

BANK OF COLORADO RENTAL AGREEMENT FORM—USE BY THE DAY

Reservation Office (T) 970-854-3616 (F) 970-854-4347 email: reservations@phillipscounty.co

TODAY'S DATE: _____ Name & Address of Responsible Party _____ _____ _____ (T #) _____ Alt # _____ Phone # Required	DATE(S) & TIME(S) OF EVENT Start Date: _____ Setup Time: _____ End Date: _____ Finish Time: _____ Time Event Starts _____ Time Event Ends _____ Please note that all events must be done by 1:00 am and the PC Event Center/Fairgrounds must be vacated by 2:00 am. **Alcohol events must end at 12:00 and vacated by 1:00 am Driver's License # (alcohol events only) _____
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TYPE OF EVENT _____ **ALCOHOL PRESENT: NO** **YES**** (event insurance may be required)

Rental Fees— (check correct box)	Non-Profit 501c3 Only	Business	Individual	Mandatory Damage Deposit	Fees Due
Arena					
See hourly rate sheet					
1 Day—Event	\$250 <input type="checkbox"/>	\$315 <input type="checkbox"/>	\$315 <input type="checkbox"/>	\$315 <input type="checkbox"/>	
Meeting Room—35 people 35'x29'				\$40 <input type="checkbox"/>	
Daily Rate	\$40 <input type="checkbox"/>	\$40 <input type="checkbox"/>	\$40 <input type="checkbox"/>		
Concession Stand—non-cooking	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>		
Concession Stand—cooking	\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>		
Entire Pavilion *See note below				\$750 <input type="checkbox"/>	
1 Day	\$500 <input type="checkbox"/>	\$750 <input type="checkbox"/>	\$750 <input type="checkbox"/>		
Up to 3 Days	\$750 <input type="checkbox"/>	\$1250 <input type="checkbox"/>	\$1250 <input type="checkbox"/>		
Up to 5 Days	\$1500 <input type="checkbox"/>	\$2000 <input type="checkbox"/>	\$2000 <input type="checkbox"/>		
Horse Stalls/ Per Stall/ Per Day—Cleaned	\$10 <input type="checkbox"/>				
\$25 per stall fee for uncleaned stalls (Assessed by County Maintenance)					
Deposit for Event with alcohol (see Page 2, section 2)				\$625 <input type="checkbox"/>	

In the section below please check all that apply

	WIFI-\$50 <input type="checkbox"/>
*County Setup YES <input type="checkbox"/> (\$35 per man hr.) *County Cleanup YES <input type="checkbox"/> (\$35 per man hr.) *Billed or deducted from deposit	
Office use only: Commissioner Approved NC <input type="checkbox"/> Additional Fees :	
TOTAL DAMAGE DEPOSIT & TOTAL FEES DUE	

Phillips County Harvest RV Park is located south of the BOC Pavilion.
Rates are \$25 1st Day, \$20/day thereafter OR \$450/4 weeks (28 Days). \$10 Dry Camping/Day

Make checks payable to "Phillips County Event Center" PO Box 328, Holyoke, CO 80734.

Office Use Only: Fee Paid \$ _____ Check # _____ Deposit Paid \$ _____ Check # _____ Alcohol Deposit \$ _____ Check # _____

**Rates are Subject to Change

BANK OF COLORADO RENTAL AGREEMENT FORM

Reservation Office (T) 970-466-3778 (F) 970-854-3811 email: pavilion@phillipscounty.co

1. SCHEDULING EVENT/RESERVATIONS:

All events must be scheduled through the Phillips County Administration Office in the Phillips County Courthouse. All events are scheduled on a first come, first served basis. The Pavilion may be reserved 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 submitted electronically or faxed to 970-854-3811, but will not be considered completed until the damage deposit is received.

County sponsored events may have fees waived.

The Commissioners have final authority over all rentals.

2. **ALCOHOLIC BEVERAGES:

Alcohol is not allowed in the Pavilion 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 Pavilion must appear before the Board & 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 Pavilion building itself or in pre-arranged, (with the Commissioners) designated areas outside the pavilion, (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 glass is 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 pavilion, the entire security deposit shall be forfeited and such violations will be reported to the Law Enforcement.

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 (personal policy or renter's policy) for all events serving alcohol in the Pavilion and list **PHILLIPS COUNTY AS AN ADDITIONAL INSURED**. You must provide a CERTIFICATE OF INSURANCE with your rental agreement.

3. ENFORCEMENT- CANCELLATION POLICY:

Meeting Room Q/ Commercial Kitchen/ Concessions	Cancel at least 14 days prior to event	Refund 100% of Deposit
	Cancel less than 14 days prior	Refund 0% of Deposit
	Cancel at least 31 days prior to event	Refund 100% of Deposit
Entire Pavilion	Cancel between 15-30 days prior to event	Refund 50% of Deposit
	Cancel less than 14 days prior to event	Refund 0% of Deposit

4. PROHIBITED USES:

By directive of CTSI (building insurance carrier) **no open flame allowed.**

No use of pins, tacks or nails is allowed. No use of packing or duct tape is allowed on the walls. County has available tape that is permissible.

No sub-leasing of the Pavilion 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. **All rooms included in the rental must be clean and ready for use at the end of your rental period.**

The Pavilion Coordinator reserves the right to withhold any part of the damage deposit.

6. KEYS

Keys for the Pavilion may be checked out, from the Administration Office in the Phillips County Courthouse prior to your scheduled event. Keys need to be returned to the same office or in the key drop box 24 hours following your event or the next business day if your rental occurs Friday through Sunday unless other arrangements have been made with the Administration Office, 970-854-3778. There will be a \$100 fee for non-returned keys. Damage deposits will be held until all keys are returned. All events need to end per the instructions on the 1st page.

7. LIABILITY

The Bank of Colorado Pavilion 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 Pavilion 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 PAVILION 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 Pavilion caused by persons attending my event, any personal property loss or damage, and any liability associated with alcohol consumption at the Pavilion 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 Pavilion 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 •

*****Submit form ONLY if you agree to all rules and regulations*****

SIGNED : ----- DATE: _____

USE APPROVED: _____ DATE: _____

RETURN THIS FORM TO ADMINISTRATION OFFICE WITH FEES