



Facility Contract & Rental Agreement

100 Wulfsohn Rd. Glenwood Springs, CO 81601
Phone: 970.384.6310 or Fax: 970.945.4128
Email: nicole.wenger@cogs.us

Event Date: _____ Event Start Time: _____ Event End Time: _____

Set-up Time: _____ Break Down Time: _____

Type Of Event: _____ Number Attending: _____

Name of Renter/Event: _____ Company/Organization: _____

Primary Contact: _____ Preferred Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Room Set-Up

Audio/Visual Request (HDMI/VGA) : YES ___ NO ___ Number of Tables: _____ Catering: YES ___ NO ___

Number of Chairs: _____ Room Set-Up Style: _____ DJ/Band: YES ___ NO ___

REFUNDABLE DAMAGE DEPOSITS

\$100 per room, Double for Alcohol

The City of Glenwood Springs may require insurance coverage naming the City of Glenwood Springs as additional insured in the amount of 1 Million Dollars per event. The cost for such coverage ranges about \$200.00-\$250.00.

ALCOHOL (please initial if providing alcohol)

- ___ Private invitation only events may serve alcohol limited to beer and wine only and no glass containers
- ___ Permitted for a maximum of 4 consecutive hours, cannot be served after 9:30PM
- ___ Event must be completed by 10PM
- ___ Alcohol will be served, sold and open to the public requires a Special Event Liquor license permit

Alcohol Sales: YES ___ NO ___

Private Invitation Only: YES ___ NO ___

Sale Items: YES ___ NO ___
(City Sales Tax Permit Required)

Alcohol Served: YES ___ NO ___

				Non-Profit/Government	General		
Sopris Room(s)							
	A	_____ hrs.	x	\$30/hr. or \$165 day	\$35/hr. or \$195 day	= \$	
	B	_____ hrs.	x	\$30/hr. or \$165 day	\$35/hr. or \$195 day	= \$	
	C	_____ hrs.	x	\$30/hr. or \$165 day	\$35/hr. or \$195 day	= \$	
Red Mountain		_____ hrs.	x	\$30/hr. or \$165 day	\$35/hr. or \$195 day	= \$	
Kitchen Use Time		_____ hrs.	x	\$20/hr. or \$105 day	\$25/hr. or \$135 day	= \$	
						Subtotal Room Rental	= \$
						Set-up/Break Down	= \$
						Discount (10%)	= \$
						Subtotal	= \$
LCD Projector & Auto Screen/Includes HDMI/VGA Connections (included)						= \$	\$0.00
Stand-up Podium w/ Headset & Wireless Microphone \$30						= \$	
Stage 4- 4x8 sections (includes set-up & breakdown) \$50 per section/\$25 nonprofit						= \$	
BBQ Grill + 1 tank propane \$30						= \$	
Networked Line (internet) **Must be reserved 1-week in advance \$25						= \$	
Analog Line (credit cards/phone line/fax) **Must be reserved 1 week in advance \$25						= \$	
Phone Line w/ Conference Phone ** Must be reserved 1 week in advance \$25						= \$	
Outdoor Patio Lights (includes set-up/break-down) (inquire for a quote)							
Outdoor Seating (inquire for a quote)							
Table/Chair Linens (Black or White) \$4 table cloth/ \$2 chair cover						= \$	
Beverage/Snack Service:							
Coffee Cart 20 ppl: Number of carts: _____ X \$30 p/cart						= \$	
Cold Drink Cart 20 ppl: Number of carts: _____ x \$35 p/cart						= \$	
Snack Cart: Number of carts: _____ x \$30 p/cart							
						Include Tax (8.60%)	= \$
Additional Staff Hours if needed (_____ hrs. x \$25/hr.) x Number of Staff _____						= \$	
Event Security (if required) \$26.75 p/hr x _____ #guards minimum 4 hrs.						= \$	
Damage Deposit (\$100 per/room & double with alcohol)						= \$	
						Subtotal	= \$
						Less 50% deposit	= \$
						Balance Due	= \$

NOTICE, initial each section

- _____ Renter will be required to pay for event staff for every hour after the main facility closes
- _____ One security guard will be required per 75 attending with a minimum of 4 hours
- _____ 1/2 down payment required at time of reservation
- _____ Balances must be paid in full within 14 business days before event

ROOM SET-UP AND CONFIGURATION

We want to assist you in making this event a special and memorable experience. We have options for table/chair linens, centerpieces and more to add to the decor of your event. Please add any additional room set-up requests here:

Room Set-up: Classroom, banquet, workshop etc. Our facility has both round tables (seats 6) and rectangular classroom tables (6ft.), plus additional rectangular tables (6ft.) for catering and food service.

Please contact Nicole for specific room dimensions and possible set-ups. We have a number of pictures and diagrams available to suit your event needs.

I AGREE TO THE FOLLOWING CONDITIONS (PLEASE INITIAL ACCEPTANCE OF EACH CATEGORY):

GENERAL

- The requesting individual representative is of legal age (18)
- The requesting individual or organization granted use (and those granted access to the property or facility) will abide by all policies, rules, ordinances and regulations of the City of Glenwood Springs, specifically including those regarding the use of City property or facilities and the conduct of persons in or on City property or facilities, whether now or hereafter adopted
- Evening events must be completed by Community Center's set closing time. For pre-approved late night events 9:30 pm shut down, clean-up and everyone out by 10:00 pm. For every hour your event goes beyond 10:00 p.m. you will be charged \$350.00 p/hr. and charged at 1-hour increments. These charges will be taken out of your deposit
- The Community Center does not provide utensils, cups, plates, etc.
- Parents are responsible for the behavior of their children. Please monitor their behavior at all times
- The Glenwood Springs Community Center reserves the right to use photographs and images of anyone in any activity, park, special event, or public place in present or future publications. We reserve the right to refuse anyone privileges of taping or photographing events

ALCOHOL

- Private invitation only events may serve alcohol limited to beer and wine only NO exceptions. No glass containers, unless pre- approved by the Facility Rental Coordinator. It is only permitted for a maximum of four (4) consecutive hours and cannot be served past 9:30 p.m., event must be completed by 10:00 p.m. An event at which alcohol will be served, sold (cash bar) and open to the public requires a Special Event Liquor license permit
- If your event is non-alcohol and alcohol is present or being consumed, you will be charged \$250.00 from the damage deposit, alcohol will be disposed of and (1) one warning given, 2nd warning at event will result in your event being immediately shut down.
- Under no circumstances will alcohol be served to or consumed by anyone under 21 years of age
Alcohol cannot be served by anyone under the age of 21 years of age. You must adhere to all state and local laws concerning alcohol use. Failure to abide by state and local laws concerning alcohol use, and the above restrictions, will result in your event being immediately shut down and losing full amount of deposit. The police will be notified and dispatched to the premise.
- Special Event Liquor Licenses - An event at which alcohol will be served, sold (cash bar) or open to the public requires a special event liquor license. The applicant or sponsor of event must be a nonprofit organization registered with the Colorado Secretary of State for purposes of social, fraternal, patriotic, political or athletic activities; a regularly chartered brand, lodge, or chapter of a national organization or society; a regularly established religious or philanthropic institution; or a political candidate or committee
Applicants will submit this fully completed application for a Special Events Liquor Permit to the City Clerk at least 60 days prior to the event

RENTER RESPONSIBILITIES

The Community Center will assess charges for any violations of the rental contract, and fines will be taken out of the deposit.

- If your event is non-alcohol and alcohol is present or being consumed, you will be charged \$250.00
- Attendance in excess of # attending specified on agreement \$200.00
- Refusal to abide with closing time regulations \$350.00 p/hr. and charged at 1 hour increments
- Refusal to abide by amplified music levels \$100.00
- Refusal to abide by cleanup policies \$25.00 p/hr. per staff required
- Glass containers present \$100.00
- The renter must pay for all damages to the facility, even if the damages exceed the refundable security deposit

REFUND POLICY

- If the event is canceled by renter/lessee, a \$25.00 cancellation fee to cover cost of processing will apply before refund or deposit will be issued
- If the event is cancelled less than (14) business days prior to the event, 25% of the total room rental fees will be charged & will be deducted by the City to cover the cost of processing and lack of availability of facility to others before the refund and deposit are issued
- If the event is cancelled (7) business days prior to the event, ALL room rental fees will be charged before the deposit will be refunded Deposit refunds, if any, will be mailed (10) business days after event. Reservations for Large Event groups of 100+ may be made up to 12 months in advance. Major Special Events may be reserved beyond 12 months with approval of the City Manager or Director of the Community Center
- If applicant cancels prior to 6 months before date of event, a \$100.00 administrative charge will be assessed for processing
- If applicant cancels 180 days prior to event they will forfeit rental fee or \$1000.00 whichever is less

SIGNATURES REQUIRED _____

DATE _____

- Applicant has reviewed and agrees to adhere to all policies, rules and regulations of the Glenwood Springs Community Center.
- Applicant agrees to the terms on this Rental Contract.

CLEAN UP, DAMAGE, AND RENTAL POLICIES

I, as the responsible party, understand that as a renter of the Glenwood Springs Community Center, I am responsible for the clean up and repair of the rented area immediately following use, including:

- Removal of all decorations items/ trash from the floor, fixtures, tables, chairs, walls, etc.
- Removal of all food and beverages.
- Clean up of all spills, food in carpet, wiping down of tables and chairs.
- All trash deposited in provided receptacles.
- Any damage to walls, floors, or doors will be deducted from damage deposit.
- Damage to equipment will be deducted from damage deposit.

GLENWOOD SPRINGS COMMUNITY CENTER RENTAL POLICIES

- **SMOKING IS PROHIBITED IN FACILITY AND ON GROUNDS.**
- The Community Center will not be responsible for lost or stolen articles during time of use by an individual, group or organization.
- Animals are prohibited in the facility with the exception of a guide-dog as a service animal for the disabled.
- Rooms will not be used to accommodate a gathering which would violate minimum safety standards set by the Building Code Inspector.
- **PINATA'S, GLITTER OR CONFETTI IS PROHIBITED IN FACILITY OR OUTDOORS.**
- Nails, tacks, push pins, staples, tape and screws will not be used to attach decorations to any part of the facility. Tape that will not remove paint from walls may be used
- The Community Center will not store or be held responsible for items left after the rental
- The renter/user is responsible for clean up of their rented areas, surrounding areas, and parking lot used by those attending event. The renter must remove all decorations, trash, items from the floor, tables, chairs etc. This includes wiping down tables and chairs, wiping up all spills. The facility will provide trash receptacles. If additional clean up is required, the rental user will be charged at a rate of \$25 per staff hour
- Any facility equipment that is used during a rental agreement must be appropriately used and protected to ensure no damages will be incurred. Any damage to equipment will be assessed and charged accordingly to replace at current retail value. \
- Security guards may be required at the renter's expense
- During the time the facility is being used by the Lessee, the Lessee is responsible for accidents, injuries, damages, or loss of property. Lessee shall indemnify and hold the City of Glenwood Springs harmless for any and all claims resulting from the use of the facility by the Lessee, their employees, guests, or invitees
- Music and noise must be kept at reasonable levels, especially during hours of open operation to the public
- ***Amplified music must comply with existing park policies for decibel level and hours of operation***

- Applicant has reviewed and agrees to adhere to all policies, rules and regulations of the Glenwood Springs Community Center.
- Applicant agrees to the terms on this Rental Contract
- The Community Center has the right to cease or cancel any rental at any time

SIGNATURES REQUIRED _____ **DATE** _____

PAYMENT INFORMATION

- Upon acceptance of terms and signatures, deposit and payments must be received within 48 hours, or your event may be canceled.
- Payments may be made over the phone with a credit card.
- Checks are accepted and must be received within 14 business days or your event may be canceled
- Please mail your check and make payable to:

Glenwood Springs Community Center

Attention: Nicole Wenger

100 Wulfsohn Road . Glenwood Springs, CO 81601

Thank you for choosing the Glenwood Springs Community Center for your special event!

We look forward to partnering with you ~ Nicole Wenger

nicole.wenger@cogs.us or 970.384.6310