



Community Art Center
601 East 6th Street
Contract & Rental Agreement
Email: anne.henninger@cogs.us

Event Date:

Event Start Time:

Event End Time:

Set-up Time:

Break Down Time:

Type of Event:

Number Attending (CAC 105 persons capacity):

Name of Renter:

Company/Organization:

Primary Contact:

Preferred Phone:

Email:

Address:

City:

State:

Zip:

CAC provides the following free of charge:

LCD Projector and Screen YES NO

Audio/Speakers: YES NO

Tables (up to 6 tables):

Chairs (up to 50):

Renter is responsible for providing their own:

DJ/Band: YES NO

Catering: YES NO

DAMAGE DEPOSIT

\$100

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.

Event must be completed by 12 AM.

Alcohol will be served, sold and open to the public requires a Special Event Liquor license permit.

Please tell us a bit more about your event and requested Set up style. We will do our best to meet your needs.

Rental Fees

Half-Day Rental = 2 Hour minimum up to 5 hours

Full-Day Rental = 6 or more hours

Full-Day Rentals begin at 5 PM.

Turbine Hall Rental includes Studio A (Kitchen) free of charge.

	Non-Profit or Government	All Other	
Studio A (Kitchen)	\$20 hr. / \$105 per day	\$25 hr. / \$135 per day	
Studio B (Garage) Currently N/A			
Studio C (Clay) Currently N/A			
Turbine Hall	\$30 hr. / \$165 per day	\$35 hr. / \$195 per day	
Full Day Cleaning Fee (Required)			\$75.00
Damage Deposit			\$100.00
		Total:	\$

ROOM SET-UP AND CONFIGURATION

We will do our best to meet your set up requests. Please list any additional needs here.

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REQUIREMENTS/RESPONSIBILITIES

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.

Evening events must be completed by Community Art Center's set closing time. For pre-approved late-night events: 12:00 am shut down, clean-up and renter out by 1:00 am.

For every hour the event goes beyond 1:00 a.m. you will be charged \$100.00 p/hr. and charged at 1-hour increments.

The Community Art Center does not provide utensils, cups, plates, etc.

Parents are responsible for the behavior and safety of their children.

The Glenwood Springs Community Art 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.

If your event is non-alcohol and alcohol is present or being consumed, you will be charged \$250.

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 and losing your rental costs. 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.

The Community Art 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

The renter must pay for all damages to the facility, even if the damages exceed the refundable security deposit.

I AGREE TO THE FOLLOWING CONDITIONS (PLEASE INITIAL): _____

CLEAN UP & DAMAGE POLICIES

I, as the responsible party, understand that as a renter of the Glenwood Springs Community Art Center, I am responsible for the cleanup 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, wiping down of tables and chairs.
- All trash deposited in provided receptacles.
- Damage to equipment will be deducted from damage deposit.
- Nails, tacks, push pins, staples 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 Art Center will not store or be held responsible for items left after the rental

The renter/user is responsible for cleanup of their rented areas, surrounding areas, and parking lot used by those attending event.

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.

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.

The Community Art Center will not be responsible for lost or stolen articles during time of use by an individual, group organization.

Animals are prohibited in the facility, with the exception of a service animal.

Rooms will not be used to accommodate a gathering which would violate minimum safety standards set by the Building Code Inspector.

SMOKING IS PROHIBITED IN FACILITY AND ON GROUNDS.

During the time the facility is being used by the Renter, the Renter is responsible for accidents, injuries, damages, or loss of property.

Renter shall indemnify and hold the City of Glenwood Springs harmless for any and all claims resulting from the use of the facility by the Renter, their employees, guests, or invitees.

Applicant has reviewed and agrees to adhere to all policies, rules and regulations of the Glenwood Springs Community Art Center.

Applicant agrees to the terms on this Rental Contract.

The Community Art Center has the right to cease or cancel any rental at any time.

SIGNATURE REQUIRED: _____

DATE: _____

PAYMENT INFORMATION

Rental Payments may be made over the phone with a credit card. Payment in the form of a check or cash is also acceptable.

Please drop off or mail your check(s) and make payable to:

City of Glenwood Springs
Attention: Annie Henninger, Art Supervisor/Steven Frederick, Recreation Manager
101 8th Street
Glenwood Springs, CO 80601