

**Town of Collbran  
FACILITY RENTAL AGREEMENT**

Contact/Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Reason for Event: \_\_\_\_\_

Description of event: \_\_\_\_\_

Facility to be Rented:  Auditorium  Gandi Park  Terrell Park  Auditorium Park Lot  Lilac Park

Number of People Expected to Attend: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Rented Time: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Actual Event Time: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Set-up Time: \_\_\_\_\_ am/pm Break-down Time: \_\_\_\_\_ am/pm

**REFUNDABLE DAMAGE DEPOSIT**

Damage/Key Deposit (without alcohol): (\$250.00) \$ \_\_\_\_\_

Damage/Key Deposit (if alcohol served): (\$400.00) \$ \_\_\_\_\_

**TOTAL REFUNDABLE DAMAGE DEPOSIT:** \$ \_\_\_\_\_

Paid: Check Number: \_\_\_\_\_ Date: \_\_\_\_\_

Date Refunded: \_\_\_\_\_

Walk Thru Available Upon Request

**RENTAL CHARGES**

½ Day (\$50.00) \$ \_\_\_\_\_

Full Day (\$120.00) \$ \_\_\_\_\_

Winter Rate (\$250.00) (October to March)

**TOTAL BALANCE DUE:** \$ \_\_\_\_\_

Paid: Check Number: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE**

Payments should be made by money order, cash, personal/business check or Cashier's Check payable to the Town of Collbran, P. O. Box 387, Collbran, Colorado 81624.

**WE AGREE TO THE FOLLOWING CONDITIONS:**

(PLEASE INITIAL YOUR ACCEPTANCE OF EACH CATEGORY)

**GENERAL [ ]**

- The requesting individual/representative is of legal age (18).
- The requiring individual or organization granted use (and those granted access to the property or facility) will abide by all policies, rules, ordinances and regulations of the Town of Collbran, specifically including those regarding the use of the Town of Collbran property or facilities and the conduct of persons in or on Town of Collbran property or facilities, whether now or hereafter adopted.
- When renting the auditorium this does not include admittance into the Recreation Department Office.
- The Town of Collbran does not provide utensils, cups, plates, etc.
- Parents are responsible for the behavior of their minor children and must monitor their behavior at all times.

**ALCOHOL CONSUMPTION [ ]**

- Consumption of alcohol is not permitted in any park owned and operated by the Town of Collbran, unless permitted through the State of Colorado Liquor Enforcement Division.
- Consumption of alcohol is only permitted in the Collbran Auditorium for the additional damage deposit. This shall include all beer, wine and spirituous liquor. Cash bars are not allowed unless responsible party has obtained a permit through the State of Colorado Liquor Enforcement Division.
- Alcohol may not be taken outside the Town of Collbran Auditorium.
- Under no circumstances shall alcohol be served to or consumed by anyone under 21 years of age. You must adhere to all state laws regarding alcohol use. This could result in your event being shut down, being charged double the alcohol damage deposit, and possible citations with court action.

**RENTER RESPONSIBILITIES [ ]**

- Renter is responsible for all participants attending the event and any damages caused by them.
- Renter must pay all damages to the Town of Collbran even if the damages exceed the Refundable Damage Deposit.
- Renter must remove all decorations and trash items from the floor, tables, chairs and walls.

**CANCELLATION POLICY [ ]**

- If the event is cancelled three (3) days or more prior to the event, a full refund will be issued. If the event is cancelled less than three (3) days prior to the event, twenty-five (25%) percent of the Facility Rental Fee will be charged and/or deducted by the Town of Collbran from the Refundable Damage Deposit.

**DEPOSIT REFUND POLICY [ ]**

- After the event, the Town will inspect the facility. If the facility is left satisfactory, the Damage Deposit can be refunded.
- Renter will be responsible to collect their Damage Deposit from Town Hall.
- In the even damages have occurred that exceed the amount of Damage Deposit paid, the Town of Collbran will invoice the Renter for the excess amount.

WE, as the Responsible Party, understand that as a renter of a Town of Collbran Facility, are responsible for the cleanup and repair of the rented area immediately following use, including:

1. Removal of all decorations/items trash from the floor, fixtures, tables, chairs, walls, etc.
2. Removal of all food and beverages. Clean up of all spills.
3. All trash deposited in provided receptacles.
4. Cleaning of all kitchen area and equipment, including counters.
5. Any damage to walls, floors or doors.
6. Damage to tables, chairs or equipment.

**TOWN OF COLLBRAN FACILITY RENTAL POLICIES:**

1. Smoking is prohibited in facility.
2. Town of Collbran will not be responsible for lost or stolen articles during time of use by an individual, group or organization.
3. Animals are prohibited in the facility with the exception of a guide-dog as a service animal for the disabled.
4. Town of Collbran will not be used to accommodate a gathering which would violate minimum safety standards set by the Building Code Inspector.
5. Occupancy Load for the Collbran Auditorium is:  
Standing Room - 351 people maximum  
Banquet Seating - 164 people maximum  
Concentrated Dining - 227 people maximum  
Stage Area - 16 people maximum  
For high usage, a diagram showing seating and furniture arrangements needs to be submitted.
6. Decorations must not be attached to painted walls or ceilings.
7. Nails, tacks, push pins, staples, tape or screws will not be used to attach decorations to any part of the Facility.
8. Town of Collbran will not store or be held responsible for items left after the rental.
9. Responsible Party is responsible for cleanup of their rented areas before vacating the facility. This includes wiping down tables and chairs, wiping up all spills and removing all trash. The Town of Collbran will provide trash receptacles. **Please empty all trash from the receptacles and remove trash from the facility.** If additional clean up is required, the Responsible Party will be charged at a rate of \$20.00 per staff hour.
10. Security may be required at the renter's expense.
11. Music and noise must be kept at reasonable levels.

*THE TOWN OF COLLBRAN HAS THE RIGHT TO CEASE OR CANCEL ANY RENTAL AT ANY TIME.*

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- Applicant has reviewed and agrees to adhere to all policies, rules and regulations of the Town of Collbran
  - Applicant agrees to the terms of this Rental Contract.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Town of Collbran Signature**

\_\_\_\_\_  
**Date**