

EXHIBIT A
THE HIVE RENTAL RULES AND REGULATIONS

Capacity: The Hive is restricted to a maximum of 49 persons. The lessee is responsible for setting up and taking down all tables and chairs used.

Parking: Parking is permitted in the lot behind The Hive except for any spaces marked reserved as those are for residents of The Lofts. Also available is the 1st Street parking lot. All of the previously mentioned parking options do not have a time limit and are city-owned. Parking rules apply for all other downtown spaces, where a two-hour parking limit is in effect 8 a.m. to 5 p.m., Monday through Friday.

Accessibility: Sidewalks, passageways, exits, and other common space shall not be obstructed by any person, property, etc.

Music: Music in The Hive - live or recorded - should be appropriate to the environment. Amplified music must be kept at a reasonable volume, as there are residents living in the 2nd Street Lofts above The Hive. Under the Decatur Nuisance Ordinance, excessive noise is forbidden at any time of the day or night. Per Ordinance 92.01.

Hours: The Hive is available for rental use from 8:00 am to 10:00 pm. There are residents living in the 2nd Street Lofts above The Hive, and any event needs to take this into consideration regarding late or early hours.

Reservations: The Hive is available for rental use.

1. All reservation requests are subject to evaluation and approval of the City of Decatur on the basis of property scheduling, staffing needs and availability, potential for damage to the property, and other valid considerations.
2. Anyone seeking to use The Hive must be willing to:
 - a. Abide by the rules and regulations contained herein;
 - b. Respect the integrity of the property
3. When making a request to rent the property, you must provide full information concerning the type and purpose of the event being planned, together with all details requested.

Rules and Regulations:

1. No furnishing of alcohol, for sale or consumption on-site during a scheduled event is permissible unless the rental application is supplemented with and/or includes one of the following:
 - a. Agreement with Licensed caterer with supplemental caterer's license and/or 3-way liquor license
 - b. Agreement with Licensed caterer with 2-way permit
 - c. Copy of approved Temporary Beer and Wine permit
 - i. [ATC: Alcohol Permit Applications & Forms \(in.gov\)](#)

2. Smoking is not permitted anywhere inside The Hive or on The Hive's grounds.
3. Children are to be under close supervision at all times. Any art exhibits, which might be present, are not to be handled. No furniture or objects belonging to The Hive or one of its artists on display may be handled or moved without the approval of the City of Decatur.
4. Helium balloons must have anchors. All property of the renter, including decorations and trash, must be removed from the premises immediately following the function. The floors must be broom swept (all confetti removed); tables and countertops must be cleaned; spills must be washed.
5. The sidewalks, passageways, exits and all common areas shall not be obstructed by LESSEE or any other person or property.
6. LESSEE accepts the building in good order and repair and agrees to return it to the City in the same condition; normal wear accepted.
7. Cooking is not allowed inside the facility.
8. All candles must have globes.
9. This is a newly refurbished building. LESSEE is not allowed to use staples, duct tape, nails, tacks, pins, or anything that will cause harm to or put holes in the woodwork, brick, or foundation. Decorations must be confined to tabletop only.
10. Pets/animals are not permitted on the premises unless approved by the Mayor. Service animals are welcome.
11. If you adjust the temperature in The Hive, please return the thermostat back to the temperature it was when you arrived.
12. Please take all trash bags and items for trash with you at the conclusion of your rental.
13. Please make sure all doors are locked before you leave. The front door should lock automatically when closed. If it was propped open for any reason, please make sure the door is fully shut, and the wedge used to prop it open is placed back inside The Hive.
14. The City of Decatur is not responsible for items left behind during your rental.

THE HIVE FEES: Exceptions to this maintenance fee schedule can only be made by approval of the City of Decatur. Fees are set by the City of Decatur and are subject to change.

1. Rental fees are \$50 per hour. LESSEE may access The Hive one hour before the scheduled start of your event, at no charge, for set-up and guest arrival, and one hour at the end of your event to allow for cleanup. Rental fee payment must be made in cash.
2. A \$100 security deposit, refundable based on inspection of The Hive, is required. Deposit payments must be made in cash only.
3. Total fees are to be paid at time of reservation.
4. For any function, the total fees and an approved application must be received before a reservation will be guaranteed.
5. LESSEE shall be liable for any and all damages to the facility and equipment, including but not limited to any damages caused by LESSEE's own acts or acts of any persons on the leased premises as a result of the event sponsored by the LESSEE. In addition, LESSEE shall indemnify and hold the City of Decatur harmless for any and all damages to persons or property arising from LESSEE's operation or use of the leased facility.

******USER FEES******

Deposit - \$100

Rental - \$50 per hour

Location: The Hive is located at 118 N. 2nd St., Decatur, IN 46733 I understand these rules and regulations and agree to abide by them.

Applicant Signature

Date

The Hive/ City Representative

Date