

EVERGREEN MEMORIAL PARK AND RECREATION ASSOCIATION RENTAL AGREEMENT

Please initial each section

RENTAL OF THE BARN INCLUDES

The Barn's rental rates include the use of the # of tables and chairs specified for your group, use of minimal kitchen facilities, trash supplies and an EMPRA event staff member during your event.

TABLE & CHAIR PLACEMENT

Tables & chairs will be furnished for specific number of guests designated. The EMP staff will **provide minimal initial set-up before** the Renter's preparation time. Any moving, setting, or resetting of the tables and chairs, or furniture that is required after the original set-up is the **Renter's responsibility**.

ADDITIONAL INFORMATION

- Any additional or outside rental furniture required after the original set-up is the Renter's responsibility.
- Renter agrees that the hours stipulated will be strictly adhered to. Renters, Contractor and their equipment must be completely out of the facility by 12:30am
- **Only Floating Candles are permitted in any building.**

CODES, ORDINANCES, PARKING, FINES

- **Fire Department Exit Codes** will be **strictly enforced** for table and chair placement. Only approved floor plans can be used.
- To be in **compliance** with the **Jefferson County Noise Ordinance** we recommend that events end by 11:00 pm. If event proceeds past 10:00 pm., **all outside doors must be closed at that time.** Supervisor has the authority to close all windows and doors at any time.
- **Parking** may be **limited.** **Parking in fire lanes, handicap parking or other posted "no parking" areas** may result in vehicles being **towed** at the owner's expense.
- **Vehicles driving** on the **grass** or over **graves** will be **charged** a minimum of \$100.00 **per violation.** **Please** stress this to all subcontractors.
- **No activity at The Barn can interfere with the fire alarm sensors/lasers** or **Renter** will be **charged** for the false Fire Department response **fees and/or any fines incurred.**

THE USE OF THE FOLLOWING ITEMS IS NOT PERMITTED IN THE BARN OR ON THE PREMISES

Cardboard chafing dishes or oil lamps, open flame, candles, sparklers, fireworks, luminaries, tiki torches, rice or birdseed, the use of glue, duct tape, screws, confetti or glitter is not allowed inside/outside of the facility. The use of helium balloons with strings or silly string, fog, bubbles, or bubble machines are prohibited, and NO chairs or any other furniture will be allowed on grass without prior approval.

DECOR

Interior decor – all items currently in The Barn are secured. You may add any items you would like for the decor. Please follow the not permitted items listed above. If assistance is needed in decorating, or requests for decor alterations, a fee may be applied. Outside decor must be weighted/secured to prevent flyaway or landing in the water. The best way to secure/attach items is with flower wire. Please include us in the planning if you are unsure of what's acceptable and what's not.

CATERING, BARTENDING SERVICES, SUBCONTRACTORS

Renter must supply facility staff with names and phone numbers of all subcontractors at least two (2) weeks prior to event. It is the Renter's responsibility to inform all caterers, musicians, florists and other contractors and guests of the specific times and nature of this rental agreement, and of all loading/unloading and parking areas. The Renter/Caterer must bring all supplies needed which include coffee makers, linens, utensils, dishes, etc. for any event. EMPRA does have limited rental items available. Please see rental sheet for more information. Renter is responsible for seeing that all event participants observe all aspects of this agreement and all facility rules. Contractors may wish to meet with facility staff and Renter(s) to go over facility rules. This will cover set-up, clean up, and loading/unloading of supplies/equipment. This is optional. Please make an appointment if you wish to do this.

ALCOHOL

A renter hosted, No-Cash Bar may be provided to your guests. A **pre-approved, insured bar tending service** must dispense all alcoholic beverages and any kegs **must be under supervision** of a bartender at all times.

THE SERVING TO AND/OR THE CONSUMPTION OF ALCOHOL TO PERSONS UNDER 21 YEARS OF AGE IS NOT PERMITTED

- ⚡ **Renter understands** that it is the Renter's **responsibility** to **assure** that the dispensing of alcoholic beverages is in **compliance with Colorado State Liquor Laws.** **No alcoholic beverages** may be removed from the **building,** or must not leave the grounds. (Please refer to the "Indemnification" form).
- ⚡ It is the **Renter's responsibility** to **procure a bartender and or a Bar tending Service for the event,** and to **submit** the name of the bartender, the company and a **copy of their Liquor Liability Insurance** to EMPRA, at least **30 days** prior to the event date. If Liquor Liability is not received **no alcohol will be allowed** at event.
- ⚡ **Proof of homeowner's insurance or renter's insurance rider for Liquor Liability** is also required at least **30 days** prior to the event date
- ⚡ Evergreen Memorial Park & Recreation Association **must** appear as an endorsed party on the bartenders insurance.
- ⚡ The Agreement to Indemnify **must** be signed by the Renter and Renter must be 21 years of age.
- ⚡ **No alcohol** may be **brought** on to EMP grounds **that are not dispensed** by an insured bartender **during open bar time** (including during setup and cleanup).

BAR SERVICE INFORMATION

- ⚡ **Alcohol service** must be **shut down by 10:45pm** for all events. **NO EXCEPTIONS.**
- ⚡ **Mats** must be used under bar/beverage areas to protect floors.
- ⚡ **Kegs** must be enclosed in leak proof containers and **cannot be in the Parlor.**

Failure to abide by EMPRA's Alcohol policies may result in the event being immediately terminated by EMPRA's staff, forfeiture of damage deposit, and offender's being asked to leave EMP grounds.

