

GUIDELINES FOR THE USE OF NORTHROP ROOMS AND SPACES

Thank you for choosing Northrop for your event!

General Rules and Regulations

» Licensee will have access to authorized areas as specified in Room Rental Agreement. Client or responsible party identified in the agreement must be present for the entire reservation and will accept full financial responsibility for damage and/or missing property.

Security Staff may be required at the expense of Licensee when deemed necessary by the University.

Food and Beverages

» Licensee must arrange for catering and alcohol/bar service by separate contract with Surdyk's, Northrop's official caterer. Licensee and guests are not permitted to bring food or alcohol of any kind on to premises. Food, beverages, table linens, place settings and decorations are not included in the rental of Northrop facilities.

Smoking

» For a healthier community and cleaner environment, the University Of Minnesota Twin Cities campuses is smoke and tobacco free effective July 1, 2014. The use of cigarettes, smokeless tobacco, and "e-cigarettes" is prohibited indoors and out.

Event Information

» At least 30 days prior to the scheduled event, Licensee must provide Northrop with final and completed information about set-up specifications, schedule of activities, equipment, and/or services required for the event. This information can either be submitted in written form, and/or by scheduling a "walk-through" with Northrop staff. Northrop will have tables, chairs, and other equipment as designated in the agreement set-up prior to the event start time.

Directional Signage

» Northrop will provide directional signs to help your guests find the location of your event. Please be sure to include the exact event title and host information you would like on the sign with your event information.

Storage of Client Property

» Client property cannot be stored overnight, either prior to or following the rental period. Anticipated deliveries must be scheduled in advance with Northrop staff for acceptance.

Concessions

» No sales, authorization of sales, or distribution of merchandise are allowed without prior written approval from Northrop management. A 20% commission may be applied to all items approved for sale on the premises.

NORTHROP

UNIVERSITY OF MINNESOTA

Driven to Discover™

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Decorations

- » Nails, hooks, tacks or screws may not be used on any surface or furnishings in the authorized area. No tape or other material may be applied to walls, tables or any surface. Licensee will be held financially responsible for repair/replacement of any damages or defaced property.
- » No bunting, tissue paper, crepe paper or any other combustible material may be used without prior approval from Northrop management.
- » The use of any flammable device or substance (i.e. candles) is strictly prohibited without specific, prior approval from Northrop Management.
- » No rice, glitter, confetti, or helium-filled balloons may be used anywhere within Northrop.

Tickets

- » Northrop ushers will handle ticket access to theater events. Private events in one of the other function spaces can be provided with a check-in table to be staffed by Licensee. A security guard or Northrop uniformed usher can be provided at additional cost.

Advertising

- » No advertising materials may be displayed on the interior, exterior or in any part of the Center without specific authorization/content approval from Northrop.

Parking

- » Spots closest to Northrop often fill early on event days, so hosts of private events are urged to let their guests know that they should allow time for parking. If your event is held in conjunction with an event in the main theater, parking reservations are often available for purchase along with tickets via the Northrop ticket office or on our website. Additional parking information is available at: <http://www1.umn.edu/pts/park/visitorparking.html>

NORTHROP CONTACTS

Director, Kari Schlone, 612-625-0796, kschlone@umn.edu

Audience Services Manager, David Russell, 612-301-1960, dwrussel@umn.edu

Director of Marketing and Public Relations, Cari Hatcher, 612-625-6003, chatcher@umn.edu

Director of Ticketing, Holly Radis-McCluskey, 612-625-0509, radis001@umn.edu

Caterer, Surdyk's, Michelle Rash, 612-331-3938, mrash@surdyks.com