

Denver Parks + Recreation

EVENT FACILITY RENTAL APPLICATION

CHECK A FACILITY

CHIEF HOSA - LODGE
 CITY PARK - PAVILION
 MONTCLAIR CIVIC BUILDING
 WASHINGTON PARK- BOATHOUSE

Event and Contact Information

Applicant Name: _____ E-mail Address: _____
 Street Address: _____ Apt./Unit/Suite: _____
 City: _____ State: _____ Zip: _____
 Daytime Phone: _____ Fax: _____ Mobile: _____
 Alternate Contact: _____ Phone: _____ Mobile: _____

EVENT INFORMATION

Event Date: _____ Number of Participants: _____
 Event Name: _____
 Event Times: _____ to _____

Caterer Information

Check appropriate line Self Catered No food & beverage
 Preferred if so, Name of Caterer: _____ Non-Preferred, Name: _____

ADDITIONAL INFORMATION

Please describe:
 Amplified Sound: _____
 Equipment/Staging/canopies etc: _____
 Entertainment/Stage etc: _____

Office Staff Use Only	Rate	Quantity	Total	Due Date	Paid Date
Security/Damage Deposit			\$ _____	_____	_____
Room/Facility Rental	\$ _____ pr hr	x _____ hrs	\$ _____	_____	_____
Additional Time	\$ _____ pr hr	x _____ hrs	\$ _____	_____	_____
Alcohol Fee			\$ _____	_____	_____
Kitchen Fee			\$ _____	_____	_____
Montclair Civic, Chief Hosa only					
Chairs \$ 1.00 each		x _____	\$ _____	_____	_____
City -Pavilion 200 chairs, Chief Hosa 150 chairs					
Tables (20) \$ 7.50 each		X _____	\$ _____	_____	_____
City -Pavilion 20 tables, Chief Hosa 23 tables					
Sound System/Staff			\$ _____	_____	_____
Chief Hosa Only					
Late Fee	\$ _____	x _____ 10%	\$ _____	_____	_____
TOTAL AMOUNT			\$ _____		

It is the Renter's responsibility to inform all caterers, musicians, florists and other vendors and guest of the specific terms of the Rental Agreement. Renter is responsible to insure that all event participants observe the terms of this Rental Agreement. Please initial each paragraph below when reading:

_____ Renter acknowledges receipt of the Rental Policies and agrees to abide by all requirements and conditions applicable to the event.

_____ Renter agrees that the information provided on Page 1 of the Rental Agreement is correct, including buy not limited to rental hours, event types, number of guest, catering arrangements etc.

_____ Renter acknowledges and understands that it is the Renter's responsibility to supply all equipment and supplies (tables, chairs, dishes, glassware, silverware, coffee filters ext) that are to be used for your event except where noted on application.

_____ Renter agrees to the following deposit and refund procedures and guidelines are:

1. Damage deposit is due at time of reservation
2. All remaining fees are due 30 days prior to the event date with the exception of City Park Pavilion and the Washington Park Boathouse, to which all remaining fees are due 2 months prior to the event date.
3. In case of a cancellation 30 days or more prior to the event, all fees paid to date will be refunded, less a cancellation fee totaling 15% of the deposit.
4. In case of a cancellation less than 30 days prior to the event, all fees paid to date will be forfeited, due to the difficulty of re-booking the venue in such a short time.

WASHINGTON PARK BOATHOUSE/CITY PARK PAVILION ONLY

_____ The Washington Park Boathouse and the City Park Pavilion are open-air facilities. PORTABLE HEATERS and TEMPORARY SIDEWALLS are PROHIBITED inside either venue. NO REFUNDS will be given for events cancelled due to inclement weather. Permit holders are strongly encouraged to incorporate a contingency for inclement weather into their plans, especially during the Spring and Fall seasons.

_____ The Renter agrees to defend, indemnify and hold harmless the City and County of Denver, its officers, officials, employees and agents, from and against all liability, claims, suits, judgments, and expenses, including court costs and attorney fees, on account of any injury, loss or damage, arising from or in any manner connected with this Rental Agreement, or if such injury, loss or damage is caused in whole or in part, or is claimed to be caused in whole or in part, by the acts, errors, or omissions of the Renter or the Renter's family, employees, service personnel, guest, or agents with respect to the use or occupancy of the Facility, its amenities, parking lots, and the surrounding park area.

GENERAL TERMS AND CONDITIONS

1. This agreement may not be assigned by the Renter to anyone.
2. The City and County of Denver, its officers, officials and employees, are not responsible or liable for lost or stolen items.
3. By entering into this Rental Agreement the Renter is not acting as an agent, servant or employee of the City and County of Denver. If applicable, the Renter is solely responsible for necessary workers; compensation insurance and shall be responsible for withholding and paying all federal and state taxes. The Renter is not entitled to unemployment insurance benefits from the City and County of Denver.
4. The Renter shall observe and comply with all applicable laws, including but not limited to, federal, state, and local laws, regulations, or ordinances that pertain to this Rental Agreement.
5. The rights and duties of the parties hereunder shall be interpreted in accordance with the laws of the State of Colorado and the courts of this State shall have exclusive jurisdiction of any disputes or litigation arising hereunder. Venue for any and all legal arising hereunder shall lie in the district or/county Court in and for the City and County of Denver, State of Colorado.

PERMISSION TO SERVE ALCOHOL

Event Name _____ Event Date _____

Type of alcohol to be served _____ Champagne _____ Beer/Wine

Required name of Professional Bartender(s) _____

On behalf of the Renter, I _____ (print name) request permission to serve alcohol beverages at the event specified on this Rental Agreement. I herby affirm that the event is a private function and that there will be no fee charged (i.e., no cash bar, tips, or event fees) for the consumption of alcoholic beverages. I agree that if permission to serve alcohol is granted, no liquor, including 3.2 beer will be served on the premises to persons less than 21 years of age. Further, I agree that no alcohol will be served to intoxicated persons. I understand that the granting of permission to serve alcohol does not constitute a liquor license, and that the Renter is solely responsible for compliance with the liquor laws of the State of Colorado. I also agree that the Renter is solely responsible for any claim or liability that arises as a result of the serving of alcohol at the event, and I agree to indemnify and to hold harmless the City and County of Denver, its officers, officials and employees and agents from any liability, damages, or expense, including attorney's fees, arising there from.

Renters Signature:

_____ I certify that I am at least 21 years of age _____ Date

_____ Name (please print) _____ Title

Permission granted by:

_____ Event Coordinator _____ Date