The following rules and guidelines for decorating and/or general use of our facility are provided for contracted events and promoters. Unfortunately the rules are based on past experiences and some renters lack of concern for our facility. The Benton Civic Center reserves the right to augment or vary these rules as it sees fit. Any deviation from the stated rules and guidelines must have the permission of the General Manager prior to any setup activity or date.

At no time is the use of the Benton Civic Center entrance lobby available for a contracted event unless a request is made in writing and special permission has been granted in advance by the General Manager.

At no time is the use of the Benton Civic Center concession stand or wet bar available for use by a contracted event licensee unless a request is made in writing and special permission has been granted in advance by the General Manager.

General Facility Use

1. Decorations, posters, displays or exhibits are not to be hung or attached to any wall surface, door or door surface. Temporary structures may be erected by the licensee to permit the afore mentioned items.

2. The use of staples, tape, screws, tacks, or putty of any kind is not allowed on any wall, wall surface, floor or carpet surface, door or door surface, table, chair or any other property of the Benton Civic Center.

3. Decorations, props, posters, or advertising media are not allowed to be hung from the ceiling, exposed metal work or light fixtures without the expressed permission of the General Manager.

4. Ceiling tiles are not to be moved from their proper resting position in the ceiling grid at any time for any reason.

5. The use of glitter, colored sand, and live greenery is not allowed unless the licensee has the specific permission of the General Manager prior to the scheduled event. Licensee is subject to forfeiture of the security deposit should the Benton Civic Center find it necessary to have the carpet professionally cleaned. The materials listed above are very difficult (based on prior experience) to remove from a carpeted floor.

6. The use of bird seed or rice is allowed outside of the building only.

7. Standing on tables or chairs is not allowed. The Civic Center can provide ladders should the licensee require one.

8. Any exceptional damage, other than normal wear and tear, to any part of the Benton Civic Center will be the responsibility of the licensee and repairs will be billed accordingly.
The event licensee is responsible for any and all table damage, carpet stains, electrical damage or equipment damage caused by a caterer (or other outside vendor) for the scheduled event. Carpet stains from drink dispensers will not be tolerated. The caterer is required to provide small area carpeting placed under the drink dispensers in order to catch any leftover spillage. The General Manager will not allow drinks to be dispensed until carpets are in place and the Civic Center carpeting protected to the manager’s satisfaction. Further inspection of the food area by Civic Center staff is required prior to the severing of any food or drinks.

At the conclusion of food service the contracted caterer is required to dispose of any left over food products in the outdoor dumpster sealed in a standard plastic garbage bags. Food will not be disposed via indoor garbage cans.

The contracted caterer or outside vendor bringing any food or equipment is required to contact the Benton Civic Center one week prior to the event for a consultation.

It is strongly recommended the licensee provide a copy of this document to the contracted caterer. Failure of the caterer to know of these requirements is not the problem of the Benton Civic Center rather the responsibility of the licensee.

Requirements after your events ends

1. The licensee is responsible for busing all tables making sure all plates, drinks, decorations, and table cloths are removed and placed in provided trash receptacles at the end of the contracted event. Excess trash will be removed to the outdoor trash dumpster after the event.

2. Any leftover trash, materials, items left by a contracted caterer or outside vendor will be removed by the licensee after the event is over. Failure to do so will result in the Benton Civic Center disposing of leftover materials without any further grace period following the contracted event.

2. All decorations and structures will be removed from the facility at the end of the contracted event.

3. All instances of large trash (tape wads, crumpled paper, etc) will be removed from the floor by the licensee after the event ends.

4. The Civic Center staff will place all tables and chairs back into storage after the contracted event ends. General vacuuming of the carpet and cleaning will be performed by the Civic Center staff.

5. At events where alcohol is served the General Manager will conduct an inspection of the carpeting throughout the Civic Center at the conclusion of the contracted event. The licensee will be responsible for excessive and pervasive alcohol spillage. A professional carpet cleaner will be contracted to remove stains and smell with the expense being charged to the security deposit.

6. At events where backstage facilities/dressing rooms are used the licensee will be required to remove all clothing articles, props, and any other materials relating to the contracted event immediately after the event concludes. All dressing rooms and backstage bathrooms must be returned to their original clean state found before the contracted event.