

PHILLIPS COUNTY EVENT CENTER RENTAL AGREEMENT FORM

Phillips County Commissioners, 221 S. Interocean Ave., Holyoke, CO 80734 (ph) 970.854.3778, (fax) 970.854.3811

TODAY'S DATE:	DATE(S) & TIME(S) OF EVENT
Name & Address of Responsible Party _____ _____ _____ CITY _____ ST _____ ZIP _____ PHONE # _____ ALT PHONE # _____ DRIVERS LICENSE# _____ STATE _____	START DATE: _____ TIME _____ AM PM _____
	END DATE: _____ TIME _____ AM PM _____
	TIME IN FOR SET UP: _____ TIME _____ AM PM _____
	*Request for SET UP BY COUNTY PERSONNEL: YES NO Additional charge for set up & take down by Phillips County Personnel
	Number of People to set up for: PLEASE CHECK ONE BELOW \$15.00 (0 to 100) _____ \$25.00 (101 to 200) _____ \$50.00 (over 200) _____

Type of Event	**ALCOHOL PRESENT: YES NO
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	RENTAL FEES	DAMAGE DEPOSIT
HEGINBOTHAM HALL (CAP. UP TO 600) @ \$300/DAY X _____ DAYS = \$ _____ @ \$300	\$ _____	\$ _____
BIESEMEIER ROOM (CAP. UP TO 120) @ \$60/DAY X _____ DAYS = \$ _____ @ \$60	\$ _____	\$ _____
ORTNER FAMILY ROOM (CAP. UP TO 50) @ \$25/DAY X _____ DAYS = \$ _____ @ \$25	\$ _____	\$ _____
KITCHENETTE @ \$10/DAY X _____ DAYS = \$ _____ @ \$10	\$ _____	\$ _____
KITCHEN (COOKING) @ \$50/DAY X _____ DAYS = \$ _____ @ \$50	\$ _____	\$ _____
KITCHEN (NON COOKING) @ \$25/DAY X _____ DAYS = \$ _____ @ \$25	\$ _____	\$ _____
ALL 3 MEETING ROOMS AND KITCHEN @ \$400/DAY X _____ DAYS = \$ _____ @ \$400	\$ _____	\$ _____
SET UP / TAKE DOWN TABLES & CHAIRS @ \$ _____ (SEE ABOVE) = \$ _____ (By PC personnel)	\$ _____	\$ _____
Fees are due 30 days prior to event TOTAL RENTAL FEE \$ _____		DAMAGE \$ _____

Rent for Additional days: 50% of the original rate for each day

Make checks payable to Phillips County Event Center, mail to: 221 S. Interocean Ave. Holyoke, CO 80734

\$ OFFICE USE ONLY

(PLEASE MAKE SEPARATE CHECK FOR DAMAGE DEPOSIT)

FEES PAID _____	CK# _____	DEP PAID _____	CK# _____	DEP RET _____
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A damage deposit is required prior to renting the Phillips County Event Center: Damage deposits may be fully refundable depending on the condition of the Event Center after your event. The damage deposit depends on room rented. An **additional deposit of **\$500.00** is required for Events serving alcohol, (please see other information on alcoholic beverages served in event center). **Make separate check for the damage deposit out to Phillips County Event Center; mail or return check to above address with rental agreement. Deposits are due with rental agreement to confirm reservation. Fees are due 30 days prior to event.**

CLEANING FEE (IF APPLICABLE) @ \$25.00/HR X _____ HRS = \$ _____

(Case #1: If the applicant requests cleanup by county personnel, then the number of hours to cleanup will be assessed by the facilities manager and the applicant will be billed at the County Cleaning hourly rate. **Case #2:** If the Event Center is not cleaned properly after the applicant's event and additional cleaning is needed, the number of cleaning hours required to prepare the Event Center for the next group will be deducted from the damage deposit at the County Cleaning hourly rate.

Any decorations requiring the installation of wires, hangers, nails or any other types of attachments to the walls of the Event Center must be approved by the Maintenance Supervisor. Please call the Commissioners' Office (970-854-3778)

*SET UP BY COUNTY PERSONNEL – **Describe or draw set up pattern below or on a separate piece of paper:**

How many tables _____ Round (40) _____ Rectangular (57) _____ Chairs/per table _____ (8 is standard - 4/side)

Additional chairs _____ Serving Tables (rectangular) _____ Podium _____ AV Screen _____

Sound System _____ Microphones _____ (how many/type, stationary or wireless) Dumpsters _____

Stage _____ (requires 2 weeks notice) **Use of ovens in Commercial Kitchen (Y/N) _____**

Other Comments for Set Up _____

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1. SCHEDULING EVENT/RESERVATIONS:

All events must be scheduled through the Commissioners' office in the Phillips County Courthouse. All events are scheduled on a first come, first served basis. The Event Center may be reserved up to one (1) year in advance of the date of the event. The full amount of the damage deposit is due at the time of your reservation. The full amount of the rental and any other fees are due thirty (30) days before the event. The rental agreement may be faxed to 970-854-3811, but will not be considered completed until the damage deposit is received.

County sponsored events may have fees waived.

2. ****ALCOHOLIC BEVERAGES:**

Alcohol is not allowed in the Event Center at any time other than licensed events or private, invitation only events.

- If alcohol is sold at any event, a "Special Events Permit" liquor license must be obtained from the City of Holyoke. A representative from the group wishing to sell liquor at the Event Center must appear before the Board or submit a request in writing to obtain the "Permission to Sell Liquor Letter" from the Commissioners. The City of Holyoke will require this letter before proceeding with the liquor license process.
- Private invitation only events may serve alcohol only inside the Event Center building itself or in pre-arranged, (with the Commissioners' office) designated areas outside the center building, (to be roped off and marked by facilities manager). Do not allow guests to take drinks outside of designated areas. All beverages must be served in cans or disposable cups. *No bottles are allowed.*
- Responsible adults must serve the alcohol and must be aware of the liability of serving alcohol to your guests. It is a violation of law to allow or otherwise permit minors to consume alcoholic beverages. If minors are served or otherwise allowed to consume alcoholic beverages within the center, the entire security deposit shall be forfeited and such violations will be reported to the Sheriff.
- **The Sheriff's office/ Holyoke Police Department will be notified of all events where alcohol is present and will be conducting routine compliance checks throughout the duration of the event as part of their regular patrol.**
- The undersigned must take responsibility of the actions of persons and guests attending the event, without limitation, and shall take reasonable steps to prevent or control acts which may result in bodily injury or property damage.
- You must show proof of Liability Insurance (homeowners policy or renters policy) for all events serving alcohol. Please provide your Insurance Co Name and Policy Number Below:

Name of Insurance Co

Policy Number

3. ENFORCEMENT – CANCELLATION POLICY:

Failure to comply with any of the rules or provisions in this agreement shall result in the loss of the damage deposit and/or the liquor security deposit, if applicable, and of future use of the Event Center. The rental fee shall also be forfeited if a scheduled event is canceled with less than 24 hours notice, unless the cancellation is due to weather conditions or emergency. In situations where the rules and regulations as set forth herein are violated, the County reserves the right to close the event immediately and future privileges for use of the Event Center may be restricted.

4. PROHIBITED USES:

- No use of pins, tacks or nails is allowed. No use of packing or duct tape is allowed on the walls.
- No animals are allowed in the Event Center building without prior approval from the Board of County Commissioners.
- No subleasing of the Event Center is allowed or permitted.

5. DAMAGE /LIQUOR DEPOSIT

A cleaning/damage deposit is required of every user. The deposit may be refunded, within 30 days, after your event, dependent upon the condition of the facility. All tables and chairs must be returned to their proper storage locations. The attached cleaning checklist must be followed, including the restrooms. If the kitchen was used, all dishes, glassware, utensils, etc must be accounted for and returned to the proper location. *Kitchen must be clean and ready for use before leaving the Event Center after your event.* There may be another group using the kitchen the next day. The Commissioners reserve the right to withhold any part of the damage deposit.

6. KEYS

Keys for the Event Center may be checked out, from the Commissioners' office in the Phillips County Courthouse, one or two days prior to your scheduled event. Keys need to be returned to the same office no later than three days following your event unless other arrangements have been made with the Commissioner's Office, 970-854-3778. There will be a \$25.00 fee for non-returned keys. Damage deposits will be held until all keys are returned. All events need to end by 1:00 a.m.

7. LIABILITY

The Phillips County Event Center is available to any person, group or organization. However, the undersigned understand(s) that they, and not Phillips County are personally responsible for any and all accidents to themselves, their invited guests, their personal property and anyone associated with the rental event, caused by their errors, negligence, or omissions.

The undersigned understand(s) further that they are responsible for damages caused to the Event Center by persons attending the scheduled event and they shall be responsible to properly supervise, chaperon, and regulate the use of the Center to protect any persons attending the event during the rental period.

This building is supported by the organizations that use it and donations are appreciated

I (WE) AGREE TO THE AFOREMENTIONED EVENT CENTER RULES AND REGULATIONS, TO ASSUME PERSONAL RESPONSIBILITY AND ANY AND ALL LIABILITY, for any or all accidents resulting in bodily injury to persons attending my event, damage to the Event Center caused by persons attending my event, any personal property loss or damage, and any liability associated with alcohol consumption at the Event Center during my scheduled event, caused by my invitees.

I acknowledge that I have received a copy of the rental agreement and these rules and regulations and have read them and understand them prior to signing them. The Event Center is owned by the residents of Phillips County and maintained by County personnel. Any violation of the rules and regulations as set forth within this rental agreement will jeopardize your future ability to use this facility

SIGNED

DATE

USE APPROVED

DATE

RETURN THIS FORM TO COMMISSIONERS OFFICE WITH DEPOSIT

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Use this page for extra notes or drawings regarding table arrangements or room set up.