

Rental Information and Application

General Information

Brenton Skating Plaza is an open-air facility located at 520 Robert D. Ray Drive in the heart of Downtown Des Moines along the Principal Riverwalk. May through October, Brenton has a one-of-a-kind canopy allowing for rain and sun protection while enjoying panoramic views of Downtown.

- Brenton is approximately 120 feet long and 60 feet wide.
- The capacity under the canopy is 1,880 people.
- Brenton is handicapped accessible. Handicapped parking is also available.
- Brenton has fully operational, adjacent men and women’s restrooms.

Schedule of Hours

The Plaza is available from Mid May to Mid October. The available hours of use are 9 a.m. to 11 p.m. Sunday through Thursday, and 9 a.m. to Midnight Friday and Saturday (subject to weather and other scheduled events).

Fees below include:

- Venue space from 9 a.m. to midnight
- Tables and chairs for 250 guests. Additional chairs and tables can be rented at an additional cost.
- Men and Women’s restrooms (if expected attendance is over 380 portable restrooms will need to be rented)
- Pricing does not include linens or lighting.

Rental Rates include tables and chairs for 250 guests	Daily Rental Fee
Monday – Thursday	\$1,400
Friday & Sunday	\$3,600
Saturday	\$3,900

Non-profit organizations receive 15% discount on rental fees. Must provide proof of 501(c)3 or 501(c)6.

We do offer a four rate for wedding ceremonies, walks, and runs etc. Please call for details.

Exclusive Vendors

Christiani’s Catering

1150 E Diehl Ave
 Des Moines, Iowa
 Peter Worsham
 (515) 287-3169
 peter@ChristianisCatering.com

The Tangerine Food Company

1960 Grand Ave Suite 21
 WDM, Iowa
 Cherry & Susan
 (515) 720-7510
 Tang4000@gmail.com

Cy’d’s Catering

5405 – NW 78th Ct
 Johnston, Iowa
 Cydney
 (515)-208-2091
 cydney@cateringbycyd.com

Hy-Vee East Euclid

2540 East Euclid Ave
 Des Moines, Iowa
 (515)262-0640
 1138cateringmgr@hy-vee.com

Taste! To go Catering + events

4700 – University Ave
 Des Moines, Iowa
 Emily Gross
 (515)-277-8646
 Emily@tastetogo.net

Vintage Love Rentals P 515-201-8070 VintageLoveRentals.com

Classic Events & Parties P 515- 266-3223 www.cep-ia.com

Alcohol, Catering, Vendors and Security

Alcohol: Brenton Skating Plaza has a licensed exclusive vendor to dispense alcoholic beverages. Users must work through this vendor if alcoholic beverages are to be available either for sale or at no cost to the guests. Our vendor holds a beer, wine and liquor license. Failure to follow this rule will result in immediate cancellation of event without a refund. Security must be onsite when alcohol is served. Applicant will be responsible for fees.

Security: If alcohol will be served security will be arranged by our licensed alcohol vendor. Applicant will be responsible for fees.

Catering: Brenton Skating Plaza has exclusive vendors listed on page one. No food trucks are allowed on BSP property or Robert D Ray Drive.

Clean Up/Damage: The applicant is responsible for all clean-up of Brenton and surrounding site. There will be additional costs if Brenton is not returned to "as found" condition. Please speak with your caterer on the clean up process.

Electrical Needs: It is the sole responsibility of the user to inform and communicate the electrical needs of the function to the Brenton Skating Plaza Manager at least two weeks prior to use. An enhanced electrical service can be provided to handle heavier electrical needs by supplementing the existing circuitry for a fee of \$150.00.

Reservations: Brenton is available for rent daily subject to weather and other scheduled events. Reservations for Brenton are on a first come, first served basis. Any group or organization that establishes an annual public activity on a specific day or date will have 14 days after the event to reserve the same day or date for the next year. After this deadline, the date will become open and available for reservation. Payments may be made by check or payment by phone with a credit card.

Cancellations/Refunds: Refunds will not be made on any cancellation unless notice has been given to the Brenton Skating Plaza Manager at least **one year** prior to the date of the reservation (minus a \$50 administrative fee). No refunds are provided in the instance of inclement weather on the day of the rental.

Parking: Two lots are available at no charge on weekends and after 5 p.m. Monday through Friday. Metered street parking is available. City Parking garage is across the street. We can provide a parking map if requested.

Payments: Payments can be made by check, credit card by phone.



Pre-Application* for Use of Brenton Plaza

Reservation No. _____

Name of Applicant (Organization or Individual): _____

Name of Event**: _____

Contact: _____ Email: _____

Daytime Phone: _____ Address: _____

Date of Event: _____ City/Zip: _____

Hours of Event: _____ Hours of Plaza Rental: _____

Event description : _____

How did you hear about the the venue? _____

Approximate Number to Attend: _____

Will there be alcohol at the event? (security required) Yes No

Are you using amplified sound? Yes No

Are you renting portable restrooms? (required if over 380 guests) Yes No

Set Up Plans

*Event is not final until Plaza Use Plan is signed and approved by manager.

**The name of the event is for publication on the events calendar. If the event is private, the calendar will read "private event."

Notes from manager:

Brenton Skating Plaza Rules and Regulations

1. **General:**

- a. All necessary permits and licenses are the sole responsibility of the Lessee. This may include, but is not limited to, health/food, alcohol, sound, fireworks, tents and fencing.
- b. Lessee is responsible for damages to the building, furniture, equipment and is the responsibility of the group/event organizer.
- c. Permanent markings on facilities are not permitted. Decorations must be completely removed before leaving.
- d. No driving and/or parking on the grass or in front of Brenton. Motorized vehicles or equipment are not allowed on park property other than parking lots and park roads unless using a mobility-assisted device or approved by staff.
- e. Assignment/subletting/transferring of rental to another party is not allowed.
- f. Deliveries such as floral displays, tables and chairs, decorations, cake, etc. should not be delivered before the scheduled rental period.
- g. No rice, confetti or candles can be used under the canopy.
- h. No smoking is allowed under the canopy or on the Plaza grounds. This includes e-cigarettes.
- i. Nothing can be attached to the canopy structure.
- j. No open flame is permitted (including candles) except butane warmers for food only.
- k. For amplified sound a sound permit under (100 decibels), lessee must obtain through the City of Des Moines Permit Department 30 days prior to your event and send copy to the Brenton Skating Plaza Manager unless using the sound system for background music only. Cost is \$40.00
- l. If having fireworks or pyrotechnics, lessee must obtain a permit from the Des Moines Fire Department at least 30 days prior to event and get a finalized copy to the Brenton Skating Plaza Manager.

2. **Layouts**

- a. Openings and exits may not be obstructed at any time during event.
- b. 10 feet (center-to-center) must be maintained between tables.
- c. Adequate aisles (central, vein and subs) must be provided.
- d. Doors and gates must remain locked in the "open" position at all times during occupancy.
 - All furniture must maintain a distance of 8 feet from the dasher boards.

3. **Lighting and Illumination**

- a. A minimum of one (1) foot candle needs to be provided along egress routes within the tent structure. Brenton outside lighting fulfills this requirement for the Des Moines Fire Department
- b. Existing site lighting at Brenton Plaza to be utilized.
- c. Where exiting lighting does not meet the minimum illumination requirements, additional temporary lighting will be required to be provided during occupancy.
- d. No additional permanent lighting will be provided. The lessee is responsible for providing additional lighting.
- e. Lighting shall be electrically powered and comply with section 2404.9 of the International Fire Code.
- f. Exit lighting must remain on at all times.

4. **Fire Safety**

- a. All events must comply with Chapter 24 of the 2009 International Fire Code. *See Appendix C.*
- b. No open flame is permitted. This includes candles.
- c. Drapes and other décor must comply with NFPS 701 standards.
- d. Five (5) UL rated 2-A-10BC fire extinguishers shall be provided during occupancy. Maintain a three (3) feet wide unobstructed path to the fire extinguishers.

5. **Food and Alcohol**

- a. No open flame cooking is allowed beneath canopy structure. No exceptions.
- b. Butane warmers will be permitted for the purpose of food service only.
- c. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of the canopy structure.
- d. If selling food, caterer must show proof of food licenses with copy to the Brenton Skating Plaza Manager 14 days prior to event.
- e. No person may use, possess or consume beer, wine or alcoholic liquors without contracting with our licensed vendors.
- f. Vending revenues are due within 30 days after event.

6. **Restrooms**

Additional portable restrooms are required for over 380 guests and shall be grouped near the existing restroom building. The existing restrooms are handicapped accessible.

7. **Clean Up**

The Lessee is responsible for all clean up, including emptying all trash receptacles into dumpsters located behind the Armory building just north of Plaza within scheduled rental time period speak with your caterer or management for details.

Facility Use Hold Harmless and Damage Restitution Statement

For purposes of this section, "City" shall mean the City of Des Moines, Iowa, its elected and appointed officials, employees, volunteers and others working on behalf of the City of Des Moines and "RDA" shall mean the Riverfront Development Authority and its officers, employees, and volunteers and "OD" shall mean Operation Downtown and its officers, employees, and volunteers. "Facility" shall mean the facility which is referred to in this Application. The undersigned, a duly authorized representative of, hereinafter called Applicant, for purposes of this agreement, in consideration for the acceptance of this application, agrees to the fullest extent permitted by law, to defend, pay on behalf of, indemnify, and hold harmless the City, RDA or OD from and against any and all claims, demands, suits, damages or losses, together with any and all outlay and expense connected therewith, including but not limited to attorney's fees, and court costs, that may be asserted or claimed against, recovered from or suffered by the City RDA or OD by reason of any injury or loss, including, but not limited to, personal injury, including bodily injury or death, property damage, including loss of use thereof, and economic damages arising out of or in any way connected or associated with Applicant's use or occupancy of the Facility.

Applicant's obligation to indemnify the City, RDA or OD contained in this Facility Use Application is not limited by the amount or type of damages, compensation or benefits payable under any workers' compensation acts, disability benefit acts, or other employee benefit acts.

The City, RDA or OD shall not be liable or in any way responsible for any injury, damage, liability, claim, loss or expense incurred by Applicant, its officers, employees, subcontractors, and others affiliated with Applicant or Applicant's activities, arising out of or in any way connected or associated with Applicant's use or occupancy of the Facility, including weather, parking or construction except for and only to the extent caused by the negligence of the City of Des Moines, Iowa, RDA or OD.

Applicant expressly assumes full responsibility for any and all damages to the facility arising out of or in any way connected or associated with Applicant's use or occupancy of the Facility including, but not limited to, the activities of Applicant, its officers, employees, subcontractors, and others affiliated with Applicant or Applicant's activities.

Applicant shall ensure that its activities on the Facility will be performed and supervised by adequately trained and qualified personnel and Applicant will observe, and cause its officers, employees, subcontractors and others affiliated with Applicant or Applicant's activities, to observe all applicable safety rules.

Further, the undersigned agrees to be liable for any damage to the park, facility and/or equipment, except for normal wear and tear resulting from this use, and to pay in a timely fashion all costs associated with returning the plaza, facility, and/or equipment to the condition that existed prior to said use.

This confirmation reserves the requested area, avoiding conflict with other users. You must carry an approved copy of this application to show Brenton Plaza employee and Police, if requested.

Rental fees: _____ Full payment due once approved	
Other fees if applicable	\$
TOTAL	\$

I have read and agree to the Brenton Plaza Rules and Regulations and Facility Use Hold Harmless and Damage Restitution Statement:

Signature

Date

Plaza Manager

Date approved