WASHINGTON COUNTY EVENT CENTER RENTAL AGREEMENT FORM

Washington County Commissioners, 150 Ash Ave, Akron, CO 80720 (phone) 970-345-2701 (fax) 970-345-2702
Event Center Location 552 W 2nd Street (not mailing address) www.colorado.gov/washingtoncounty

TODAY'S DATE

Name & Address of Responsible Party _____

_____

_____

EMAIL ADDRESS

PHONE# ALT PHONE#

DRIVERS LICENSE# STATE

DATE(S) & TIME(S) OF EVENT

START DATE: TIME AM PM

END DATE: TIME AM PM

TIME IN FOR SET UP: TIME AM PM

- Event must end at midnight.
- An access code will be emailed to you prior to your event. This code will give you access to the Event Center.

Type of Event ****ALCOHOL PRESENT: YES NO**

RENTAL FEES	**WC & NON-COUNTY**		
LARGE ROOM (NORTH - CAP. UP TO 300)	@ $200.00/DAY	$300.00/DAY	X_____DAYS = $_____
MEDIUM ROOM (SOUTH - CAP. UP TO 80)	$100.00/DAY	$200.00/DAY	X_____DAYS = $_____
SMALL ROOM (SOUTHEAST - CAP. UP TO 15)	$25.00/DAY	$50.00/DAY	X_____DAYS = $_____
ENTIRE BUILDING	$300.00/DAY	$500.00/DAY	X_____DAYS = $_____
DECORATING/CLEAN UP	$100.00/DAY	$150.00/DAY	X_____DAYS = $_____
SET UP AND TAKE DOWN TABLES & CHAIRS (By WC personnel	$25.00	$50.00	= $_____

TOTAL RENTAL FEES $ _____

Make checks payable to Washington County, mail to above address.

Commissioners' Office Hours– Mon-Fri 8:00am-4:30pm

*Damage deposits may be fully refundable depending on the condition of the event center after your event and the return of all of the keys checked out to your event. The damage deposit is **$250.00** for WC residents and **$400.00** for non-residents for use of the Event Center. An **additional deposit of **$500.00** for WC residents and **$750.00** for non-residents* is required *for Events serving alcohol-**total $750.00 deposit for county residents or $1150.00 for non-county residents**, (please see other information on alcoholic beverages served in event center.) Damage deposits and rental fees are processed upon receipt. Both the rental fees and the damage deposit are due in full 30 days prior to your event date or at the time of booking if less than 30 days.*

TOTAL DAMAGE DEPOSIT $ _____

Any decorations requiring the installation of, TAPE, WIRES, HANGERS, NAILS or any other types of attachments to the walls of the event center must be preapproved by the Maintenance Supervisor. Please call the Commissioners' Office (970-345-2701), for details and prior approval

NO HELIUM BALLOONS ALLOWED IN THE LARGE ROOM DUE TO THE FANS

After your event the rented rooms or rooms used and restrooms are expected to be left reasonably clean and ready for use by the next group.

COUNTY CLEANING FEE: $25.00 COUNTY, $35.00 NON-RESIDENT PER MAN HOUR $_____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 (if applicable) or billed at the County Cleaning hourly rate. See Cleaning Check List on page 3 of this form.)*

*SET UP BY COUNTY PERSONNEL – **Describe or draw set up pattern below or on separate page**:

How many tables_____ ☐ Round (40) ☐ Rectangular (20) Chairs/per table_____ (8 is standard - 4/side)

Additional chairs_____ Serving Tables (rectangular) _____ Podium_____ AV Screen_____

Microphones_____ (how many/type, stationary or wireless Other Comments for Set up_____

DATE FEES PAID_____ CK#_____ DATE DEP PAID _____ CK#_____ DATE DEP RET_____

1. SCHEDULING EVENT/RESERVATIONS:

All events must be scheduled through the commissioners' office in the Washington 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 rental and any other fees are due thirty (30) days before the event**. The rental agreement may be faxed to 970 345-2702, but will not be considered completed until the damage deposit is received.

As two of the founding contributors to our Event Center, all 4H groups and FFA chapters will have fees waived in order to promote continued education and family involvement in our communities. County sponsored events may also have fees waived.

All facility users will abide by the policies and procedures set forth herein. Any misuse of the facilities may prevent future us of County facilities. Use of facilities shall comply with federal, state, and local laws and regulations, including licensing requirements. No facility may be used for activities that violate federal, state, or local laws. The County Administrator shall interpret this policy. An appeal of any administrative decision may be submitted to Board of County Commissioners in writing with justification within ten (10) working days from decision. All decisions of the County Commissioners are final.

For the safety of guests as well as the security of the community, the County may require security staff be provided for the event. The expense of security will be the responsibility of the facility user.

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 Town of Akron. 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 Town of Akron 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 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.

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 cancelled with less than 24 hour 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.

Washington County reserves the right to cancel any and all events.

4. PROHIBITED USES:

- No use of pins, tacks or nails is allowed. No use of packing or duct tape use is allowed on the walls. Decorations may not be fastened to fixtures, window coverings, windowpanes or fore sprinklers. All decorations must be removed before leaving the County facility.
- No glass containers.
- No trailers are allowed to park near the Event Center building.
- No horses are allowed in the Event Center building.
- 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. LIABILITY

The Washington County Event Center is available to any person, group or organization. However, the undersigned understand(s) that they, and not Washington 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 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 Center caused by persons attending my event, any personal property loss or damage, and any liability associated with alcohol consumption at the Center during my scheduled event, caused by my invitees.

I agree to indemnify the County against and hold the County harmless from any liability of any nature arising out of the use of County facilities, including the attorney fees and legal costs.

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 Washington 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**

RETURN PAGES 1 & 2 TO COMMISSIONERS OFFICE WITH DEPOSIT

WASHINGTON COUNTY EVENT CENTER
CLEANING CHECK LIST

ALL DUTIES BELOW MUST BE COMPLETED.
KEYS MUST BE RETURNED TO THE COMMISSIONERS' OFFICE

1. CLEAN ALL TABLES AND CHAIRS, STACK THEM BACK ON THE RACKS AND PUT THEM AWAY.
2. SWEEP FLOORS IN ALL ROOMS USED.
3. MOP STICKY AREAS ON FLOORS IN ALL ROOMS USED (COLD WATER, NO DETERGENTS).
4. Scrap off gum from floors in all rooms used.
5. CLEAN OFF ANY SPATTERS ON THE WALLS.
6. TAKE DOWN ANY DECORATIONS PUT UP BY YOUR RENTAL PARTY, INCLUDING ANY TAPE (CHECK WITH MAINTENANCE DEPT. ON RULES FOR DECORATIONS ON WALLS.)
6. CLEAN ALL ENTRYWAYS USED.
7. WASH ALL EQUIPMENT USED, DISHES, STOVES (INCLUDING OVEN), MEAT SLICER, REFRIGERATOR, FREEZER, MICROWAVE, ETC.
8. PLACE ALL USED TOWELS IN WHITE RECEPTACLE NEXT TO DEEP SINK IN THE KITCHEN.
9. TAKE OUT ALL TRASH AND PUT INTO DUMPSTER, REPLACE TRASH BAGS.
10. PICK UP ALL TRASH AND DECORATIONS FROM YOUR EVENT OUTSIDE OF BUILDING, INCLUDING PARKING LOT.
11. SHUT OFF ALL LIGHTS (EXCEPT LIGHT OVER FLAG). LOCK ALL DOORS, DOUBLE CHECK FROM OUTSIDE TO MAKE SURE DOORS ARE LOCKED.

BATHROOMS

12. CLEAN ALL BATHROOM SINKS AND FLOORS.
13. FLUSH ALL TOILETS
14. TAKE OUT ALL TRASH (INCLUDING RECEPTACLES IN WOMEN'S' BATHROOM STALLS) AND TAKE TO DUMPSTER. REPLACE TRASH BAGS.
15. SHUT OFF LIGHTS

PLEASE REPORT ANY DAMAGE FOUND DURING YOUR RENTAL PERIOD (LIGHTS, DRAINS, ETC.) TO THE COMMISSIONERS' OFFICE (970-345-2701.)