

ROOM RESERVATION

CONTRACT

Renter Name:		Occasion:	
Address:	City:	State:	Zip:
Company Name (if applicable):			
Phone:	Secondary:	Email:	
Date Requested:	Start Time:	End Time:	
Number of Attendees:	Alcohol: Y / N	Dance: Y / N	
Catered: Y / N	Caterer's Name:		

Additional Options:

Linens (Table Cloths, Napkins, Skirts, Runners):	\$50.00 Y / N	Green / Black / White / Red
Linens WITH Ironing & Placement	\$125.00 Y / N	Please check Turn Around Time
Dishes/Flatware:	\$30.00 Y / N	
Digital Projector/Sound System: Upon Request	Y / N	Please check compatibility
Clean up by Staff:	\$200.00 Y / N	
Drink Order (20 oz. must be paid on date of event)	\$1.50/Bottle	Y / N Check Order Sheet

Contract Agreement:

- All reservation fees and damage deposit are due in full at the time of rental.
- Reservation time must include your set-up and clean-up time as only 15 minutes before and after event are provided in your contract. Please reserve room for the necessary time to accommodate your needs.
- If you are serving alcohol (wine and beer only) additional fees and forms are required.
- Any event running past center's regular hours of operation will include a \$15.00 per hour additional cost.
- The rental applicant and/or sponsoring organization agrees to use this community building according to rules and regulations provided by the City of Fort Lupton. They further agree to pay for any repair or replacement of damages to facility or equipment.
- Applicant or sponsoring organization will agree to indemnify and not hold the City of Fort Lupton, its officials and employees harmless for any liability or any loss of property within the premises.
- Applicant also agrees to release the City of Fort Lupton from any liability for the injury or death of any person arising from the utilization of said premises. The applicant agrees to be legally responsible for the conduct and control of their guests/participants and to be financially responsible for any damages or injury incurred to the guest attending event held in the center.
- Adult supervision is required for all children.
- **IF RENTAL IS CANCELLED, DAMAGE DEPOSIT WILL BE FORFEITED.**

This is a contract. By signing below, you affirm that you have read and agree to the terms and conditions as stated.

Signature of Applicant

Date

Rental Fees & Deposits

Community Center Room Rates

Weekday Rates (Monday—Friday)

	Room Size	Occupancy	Fee	Fee with Alcohol
Multi-Purpose Room 1	16' X 41'	Max of 32 People	\$35/Hour	N/A
Multi-Purpose Room 2 Kitchen not included	16' X 41'	Max of 32 People	\$30/Hour	N/A
Multi-Purpose Room 3 Kitchen not included	36' X 41'	Max of 72 People	\$40/Hour	N/A
Multi-Purpose Room 4	55' X 41'	Max of 104 People	\$50/Hour	\$65/Hour
Multi-Purpose Room 5	68' X 41'	Max of 176 People	\$55/Hour	\$70/Hour
Craft Room	22' X 25'	Max of 40 People	\$35/Hour	N/A

Any rental that occurs after center's official hours will require an additional \$15.00 per hour to cover staff on duty.

Weekend Rates (Saturday) *Scheduled times below cannot be changed.*

Multi-Purpose Room 5	Room Size	Occupancy	Fee	Fee with Alcohol
9:00 AM—1:00 PM	68' X 41'	Max of 176 People	\$200	\$280
2:00 PM—6:00 PM	68' X 41'	Max of 176 People	\$200	\$290
9:00 AM—6:00 PM	68' X 41'	Max of 176 People	\$360	\$500
2:00 PM—11:00 PM	68' X 41'	Max of 176 People	\$410	\$575
9:00 AM—11:00 PM	68' X 41'	Max of 176 People	\$510	\$730
Craft Room	22' X 25'	Max of 40 People	\$35/Hour	N/A

Weekend Rates (Sunday)

Multi-Purpose Room 5	Room Size	Occupancy	Fee	Fee with Alcohol
12:30 PM—4:30 PM,	68' X 41'	Max of 176 People	\$200	\$280
Craft Room	22' X 25'	Max of 40 People	\$35/Hour	N/A

For Non-Profit Groups the fee is one-half (1/2) of regular rentals. 501c3 must be provided.

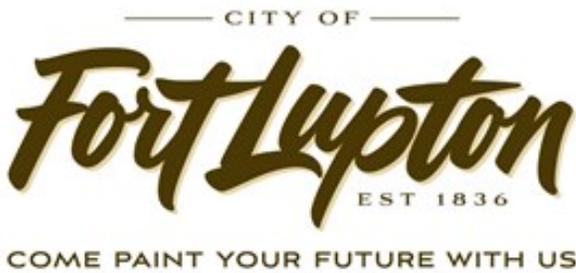
All **rental fees** are due at time of reservation, paid by cash, credit/debit card or check.

A **damage deposit** is also required at the time of reservation. This must be a check made out to the City of Fort Lupton. This deposit is refundable if no damage occurred during the event.

Security Fees: All rentals that request alcohol are required to have security officers 1/2 hour prior to serving alcohol through the remainder of the event. Serving time is limited to (4) hours at \$25 per hour. The FLRC will arrange for all security.

Deposits:

Room	No Alcohol	Alcohol	Room	No Alcohol	Alcohol
Multi-Purpose Room	\$100.00	\$350.00	Craft Room	\$100.00	N/A
Gym/Pool	\$100.00	N/A	Facility	\$500.00	N/A



City of Fort Lupton. Recreation Department

203 S. Harrison Avenue

Fort Lupton, CO 80621

www.fortlupton.org/recreation

Non Compliance with the following policies can result in additional charges and/or forfeiture of your damage deposit.

POLICIES REGARDING CONTRACT

- Tables and chairs will be provided and in place for designated time of event. If you need a specific set-up, please relay 72 hours before event, either verbally or by sketch, your desired plan.
- If you rented linens for tables these will be placed in the room. It is your responsibility for placement. For an additional \$75.00 fee, cloths will be ironed and placed on tables for you.
- If you choose to serve soda pop or bottled water at your event, they must be purchased from the City of Fort Lupton and be paid for in full after the event. Order must be received two Mondays before the event.

DAMAGE DEPOSIT POLICIES

- Floors must be swept. If any marks or spots show they must be removed. Mops and brooms will be provided by staff.
- All tables must be cleaned if cloths are not used. If linens are rented from center, they must be removed from tables, shaken of crumbs and placed in a designated pile.
- All kitchen equipment must be cleared and cleaned.
- All decorations must be removed from tables, walls, floor, etc.
- Hallway must be swept if littered.
- Food left in refrigerator or on counter will be disposed of. Any equipment or serving dishes will be kept for five (5) days and then disposed of.
- All chairs must be placed in stacks of ten (10). Tables can be left on the floor.
- All garbage must be emptied in bins outside kitchen back door.

By signing below, I have read and agreed to the terms stated above.

Responsible Party (Print): _____

Responsible Part (Signature): _____

Date: _____

Contract and Room Checklist

For employee use only

Contract Complete: Yes / No Facility Permit Printed Yes / No Deposit Received Yes / No
Beverage Order Yes / No Room Set-Up Yes / No After Hours Yes / No

POST RENTAL CHECK LIST

Room/Equipment

Circle OK, note comments if necessary

Tables	OK	_____
Floors & Carpets	OK	_____
Bathrooms in working order	OK	_____
Kitchen Counters Clean	OK	_____
Sinks & Disposals Empty and Clean	OK	_____
Oven & Stove Off and Clean	OK	_____
Ice Scoop in Place	OK	_____
Trashcans Emptied	OK	_____
Walk in Refrigerator	OK	_____
Beverage Containers	OK	_____
Hallway	OK	_____
Belongings Removed	OK	_____
Decorations Removed	OK	_____
No Excess Trash Around Dumpster	OK	_____

Note Items not acceptable/damaged:

DAMAGE DEPOSIT REFUNDABLE? YES / NO

IF RETAINED, REASON: _____

Bldg. Manager/Designate Signature: _____

Date/Time: _____

Renter Signature: _____

Date/Time: _____