



# 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: \_\_\_\_\_

Number of Chairs: \_\_\_\_\_ Room Set-Up Style: \_\_\_\_\_ Catering: YES \_\_\_\_\_ NO \_\_\_\_\_

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)

Will you be serving alcohol? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, is this a Private Invitation Event? YES \_\_\_\_\_ NO \_\_\_\_\_

*\*If you are serving alcohol at your event, the Community Center will require a security guard(s) and will book the security guard(s) for your event. If you plan to serve alcohol other than beer and wine, you will need to apply for a special event liquor license. Inquire with Nicole Wenger about a special event liquor license.*

- \_\_\_\_\_ 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 10:30PM
- \_\_\_\_\_ Event must be completed by 11PM
- \_\_\_\_\_ Alcohol will be served, sold and open to the public requires a Special Event Liquor license permit

\*Will you be selling Alcoholic Items? If yes, you must have a Liquor License to sell. YES \_\_\_\_\_ NO \_\_\_\_\_

				Non-Profit/Government	General	
<b>Sopris Room(s)</b> *Day rates apply to hours of operation M-TH 6am-8pm, Fri 6am-6pm & Sat 10am-6pm (6+ hours.) After hour rentals see below.						
<b>A</b>	___ Days	or	___ hrs.	\$30/hr. or \$165 day	\$35/hr. or \$195 day	=\$
<b>B</b>	___ Days	or	___ hrs.	\$30/hr. or \$165 day	\$35/hr. or \$195 day	=\$
<b>C</b>	___ Days	or	___ hrs.	\$30/hr. or \$165 day	\$35/hr. or \$195 day	=\$
<b>Red Mountain</b>	___ Days	or	___ hrs.	\$30/hr. or \$165 day	\$35/hr. or \$195 day	=\$
<b>Kitchen Use Time</b>	___ Days	or	___ hrs.	\$20/hr. or \$105 day	\$25/hr. or \$135 day	=\$
<b>Outdoor Patio w/ Lights</b> ___ <b>Side Lawn</b> ___ <b>Front Lawn</b> ___				\$20/hr. or \$105 day	\$25/hr. or \$135 day	=\$
<b>After Hours Rental Rates:</b> Rental requests before and after normal business hours are an additional \$35 per hour and include an additional staffing fee of \$25 per hour/per staff. See above for the Community Center hours of operation.						
<b>Additional hours</b> _____ x \$35/hr.						=\$
<b>Number of Staff (1 staff per 100 people)</b> _____ # staff x \$25/hr. _____ <b>additional hours</b>						=\$
<b>Event Security (required with alcohol)</b> \$40 p/hr x _____ #guards <b>minimum 4 hrs.</b>						=\$
LCD Projector & Auto Screen/Includes HDMI/VGA Connections (included with rental)						
<b>Stand-up Podium w/ Headset &amp; Wireless Microphone</b> \$30						=\$
<b>Stage 4- 4x8 sections (includes set-up &amp; breakdown)</b> \$50 per section/\$25 nonprofit						=\$
<b>BBQ Grill + 1 tank propane</b> \$30						=\$
<b>Networked Line (internet)</b> **Must be reserved 1-week in advance and renter must provide Ethernet cable \$25						=\$
<b>OWL Technology for Zoom and Teleconference Meetings</b> \$30						=\$
<b>Stand-up Screen(s) and Projector</b> \$30						=\$
<b>Table/Chair Linens</b> ___ \$4 table cloth ___ \$2 chair cover ___ <b>Black</b> or ___ <b>White</b>						=\$
<b>Beverage/Snack Service:</b>						
<b>Coffee Cart 20 ppl:</b> Includes assorted coffee/tea/cider/hot chocolate. <b>Number of carts:</b> _____ X \$30 p/cart						=\$
<b>Cold Drink Cart 20 ppl:</b> Assorted soda/iced tea/water/seltzer. <b>Number of carts:</b> _____ x \$35 p/cart						=\$
<b>Snack Cart 20 ppl:</b> Includes fresh fruit & assorted snack items. <b>Number of carts:</b> _____ x \$35 p/cart						=\$
<b>Include Tax (8.60%)</b>						=\$
<b>If you are tax exempt please list your Sales Tax Exemption Number:</b>						
<b>Subtotal</b>						
<b>Damage Deposit (\$100 per/room &amp; double with alcohol)</b>						=\$
<b>50% Deposit Due: Due at time of reservation confirmation</b>						=\$
<b>Balance Due less deposit</b>						=\$

**NOTICE, initial each section**

- \_\_\_ Renter will be required to pay for event staff for every hour outside normal business hours
- \_\_\_ One security guard will be required per 75 people attending with alcohol; a minimum of 4 hours
- \_\_\_ 50% down payment required after confirmed reservation is received from Rental Coordinator
- \_\_\_ Balances must be paid in full within 14 business days before event

## ROOM SET-UP AND CONFIGURATION

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.*

### 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 . Nicole Wenger. 100 Wulfsohn Road .  
Glenwood Springs, CO 81601

# 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 10:30 pm shut down, clean-up and everyone out by 11:30 pm. For every hour your event goes beyond 11:30 p.m. you will be charged \$35.00 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. Parents must accompany minors in the lobby and Games Center 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 t Rental Coordinator. It is only permitted and must be completed by 10:30 p.m.** An event at which alcohol will be served, sold (cash bar) and open to the public requires a Special Event Liquor license
- **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 pur-poses 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 \$35.00 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 \$50.00 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, 50% 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** \_\_\_\_\_