

# PHILLIPS COUNTY EVENT CENTER RENTAL AGREEMENT FORM

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

TODAY'S DATE: _____ Name & Address of Responsible Party _____ _____ _____ (T #) _____ Alt # _____	DATE(S) & TIME(S) OF EVENT Start Date: _____ Setup Time: _____ End Date: _____ Finish Time: _____ Time Event Starts _____ Time Event Ends _____ <b>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.</b> <b>**Alcohol events must end at 12:00 and vacated by 1:00 am</b> 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 <i>501c3 Only</i>	Business	Individual	Mandatory Damage Deposit	Fees Due
Heginbotham Hall—600 people 120"x80"				\$750 <input type="checkbox"/>	
1 day	\$250 <input type="checkbox"/>	\$425 <input type="checkbox"/>	\$425 <input type="checkbox"/>		
Up to 3 days	\$300 <input type="checkbox"/>	\$675 <input type="checkbox"/>	\$550 <input type="checkbox"/>		
Up to 5 days	\$425 <input type="checkbox"/>	\$800 <input type="checkbox"/>	\$675 <input type="checkbox"/>		
Bieseimer Room—120 people 60'x40'				\$100 <input type="checkbox"/>	
Daily Rate	\$60 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>		
Ortner Family Room—50 people 40'x21'				\$50 <input type="checkbox"/>	
Daily Rate	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>		
Commercial Kitchen—Daily Rate	\$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.					
1 day	\$425 <input type="checkbox"/>	\$550 <input type="checkbox"/>	\$550 <input type="checkbox"/>	\$750 <input type="checkbox"/>	
Up to 3 days	\$550 <input type="checkbox"/>	\$850 <input type="checkbox"/>	\$775 <input type="checkbox"/>		
Up to 5 days	\$800 <input type="checkbox"/>	\$1050 <input type="checkbox"/>	\$925 <input type="checkbox"/>		
<b>Deposit for Event with alcohol (see Page 2, section 2)</b>				\$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 \$100 <input type="checkbox"/> (Please indicate number of sections needed on set up form)	WIFI-\$50 <input type="checkbox"/>
♦Screen/Projector-\$200/ea. (Heginbotham Hall Only) 1 set <input type="checkbox"/> 2 sets <input type="checkbox"/> Screen/Projector-\$50 (Bieseimer Room) <input type="checkbox"/>	
*County Setup/Tear Down—Heginbotham Hall & Entire Event Center Rentals (3-5 Day Rentals Only) \$450 <input type="checkbox"/>	
*County Setup/Tear Down—Bieseimer Room Only \$150 <input type="checkbox"/>	
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**

# PHILLIPS COUNTY EVENT CENTER RENTAL AGREEMENT FORM

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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 Information**

Cancellation Date Deadline:	
90 Days	_____
30 Days	_____
14 Days	_____

OFFICE USE ONLY

*This informational sheet will be discussed with the Renter at the time of reservation and each section will be initialed by Phillips County Staff and Renter.*

**FEES, DEPOSITS, & INSURANCE**

- **DEPOSIT** is due when reservation is made. **NO EXCEPTIONS.**
- **RENTAL FEE** is due thirty (30) days before event. **NO EXCEPTIONS.** \_\_\_\_\_  
(Due Date)
- **ALL ALCOHOL EVENTS MUST HAVE LIABILITY INSURANCE PROOF 2 WEEKS PRIOR OF EVENT. NO EXCEPTIONS.**  
Options for insurance carriers are available from Phillips County.
- **DEPOSITS WILL BE RETURNED** within 2 weeks of rental date if room(s) are left clean.
  - Food should be cleaned up immediately after the event. Complete event clean-up must take place during the rental time period.
  - Remove all personal items and dispose of trash, leaving the room(s) as they were found.
  - County Cleanup fees, as indicated on the Rental Agreement Form, will be deducted from the deposit if cleaning is required (if not originally requested).
  - In the event that the security deposit does not cover the cost of the damage/cleaning fees, the renter will be billed for additional charges.

X\_\_\_\_\_ X\_\_\_\_\_

**EVENTS**

- **ROOM SET-UP IS THE RESPONSIBILITY OF THE RENTER.**
  - Set-up can be contracted with Phillips County Event Center Staff for the fees indicated on the Rental Agreement Form.
  - Renter only has use of that area paid for in the rental agreement.
- **NON-ALCOHOL EVENTS MUST CONCLUDE BY 1:00 A.M. AND PREMISES VACATED BY 2:00 A.M.**
  - This means that the building must be vacated by all attendees, caterers, and bands promptly at the required time. ***Compliance will be monitored using the video surveillance cameras. Failure to comply may result in loss of deposit monies.***

X\_\_\_\_\_ X\_\_\_\_\_

- **ALL ALCOHOL EVENTS MUST CONCLUDE BY 12:00 MIDNIGHT AND PREMISES VACATED BY 1:00 A.M.**

This means that the building must be vacated by all attendees, caterers, and bands promptly at the required time. ***Compliance will be monitored using the video surveillance cameras. Failure to comply may result in loss of deposit monies.***

X\_\_\_\_\_ X\_\_\_\_\_

- **THE BUILDING IS SMOKE FREE.** The Colorado Clean Air Act requires a person to be at least 15 feet away from any entrance if they wish to smoke. Please use the provided receptacles located on the South, North, and West sides of the Event Center.
- **ALCOHOL USE MUST BE PRE-APPROVED.**
  - All State of Colorado and City of Holyoke requirements must be met.
    - These include, but are not limited to:
      - No service of alcohol to anyone under the age of 21.
      - No open containers outside of the building.
      - Discontinue service of alcohol to an obviously intoxicated attendee.
      - Event must be private and entrance to the event must be controlled.
      - Alcohol may not be sold except by qualified non-profit organizations. Permits must be acquired from the Holyoke City Clerk and State of Colorado and must be presented at least 45 days prior to the event.
      - **Absolutely no alcohol allowed outside of the approved alcohol serving area.**
      - **Service of alcohol should terminate one hour before the end of the event.**
- There is **ZERO TOLERANCE** for alcohol at a non-alcohol event. If the event was arranged as a non-alcohol event and does not have the proper liability insurance purchased and \$500.00 deposit paid in advance, it may be shut down immediately upon discovery of alcohol on the premises and the deposit may be forfeited for rental contract violation.
  - If there is evidence of alcohol use via debris (cans, bottles, etc.) in the parking lot or trash cans, 100% of the deposit may be forfeited for rental contract violation.
- Phillips County reserves the right to make periodic inspections of the facility during any and all events.
- Phillips County reserves the right to have County staff on site during all stages of events (set-up, event itself, clean-up).

X\_\_\_\_\_

X\_\_\_\_\_

**Entire Building Rental – (Entrance/Foyer decorating only included in this rental)**

- **Decorating – PLEASE SEE ADDITIONAL SHEET PROVIDED ON THE DO’S AND DON’TS.**
  - **If you have problems with hanging decorations, please call 970-466-0482**

**Clean-Up**

- **IF minimal cleanup is not done, you forfeit 50% of your deposit plus the County Cleanup charges as indicated on the Rental Agreement Form.**
  - **You will be given a separate sheet of the minimal requirements. Renter is financially responsible for the cleanup; that it is done right and keys are returned.**

X\_\_\_\_\_

X\_\_\_\_\_

If you have any accidents that break or ruin any part of the building during your event, PLEASE let us know as soon as possible so we can work out the best solution for the repairs. We appreciate honesty!

X: \_\_\_\_\_

X: \_\_\_\_\_

Renter

Event Center Staff

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)

1-18 Sections-\$100.00 Number of sections needed \_\_\_\_\_

\_\_\_\_\_ **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/Quincenera, 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.

\_\_\_\_\_ **Scissor Lift (Contact Maintenance 970-466-2511 or 970-466-0482 for operating instructions).**

**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) \_\_\_\_\_ Extra Food Warmer Electrical Cord

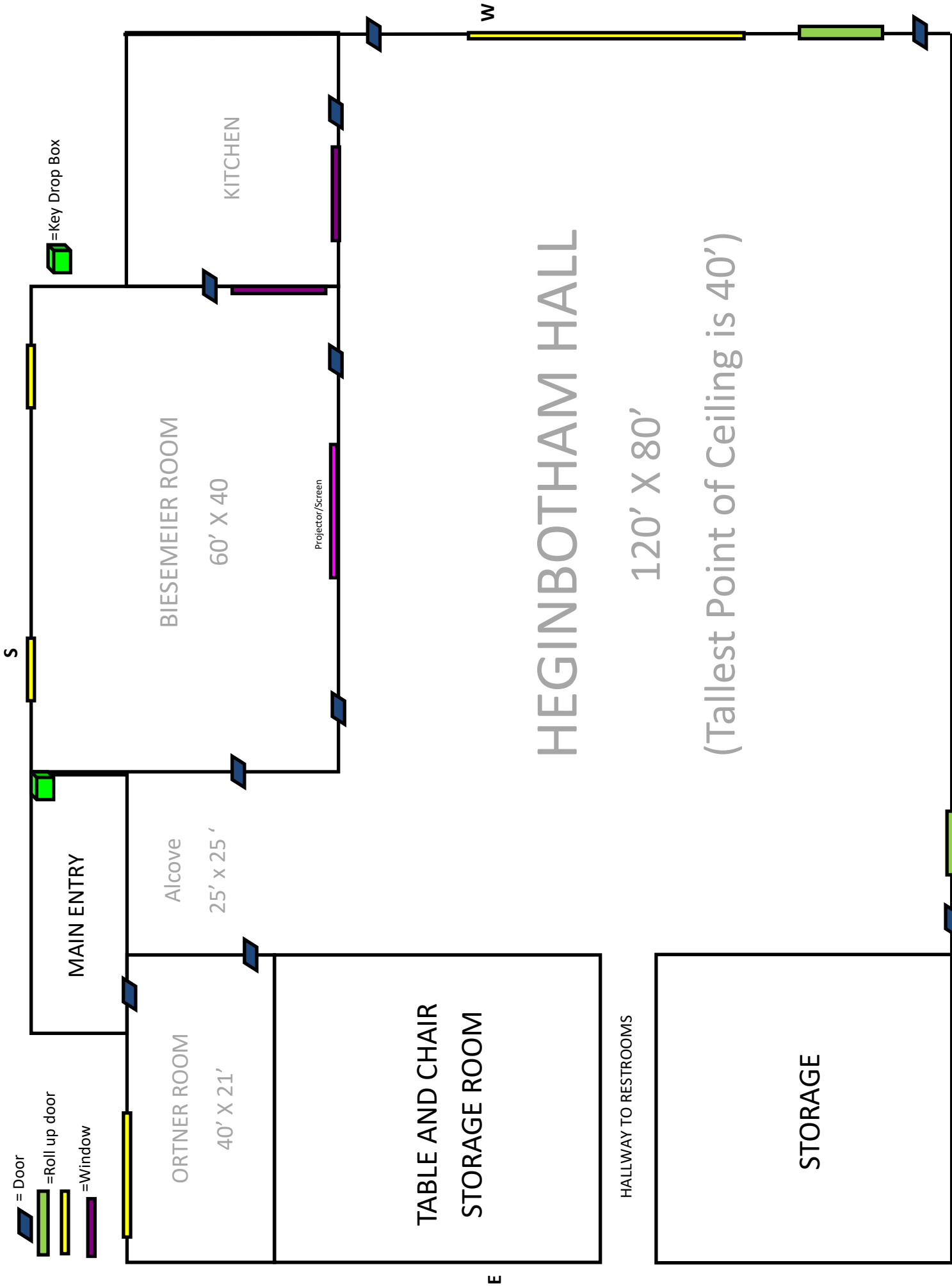
Additional Comments for Set Up -

▤ = Door

▬ = Roll up door

▬ = Window

▣ = Key Drop Box



# HEGINBOTHAM HALL

120' X 80'

(Tallest Point of Ceiling is 40')

Name \_\_\_\_\_

Event Date(s) \_\_\_\_\_

# Phillips County Event Center

## Decorating DO'S and DON'TS

*Any damages done will be deducted from your deposit and/or billed to you after your event.*

### DO'S

*Can use Blue Tac or UHU Tac to hang light decorations (can purchase through the Event Center)*

*Use cable strung along walls to hang poster, banners, and other light objects*

*Free standing easels*

*Center Piece – it is on a pully system. Please make sure you are shown how to use it properly.*

### DON'TS

*No Security cameras covered*

*NO TAPE(OF ANY KIND), THUMB TACKS, 3M HOOKS, NAILS, AND ANYTHING ELSE THAT WILL DAMAGE THE WALL. If you are not sure, ask.*

*No new holes in any part of the building*

*No decorating foyer/entrance UNLESS you have rented the whole building*

*\*IF YOU WANT TO USE THE FORKLIFT OR SCISSOR LIFT, NEED TO CONTACT EVENT CENTER MAINTENANCE 970-466-0482 BEFORE OPERATING.*

*\*IF YOU HAVE ANY PROBLEMS WITH DECORATING, PLEASE CALL EVENT CENTER MAINTENANCE.*