### 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 2<sup>nd</sup> Street (not mailing address) www.colorado.gov/washingtoncounty

TODAY'S DATE		DATE(S) & TIME(S) OF EVENT				
Name & Address of Responsible Party		START DATE:		TIME	AM	<u>PM</u>
		END DATE:		TIME	AM_	PM_
		TIME IN FOR SI	ET UP:	TIME	AM	PM
EMAIL ADDRESS		Event	must end	at midnight.		
PHONE# ALT PHONE#		<ul> <li>An acc</li> </ul>	cess code	will be emailed to s code will give yo		
DRIVERS LICENSE# STA	ATE	Event	Center.	,		
Type of Event			**AL(	COHOL PRESENT	: YES	NO
RENTAL FEES	WC & NON-C	OUNTY				
LARGE ROOM (NORTH - CAP. UP TO 300)	\$200.00/DAY \$6	600.00/DAY	X	DAYS = \$		
MEDIUM ROOM (SOUTH - CAP. UP TO 80)	\$100.00/DAY \$3	350.00/DAY	X	DAYS = \$		
SMALL ROOM (SOUTHEAST - CAP. UP TO 15)	\$25.00/DAY \$			DAYS = \$		
ENTIRE BUILDING	\$300.00/DAY \$			DAYS = \$		
DECORATING/CLEAN UP	\$100.00/DAY \$4		X	DAYS = \$		
SET UP AND TAKE DOWN TABLES & CHAIRS (by WC personnel, parties under 100 people)	·	300.00		= \$		
(by WC personner, parties under 100 people)	ТО	TAL RENTAL FEI	ES \$			
Make checks payable to Washing	gton County, n	nail to above	e addre	cc		
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EC Rental Agreement Page 1 rev 02/2020

#### 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 <u>invitation only</u> events may serve alcohol only inside the Event
  Center building itself or in <u>pre-arranged</u>, (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. <u>ENFORCEMENT – CANCELLATION POLICY:</u>

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. <u>Kitchen must be clean and ready for use before leaving the Event Center after your event.</u>
There may be another group using the kitchen the next day.

Trespassing on Amusement rides and Carnival grounds will result in loss of damage deposit. Any damage done to amusement rides or carnival grounds will be repaired at renters' expense.

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.)