for the arrangement and payment of any additional items purchased from DMI approved providers. DMI will provide Lessee with contact information for approved catering/food truck providers. Lessee is responsible for the arrangement and expense related to all food services providers.

Items/Services Available at Additional Cost: Lessee may choose to rent additional infrastructure from DMI. DMI site management will assist Lessee with setup and tear down of any and all DMI infrastructure rented by Lessee. Cost for additional items and services is as follows:

Infrastructure:

Tables:

\$50, to include 5 tables and 25 chairs

\$100 to include 10 tables and 50 chairs

\$1 per each additional chair thereafter

Coolers:

\$25, per portable cooler

Proprietary Agreements:

Beverage:

Non-alcoholic beverages served must be from the Coca-Cola® brand lineup. DMI can provide these beverages to Lessee at cost for sale or provide onsite sales to Lessee's guests.

Food Vendor:

If Lessee intends to provide food vendors at their event, DMI will provide the current proprietary list of food vendors. DMI food vendors will be given first right of refusal to all events held at The Brickyard. If DMI food vendors are not available and additional food vendors are needed, DMI will provide Lessee with additional options for one off event food vendors.

Sanitation:

If Lessee intends to provide an event set to be longer than three hours in length, DMI will require that Lessee provide sanitation to event guests. The proprietary vendor for all Brickyard based events is Kimble Septic. DMI will assist with the coordination and delivery of units. Lessee will be responsible for costs associated with unit rental. Although subject to change, current rates are as follows \$75 for one standard unit, \$150 for an accessible unit, delivery, set up and tear down included.

Waste Removal:

Lessee should be prepared to remove debris and trash from Brickyard directly following event. DMI will provide Lessee with waste receptacles and trash bags. Receptacles must be emptied and returned following event. If Lessee anticipates more than 250 guests, additional dumpsters will be required. Wright's Refuse exclusively handles waste removal. DMI will inform Lessee of cost prior to event and will coordinate delivery and removal of unit, Lessee will be responsible for expense of unit.