



ABILENE HERITAGE
S Q U A R E

Venues FAQ

Please Note: Users must meet with the Director of Events and fill out a formal Facility Use Agreement.

Set up & Tear Down

The event staff team will set up and tear down all the facilities' tables and chairs used in the event, but we do not provide tablecloths or decorations. All items brought into the facility by the User must be taken out by the designated timeframe. An additional cleaning fee may apply if the facility is left in a state requiring professional cleaning.

Decorations

Due to the historic and newly renovated nature of the property, no stapling, tacking, drilling, or nailing is allowed. No silly string, confetti, or glitter is allowed on any part of the property. No helium balloons are permitted in any interior spaces, excluding the Spark Science Center classroom.

Food & Drink

For catered events, we are happy to work with any vendors. No cooking may be done on the premises, but the Heritage Event Center is equipped with a catering prep kitchen.

We do allow alcohol, but require it to be served by someone with a TABC license. At least one security officer will also be required for all events with alcohol.

No food or drink is permitted in the Owen Hall auditorium, but it is allowed in the adjoining prefunction spaces.



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Security

The safety and security of the campus is a primary concern. Events may be required to have one or more security officers based on the size of the event, time of day, and use of alcohol. The Director of Events will schedule security officers from Lone Star Tactical Services, and a \$55 per hour rate per officer will be added to the rental fee if applicable.

Insurance

Outside of small meetings, we do require Event Insurance provided by the User. This process is relatively easy and inexpensive.

Meetings

The venue space will come as-is (no significant additional setup). Insurance and security are not required, but no alcohol will be allowed. Food may be served, but must be pre-approved.

Additional Fees

The base price of the rental includes all amenities, including use and setup of campus tables & chairs. Cleaning and Security fees may apply, but will be stated before signing the facility use agreement. Additional fees may apply if damage is done to the property, messes exceed expected janitorial services, or if the User fails to exit by the designated end time.