

## **Booking Policy**

The Midland Center will contract space 6 months in advance for events that do not generate overnight stays in hotels. Conventions and other events with hotel room blocks are allowed the flexibility of open-ended booking.

If you need further information, please contact the Midland Center at (432) 682-6234.

## **General Policies**

Thank you for considering Midland Center as the site for your event. We recognize each event is a special occasion and we accommodate every need possible to insure your event is a success. The general policies are intended as a guideline to insure protection of the facilities and the safety of all clients and visitors. They are:

- Labor fees are \$20.00 per hour for hanging signs, posters, banners and excessive load in-load out assistance.
- Midland Center does not set up chairs or tables that are not Center property unless prior arrangements have been made with the Midland Center Director or Operations Manager.
- Safety regulations prevent Midland Center from loaning ladders.
- Excessive cleanup requirements may result in additional charges or withholding of the damage deposit.
- No red beverage of any type is to be brought into the Midland Center.
- No alcohol may be provided at any event honoring a minor.
- No helium tanks will be allowed on Midland Center property unless operated by a professional.
- No chocolate fountains will be allowed in Midland Center unless operated by a professional.
- For decorating convenience, tack strips are located in each meeting room. These strips are not to be removed.
- Tape, pushpins, nails, hooks, screws, staples or thumbtacks may not be used on any wall or on any piece of furniture.
- Industry standard 'gaffer tape' may be purchased for \$15.00 per roll for decorating use.
- Pins or staples may not be used on the stage draperies. Items may be placed on the back wall of the stage area with prior permission and approval of the items and their methods of being attached.
- Blocks for hanging items from the exhibit hall walls are available. Ask Center staff for their use.
- No glue of any type may be used on any surface in the Midland Center or Centennial Plaza. This includes spray adhesive.
- Candles must be placed in glass containers and on a fireproof base such as a mirror.

- The use of stains, lacquer, paint or marking pens on site for decorating is prohibited.
- Hay or hay bales, pine branches or live pine trees may not be used in the carpeted areas of the Midland Center.
- Small glitter is prohibited. The use of any type of glitter or confetti may result in an additional cleanup charge.
- Birdseed, rice or any type of confetti is prohibited inside or outside of Midland Center and the Centennial Plaza.
- Prior consent is required for any animal, vehicle, power equipment (electric, gasoline or kerosene), or any other type of machinery, to be brought in the Midland Center or Centennial Plaza.
- Midland Center does not furnish office supplies, tape, staplers or scissors.
- Midland Center does not furnish extension cords, power strips, Velcro or other tools. These may be rented.
- Copies may be made during office hours (8:00 am - 5:00 pm) for \$.20 per copy.
- Fax machine may be used during office hours (8:00 am - 5:00 pm) for \$1.00 first page and \$.25 each additional page.
- Midland Center is not responsible for outside phone calls made to event attendees. Emergencies during office hours will be handled on an "as need" basis. Please do not direct inquiries about your event information to the Midland Center offices.
- Midland Center is not equipped with a paging system. Dedicated or shared line telephone service is available and arrangements must be made through the Midland Center office ten (10) days prior to an event. A long distance deposit must be in place.
- Rental costs include one room setup. Additional room changes will be charged at a rate of \$20.00 per hour. Major changes will result in a \$100.00 minimum. Room changes during an event will be charged a \$100.00 turn charge.
- Instructions for room setup are the responsibility of the Lessee and should be given to the Center management ten (10) days prior to the event. Also, catering arrangements must be given to management ten (10) days prior to event.
- Cleanup does not include busing tables or removing table decorations. This is the responsibility of the Lessee.
- Return of table linens is the sole responsibility of the Lessee. Midland Center is not responsible for any rented or privately owned table linens.
- Breaking down or disposing of any crates or boxes is the responsibility of the Lessee.
- Kitchen use is limited. Please inquire about rental conditions.
- No liquor may be brought into the Midland Center or the Centennial Plaza except by an approved provider. Contact the Center for a list of providers – 432-682-6234.
- Midland Center operates with an open catering policy. Contact the Center office for further information or refer to the list provided on this website.

- Concessions can be provided through the Midland Center. Contact the Office for arrangements.
- The alley may be used for unloading/loading purposes only.
- The cloakroom is available for use upon request.

Midland Center is not responsible for items brought into the building or left behind after an event. Any items found after an event will be placed in "Lost & Found". Inquiries may be made to the administrative offices.