

BANK OF COLORADO PAVILION RENTAL AGREEMENT FORM—USE BY THE DAY

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

TODAY'S DATE: _____ Name & Address of Responsible Party _____ _____ _____ (T #) _____ Alt # _____ Driver's License # (alcohol events only) _____	DATE(S) & TIME(S) OF EVENT Start Date: _____ Time: _____ End Date: _____ Time: _____ 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 COUNTY SETUP: NO YES Setup Price: \$35.00 per man/hour (\$35.00 Minimum Charge)
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TYPE OF EVENT _____ **ALCOHOL PRESENT: NO YES**** (event insurance may be required)

Rental Fees— (check correct box)	4H/Commissioner Approved Youth*	Non-Profit IRS 501(c)(3) only	Business	Individual	Mandatory Damage Deposit	Fees Due
Arena						<input style="width: 50px; height: 20px;" type="text"/>
See hourly rate sheet						
1 Day—Small Event	<input type="checkbox"/>	\$250 <input type="checkbox"/>	\$315 <input type="checkbox"/>	\$315 <input type="checkbox"/>	\$315	<input style="width: 50px; height: 20px;" type="text"/>
1 Day—Large Event	<input type="checkbox"/>	\$500 <input type="checkbox"/>	\$625 <input type="checkbox"/>	\$625 <input type="checkbox"/>	\$625	<input style="width: 50px; height: 20px;" type="text"/>
Meeting Room—35 people 35'x29'					\$40	<input style="width: 50px; height: 20px;" type="text"/>
Daily Rate	NC <input type="checkbox"/>	\$40 <input type="checkbox"/>	\$40 <input type="checkbox"/>	\$40 <input type="checkbox"/>		
Concession Stand—non-cooking (event)	NC <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$250	<input style="width: 50px; height: 20px;" type="text"/>
Concession Stand—cooking (event)	NC <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$250	<input style="width: 50px; height: 20px;" type="text"/>
Entire Pavilion *See Note Below					\$750	<input style="width: 50px; height: 20px;" type="text"/>
1 day	NC <input type="checkbox"/>	\$500 <input type="checkbox"/>	\$750 <input type="checkbox"/>	\$750 <input type="checkbox"/>		
Up to 3 days	NC <input type="checkbox"/>	\$750 <input type="checkbox"/>	\$1,250 <input type="checkbox"/>	\$1,250 <input type="checkbox"/>		
Up to 5 days	NC <input type="checkbox"/>	\$1,500 <input type="checkbox"/>	\$2,000 <input type="checkbox"/>	\$2,000 <input type="checkbox"/>		
Event with alcohol (see Page 2, section 2)					\$500	<input style="width: 50px; height: 20px;" type="text"/>
County setup fee due						<input style="width: 50px; height: 20px;" type="text"/>
TOTAL DAMAGE DEPOSIT & TOTAL FEES DUE					<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

*****Non-paying rentals may be moved if paying rental comes up. Paying rentals take priority.**

Phillips County Harvest RV Park sits just south of the BOC Pavilion. Rates are \$25 the first day, \$15/day thereafter OR \$350/4 Weeks (28 days)

Make checks payable to "Phillips County" -

mail to—Phillips County Attn: Pavilion 221 S Interocean, Holyoke, CO 80734

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

Damage deposits required for event. Hourly users will be responsible for any and all damage.

Cleaning Fee per Applicant request: \$35/man hour—Applicant will be billed after event by County personnel

Office Use Only Fee Paid _____ Check # _____ Damage Deposit Paid _____ Check # _____ Alcohol Deposit _____ Checks Retd _____

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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 *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 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 <i>or</i> 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
Entire Pavilion	Cancel at least 31 days prior to event	Refund 100% of Deposit
	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

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Any type of decoration(s) you want to put on the wall in the pavilion meeting room must be approved by the county supervisor at 970-466-2511.

SET UP BY COUNTY PERSONNEL – Describe or draw set up pattern below:

Meeting Room

1. Seating Tables/Chairs:

Rectangular tables _____ Chairs/per table____ (8 is standard - 4/sides)

2. Additional chairs (Qty)_____ Serving Tables (rectangular) (Qty)_____ Podium_____ (\$10)

Kitchen

1. Use of ovens in Commercial Kitchen (Y/N) _____

Other Options

1. Stage: - (requires 2 weeks' notice)

Small (Up to 6 Sections, \$50.00) _____ Medium (7-12 Sections, \$100.00) _____

Large (13-18 Sections, \$150.00) _____

2. **Use the WiFi (Additional charge)** _____ Will you be having a DJ _____ Band _____ Dance _____

3. Sound System (included in rental) _____ Microphones _____ (how many/type, stationary or wireless) Dumpsters _____

Other Comments for Set Up _____

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Meeting Room

Things You Need To Know

Public Restrooms: Located on the north side of the arena.

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

Tables and Chairs: Tables and chairs are set up in the meeting room. You may re-arrange for the purpose of your meeting, but they should be returned to their original configuration when your rental is complete.

Trash: Please take all trash to and put into the dumpsters located on the west end of the Phillips County Event Center. (Replacement liners are in the janitors supply closet)

Sound System: This has to be requested and then 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 and wet mops are located in the closet designated "Janitors Supplies" 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 Pavilion, 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 Pavilion Coordinator will prorate your deposit as needed.

Thank you for supporting the Bank of Colorado Pavilion!

Please fill out our satisfaction survey (next page)!

BANK OF COLORADO PAVILION RENTAL SURVEY

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

Thank you for holding your event at the Bank of Colorado Pavilion. 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:

Arena Meeting Room Community Kitchen Other

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:
