

PHILLIPS COUNTY EVENT CENTER RENTAL AGREEMENT FORM

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

<p>TODAY'S DATE: _____</p> <p>Name & Address of Responsible Party</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(T #) _____ Alt # _____</p> <p>Phone # Required</p>	<p>DATE(S) & TIME(S) OF EVENT</p> <p>Start Date: _____ Setup Time: _____</p> <p>End Date: _____ Finish Time: _____</p> <p>Time Event Starts _____ Time Event Ends _____</p> <p>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.</p> <p>**Alcohol events must end at 12:00 and vacated by 1:00 am</p> <p>Driver's License # (alcohol events only) _____</p>
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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
Heginbotham Hall—600 people 120"x80"				\$750 <input type="checkbox"/>	
1 day	\$200 <input type="checkbox"/>	\$375 <input type="checkbox"/>	\$375 <input type="checkbox"/>		
Up to 3 days	\$250 <input type="checkbox"/>	\$625 <input type="checkbox"/>	\$500 <input type="checkbox"/>		
Up to 5 days	\$375 <input type="checkbox"/>	\$750 <input type="checkbox"/>	\$625 <input type="checkbox"/>		
Bieseimer Room—120 people 60'x40'				\$75 <input type="checkbox"/>	
1 day	\$40 <input type="checkbox"/>	\$75 <input type="checkbox"/>	\$75 <input type="checkbox"/>		
Up to 3 days	\$50 <input type="checkbox"/>	\$125 <input type="checkbox"/>	\$100 <input type="checkbox"/>		
Up to 5 days	\$75 <input type="checkbox"/>	\$150 <input type="checkbox"/>	\$125 <input type="checkbox"/>		
Ortner Family Room—50 people 40'x21'				\$50 <input type="checkbox"/>	
Daily Rate	\$35 <input type="checkbox"/>	\$35 <input type="checkbox"/>	\$35 <input type="checkbox"/>		
Commercial Kitchen—non-cooking (event)	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$250 <input type="checkbox"/>	
Commercial Kitchen—cooking (event)	\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$250 <input type="checkbox"/>	
Entire Event Center *Subject to limited use of Ortner Family Room by Phillips County prior to actual event date.				\$750 <input type="checkbox"/>	
1 day	\$375 <input type="checkbox"/>	\$500 <input type="checkbox"/>	\$500 <input type="checkbox"/>		
Up to 3 days	\$500 <input type="checkbox"/>	\$800 <input type="checkbox"/>	\$725 <input type="checkbox"/>		
Up to 5 days	\$750 <input type="checkbox"/>	\$1000 <input type="checkbox"/>	\$875 <input type="checkbox"/>		
Deposit for Event with alcohol (see Page 2, section 2)				\$625 <input type="checkbox"/>	

In the section below please check all that apply

Please read the Rental Setup & Information Sheet for equipment descriptions and instructions for set up

Stage 1-6 Sections-\$75 <input type="checkbox"/>	7-12 Sections-\$150 <input type="checkbox"/>	13-18 Sections-\$200 <input type="checkbox"/>	WIFI-\$50 <input type="checkbox"/>
Screen/Projector-\$200 (Heginbotham Hall Only) 1 set <input type="checkbox"/> 2 sets <input type="checkbox"/> Screen/Projector-\$50 (Bieseimer Room) <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

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

Please make separate checks for damage deposit and rental fees. Damage deposits may be fully refundable.

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

**Rates are Subject to Change

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1. SCHEDULING EVENT/RESERVATIONS:

All events must be scheduled through the Reservation Office in the Phillips County Event Center. All events are scheduled on a first come, first served basis. The Event Center 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 970-854-3816, 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 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) 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 excepted for serving purposes.*

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 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 Heginbotham Hall and list **PHILLIPS COUNTY AS AN ADDITIONAL INSURED**. You must provide a CERTIFICATE OF INSURANCE with your rental agreement.

3. ENFORCEMENT – CANCELLATION POLICY:

Ortner Family Room <u>or</u> Bieseimer Room <u>or</u> Commercial Kitchen	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 90 days prior to event	Refund 100% of Deposit
Heginbotham Hall <u>or</u> Entire Event Center	Cancel between 30-89 days prior to event	Refund 50% of Deposit
	Cancel less than 30 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.
 No animals are allowed in the Event Center building without prior approval from the Board of County Commissioners.
 No sub-leasing 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. All rooms included in the rental must be clean and ready for use at the end of your rental period.

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

6. KEYS

Keys for the Event Center may be checked out, from the Reservation Office in the Event Center 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 Reservation Office, 970-854-3616. There will be a \$25 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 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 .

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

SIGNED: _____ DATE: _____

USE APPROVED: _____ DATE: _____

PHILLIPS COUNTY EVENT CENTER RENTAL SETUP FORM & EQUIPMENT SHEET

Any type of decoration(s) you want to put on the walls in the Event Center must be approved by the county supervisor. Call 970-466-2511 to make arrangements.

NO TAPE (OF ANY KIND) IS TO BE USED ON THE WALLS. THUMB TACKS, 3M HOOKS, NAILS AND/OR ANYTHING THAT WILL DAMAGE THE WALLS, FLOORS, CEILING, DOORS, ETC., IS PROHIBITED. IF YOU NEED TO TAPE CORDS, ETC. TO THE FLOOR, YOU MUST CALL MAINTENANCE STAFF (970-466-0482) OR ADVISE THE EVENT CENTER RESERVATIONIST, SO THE PROPER TAPE IS USED TO AVOID DAMAGE CHARGES. Please see the additional sheet of Decorating DO's and DON'TS.

**** It is the renter's responsibility to check with all decorators, bands, DJ's, caterers, etc. for any needs.***

Any special accommodations require at least 2 weeks prior notice to your event and are not guaranteed to be provided.

Below is a list of available equipment/services – ON A FIRST COME/FIRST SERVED BASIS. **Failure to inform Event Center Staff of equipment/services needed prior to your event, may result in equipment/services being unavailable.** Some equipment/services require additional fees. **Check all that apply:**

_____ **WIFI-\$50.00/Basic Charge** (High Speed WIFI is passworded. Password will be provided by Event Center Reservationist – Renters are responsible for checking with bands, DJ's, presenters, etc. to see if they need WIFI. **High volume of users may be an issue.**

_____ **Internet Speed Bump** - Bump up speeds can be purchased in addition to the Basic WIFI Charge. If you need an internet bump up, you must make arrangements with the Event Center Reservationist no later than 1 week prior to your event. Additional fees are assessed on the requested bump up speed.

_____ **Stage - (Requires 2 weeks' notice).** Please indicate on the diagram provided where you want the stage placed. (Stage in Biesemeier Room is subject to Event Center Supervisor discretion)

_____ 1-6 Sections-\$75.00 _____ 7-12 Sections-\$150.00 _____ 13-18 Sections-\$200.00

_____ **Large Projector Screen/Sets (Heginbotham Hall only)-\$200/set** -There are two sets available. Please indicate how many you need. Screens measure 10'x12'. Please check below if you want curtains for the screens. Indicate on diagram provided where you want the screen(s), projectors and your laptop placed.

_____ 1 Screen/Projector _____ 2 Screens/Projectors _____ Curtains: _____ YES _____ NO

_____ **Screen/Projector (Biesemeier Room only)-\$50.** Permanently mounted in the Biesemeier Room. Cannot be moved.

_____ **Sound System** - There are sound systems in Heginbotham Hall and the Biesemeier Room. **DO NOT HOOK UP ADDITIONAL EQUIPMENT TO THE SOUND SYSTEM WITHOUT PRIOR CONSENT OF EVENT CENTER STAFF.**

_____ **Microphones** – all microphones are wireless. There are 2 handheld and 1 lapel mic available. Please indicate how many you need of each and which room(s) you need them in.

_____ Handheld: Room(s) _____ Lapel: Room _____

_____ **Podium** - Please indicate on diagram provided where you want the podium placed.

_____ **Dance/Wedding/Quincenara, etc.** – Any special accommodations are subject to the Event Center Supervisor discretion, require at least 2 weeks' notice, and are not guaranteed to be provided.

_____ **Band / DJ** – Availability of special accommodations is subject to the Event Center Supervisor discretion, require at least 2 weeks' notice, and are not guaranteed to be provided.

_____ **220 Volt Electrical Outlet** - Requires special plug. Make sure Band/DJ, etc., have correct plug, if needed. **Event Center does not provide the plug.** Ask the Reservationist for a picture of outlet.

_____ **Inflatables (You must inform Event Center Staff if you plan to have an inflatable. Allowed only in certain areas)**

_____ **Ovens in Commercial Kitchen** – Please let us know several days in advance if ovens need lit.

_____ **Food Warmer** – There is a food warmer in the commercial kitchen. If you are using the warmer in another location other than the commercial kitchen, please check below if you will need the extra electrical cord.

COUNTY SET UP/TEAR DOWN – County personnel will setup tables and chairs for your event for the fees indicated on the Rental Agreement Form. County setup should be requested no less than two weeks **prior to your rental date** for entire Event Center and Heginbotham Hall rentals and no less than 72 hours for Biesemeier and/or Ortner Room rentals.

Any additional setup (county or outside entity) will be billed.

Please indicate how many of each you will need. Please indicate on the diagram provided how you want set up done.

Seating Tables: _____ Round tables (37 - 5 ft. diameter) _____ Rectangle tables (80 – standard 8')

_____ Chairs per table (8 is standard-4/sides) _____ Additional Chairs _____ Serving Tables (Rectangle-8')

_____ 1/2 Tables (Rectangle 71" L x 13" W x 29" H)

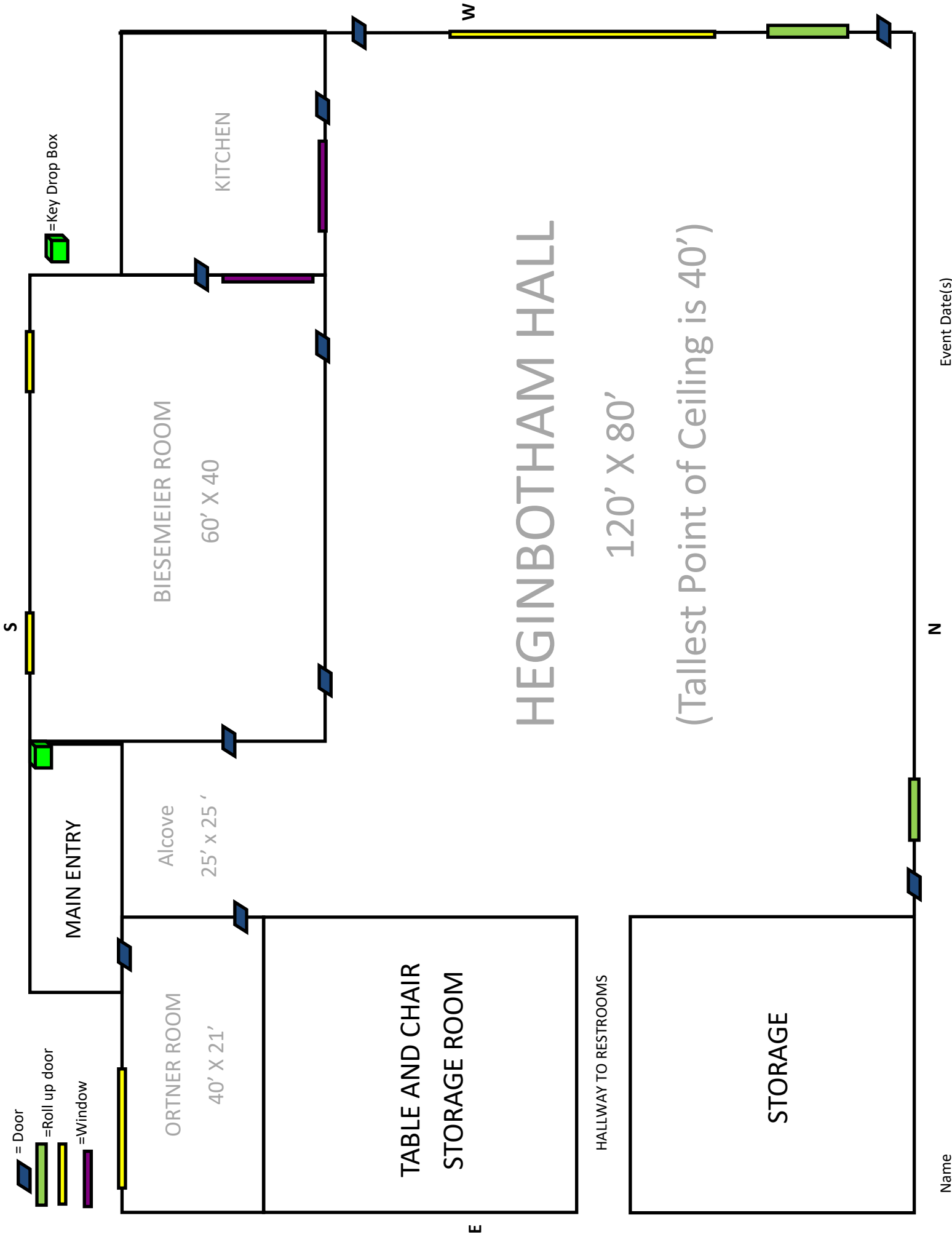
Additional Comments for Set Up -

▮ = Door

▮ = Roll up door

▮ = Window

▮ = Key Drop Box



Name _____

Event Date(s) _____

PHILLIPS COUNTY EVENT CENTER RENTAL SETUP FORM & INFORMATION SHEETS

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

Ortner Family Room

Things You Need To Know

Restroom: Ortner Restroom is in the hallway in the northeast corner of this room. Basic cleanup must be done and trash removed.

Public Restrooms: Located in the hallway east of Heginbotham Hall.

For your event please:

Be aware that the doors leading back into the Hall will be locked UNLESS you have unlocked them with the hex key provided on the key ring you picked up prior to your event. You **MUST** lock these doors again when your event is finished.

Remember that basic cleanup must be done and trash removed.

Tables and Chairs: You may get additional tables and chairs in the closet located at the east end of Heginbotham Hall. These must be returned at the end of your event and restacked per diagram on the door.

Trash: Please take all trash to and put into the dumpsters located on the west end of the Event Center (replacement liners are on the table by the ice machine).

Final Clean Up: Please leave the room as you found it. If necessary, cleaning supplies are located under the sink and the vacuum is in the table/chair closet. LEAVE NO FOOD OR DRINKS IN THE REFRIGERATOR OR FREEZER

***You may use the refrigerator and sink for your event. Ice is available in the community kitchen.

Bieseimer Room

Things You Need To Know

Public Restrooms: Located in the hallway east of Heginbotham Hall.

For your event please:

Be aware that the doors leading back into the Hall will be locked UNLESS you have unlocked them with the hex key provided on the key ring you picked up prior to your event. You **MUST** lock these doors again when your event is finished.

Basic cleanup must be done and trash removed. Ice is available in the kitchen.

Tables and Chairs: You may get tables and chairs in the closet located at the east end of Heginbotham Hall. These must be returned at the end of your event.

Trash: Please take all trash to and put into the dumpsters located on the west end of the Event Center (replacement liners are on the table by the ice machine)

Sound System: This may be accessed with the key found on the key ring.

Final Clean Up: Please leave the room as you found it. If necessary, cleaning supplies are located in the Janitors Closet at the west end of the Community Kitchen (right across from the ice machine). Brooms and dust mops are located in the table/chair closet at the east end of Heginbotham Hall. A wet mop and bucket is available in the mechanical room located at the west end of the Community Kitchen. LEAVE NO FOOD OR DRINKS IN THE KITCHEN INCLUDING THE REFRIGERATOR OR FREEZER.

Multi-day rental: All food and drink in *all areas* must NOT be left over night but must be cleaned up and trash taken to the dumpster after the event. The rest of the cleanup duties can take place the following day if your rental agreement includes that day.

PHILLIPS COUNTY EVENT CENTER RENTAL SETUP FORM & INFORMATION SHEETS

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

Welcome to Heginbotham Hall

Things you need to know

Public Restrooms: Located in the hallway east of Heginbotham Hall.

For your event please:

Be aware that the doors leading back into the Hall will be locked UNLESS you have unlocked them with the hex key provided on the key ring you picked up prior to your event. You **MUST** lock these doors again when your event is finished.

Remember that basic cleanup must be done and trash removed.

Tables and Chairs: You may get tables and chairs in the closet located at the east end of Heginbotham Hall. These must be returned at the end of your event and restack them per the diagram shown on the door.

Trash: Please take all trash to and put into the dumpsters located on the west end of the Event Center (replacement liners are on the table by the ice machine).

Sound System: This may be accessed with the key found on the key ring.

Lights: There are 3 banks of light switches that will operate the lighting. They are located on the west wall of the main entrance, the northeast corner of the Hall and the west corner of the Hall.

West Exit Doors: You will not be able to re-enter the building from these doors unless you unlock them using the hex key found on the upper left of the door jam. To unlock, insert this key in the hole on the hinge side of the panic bar.

Heating and Cooling: Controlled by 2 thermostats located on the east wall of the Hall.

Final Clean Up: Please leave the room as you found it. If necessary, in the Janitors Closet at the west end of the Community Kitchen (right across from the ice machine). Brooms and dust mops are located in the table/chair closet at the east end of Heginbotham Hall. A wet mop and bucket is available in the mechanical room located at the west end of the Community Kitchen. **LEAVE NO FOOD OR DRINKS IN THE KITCHEN INCLUDING THE REFRIGERATOR OR FREEZER**

Multi-day rental: All food and drink in *all areas* must not be left over night but must be cleaned up and trash taken to the dumpster after the event. The rest of the cleanup duties can take place the following day if your rental agreement includes that day.

When exiting the Event Center, please make sure that ALL doors close securely behind you.

Your damage deposit will be returned after your event provided the rental is left clean and undamaged. If not, the Event Center Coordinator will prorate your deposit as needed.

Thank you for supporting the Phillips County Event Center

Please fill out our satisfaction survey

PHILLIPS COUNTY EVENT CENTER RENTAL SURVEY

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

Thank you for holding your event at the Phillips County Event Center. Please take a moment and fill out the following information so that we can better serve you in the future.

What is the name of your group?

What was the date of your event?

Please indicate the room(s) you used for your event:

_____ Heginbotham Hall _____ Bieseemeier Room _____ Ortner Family Room _____ Community Kitchen

Please rate the following.

If you rate an area as "POOR" please leave a comment so we can address your issue.

Facilities and Services	Poor	Fair	Good	Excellent
Reservation Process/Information Provided				
Key Pickup/Return Process				
Room Set-up				
Chairs/Tables Availability				
Community Kitchen Set-up				
Staff Assistance/Availability				
Room Cleanliness				
Restrooms				
Parking				
Other				

Additional Comments:

(Use back if needed)