

FACILITY USE AGREEMENT – OLYMPIAN HALL AT HOWELSEN LODGE

Please complete and submit this form with your payment & your insurance certificate (if required).

In consideration of use of Olympian Hall, 845 Howelsen Parkway, facilities of the City of Steamboat Springs, the undersigned hereby agrees to the following:

1. **Keys.** Pick up keys at the Parks & Recreation office at 245 Howelsen Parkway the day of your event or no later than Friday at 12pm if your event is on Saturday or Sunday. Our office hours are Monday - Thursday 8:00am - 5:00pm and Friday 8:00am - 12:00pm. Please drop off keys the day after your use – a drop box is located to the right of the front door at the Parks & Recreation office. If keys are not picked up during office hours, no refunds will be issued. A \$100.00 replacement fee will be charged if you lose the keys or fail to return them within 2 days of your reservation. A \$20.00 replacement fee per key will be charged if any individual keys are missing.

_____ (Initial)

2. **City Released from Liability.** The undersigned indemnifies and holds harmless the City of Steamboat Springs and its officers, agents and employees from any and all liability, damages, loss, cost and expenses on account of any claim, suit or action made or brought against the City, its officers, agents, or employees for the death of or injury to persons or destruction of property arising out of or claimed to arise out of the use of the facilities of the City pursuant to this Facility Use Agreement.

_____ (Initial)

3. **Permission to serve Alcohol. There are 2 scenarios in which serving alcohol will be permitted:**

1. If you are having a private party that is:

- by invitation only
- there is no charge to attend
- no charge for the alcohol

Please contact the City Clerk's Office at 970-871-8248 to obtain permission from the City Manager.

2. If you are having a public event and wish to serve alcohol (whether you are charging or not) a Special Events Liquor Permit is required. Please contact the City Clerk's office for an application at 970-871-8248.

- You MUST be a non-profit
- The permit is \$100
- Application must be submitted to City Clerk's Office 30 days in advance

Alcoholic beverages are **NOT** permitted outside the facility.

_____ (Initial)

4. **Public Events Insurance.** A Certificate of Insurance, or proof thereof, for \$1,000,000 of general liability coverage with the City of Steamboat Springs as a named additional insured, shall be provided by the undersigned if event is open to the public (or not by invitation only). This may be faxed to (970) 870-0173.

_____ (Initial)

5. **Sale of Goods.** If you will be selling any items (tangible personal property), you must present a copy of your City of Steamboat Springs Sales Tax License. For an application or questions regarding City of Steamboat Springs Sales Tax, please contact our Sales Tax Division at 970-871-8233 or visit them at City Hall located at 137 10th Street.

_____ (Initial)

6. **Concessions.** The sale or distribution to the public of food or concession items must be pre-approved by obtaining a Special Activity Permit from the City and/or a letter of support from Routt County Environmental Health (970-870-5588).

_____ (Initial)

7. **Dogs.** Dogs are not allowed in city buildings with the exception of service animals.

_____ (Initial)

FACILITY USE AGREEMENT – CONTINUED

8. Cleaning. Clean up and trash removal is the responsibility of the undersigned. Tables and chairs are not permitted outside. Return all furniture to original location, remove large pieces of trash from floor, empty all trash receptacles and deposit this trash into outside dumpsters with the keys provided. Vacuuming is not necessary; please sweep floor/carpet if necessary. Staples and nails are NOT allowed to affix items to the building in any manner. Allow able items include tape or removable wall hooks. Remove all adhesives from wall prior to departure.

_____ (Initial)

9. Set-up & Clean-up. The undersigned must reserve adequate set-up and clean-up time when scheduling the facility. No refunds due to partial use of reserved time. Any time not reserved may be booked for another user. The undersigned agrees to vacate the premises at the agreed-upon time and also understands that they cannot occupy the facility prior to their contracted time.

_____ (Initial)

10. Security. Security of the reserved facility is the undersigned's responsibility during the scheduled time and you must lock the doors and windows when leaving. Security of any personal items is the responsibility of the user.

_____ (Initial)

11. Unforeseen Circumstances. In the event of mechanical failure or other unforeseen occurrences that render the fulfillment of this agreement by the City of Steamboat Springs impossible or impractical, this agreement shall be terminated or suspended at the City's option, and the undersigned waives any claim for damage or compensation should this agreement be terminated.

_____ (Initial)

12. Cancellation. Request for cancellation of this agreement must be received 2 weeks prior to reservation to receive a full refund minus a \$50.00 administrative fee or 10% of the user fees (whichever is greater). Notification not meeting this requirement will result in loss of a one-day rental.

_____ (Initial)

13. Capacity. The undersigned agrees to not exceed the maximum person capacities of 150.

_____ (Initial)

14. Additional Resources. If your event requires additional city services (police/fire services, ski grooming, etc.), or any additional equipment such as; port-a-potties, extra garbage bins, tents/canopies (to protect irrigation lines and asphalt, no tent stakes are permitted in City parks) you are required to submit a Special Event Permit application, which must be submitted no later than 45 days before your event.

_____ (Initial)

15. Cars. No motor vehicles are allowed in Parks or on playing fields. The City of Steamboat Springs does not guarantee on-site parking as facilities utilizing the same on-site parking may be booked at any time and car-pooling and alternative transportation is strongly recommended.

_____ (Initial)

16. Laws. The undersigned agrees to follow all federal, state, and local laws on premises and in regards to this rental.

_____ (Initial)

17. 15 Days to Pay. To guarantee your reservation, submit the contract, and make payment within 15 days of when your reservation was approved. Reservations made within 30 days of the date of use must be paid in full immediately.

_____ (Initial)

18. Phone Number. You agree, by providing us with your landline or cell phone number(s), you give express authorization to contact you at those numbers, as well as authorize such contact by our agents and assigns. This express authorization also applies to any landline or cell phone number(s) you may acquire in the future. We may also contact you by sending text messages or emails, using any e-mail address you provide to us. Methods of contact may include using prerecorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

_____ (Initial)

FACILITY USE AGREEMENT – CONTINUED

CLEANING, DAMAGE, SET-UP & CLEAN-UP FEES: A CREDIT CARD WILL BE REQUIRED WITH YOUR RESERVATION REGARDLESS OF YOUR PREFERRED PAYMENT METHOD. The City does not collect a damage deposit, the card on file will only be charged in the case of damages including carpets stains or failure to meet any of the above clauses. If these clauses are not met you will be notified and the City will charge additional fees to the credit card on file. If the City is not able to charge your card on file for any reason, the undersigned agrees to be billed in the event of damage/excess cleaning incurred and will provide another form of payment for the additional fees within 3 days of being notified of the failed payment.

I have read the foregoing and the definitions and fee schedules and incorporated herein by this reference. I fully understand my rights and obligations in connection with use of the Olympian Hall facility. I understand that not following these rules and conditions will be grounds for additional charges and denial of future City facility reservations.

Signed: _____ **Date:** _____

By signing above you authorize the City of Steamboat Springs to charge your credit card for rental fees, and tax unless paid by another method. You are also authorizing any and all damage or cleaning charges incurred from your City of Steamboat Springs Facility Rental.

Print Name: _____ **Daytime Phone:** _____

Group Event Name: _____ **Date(s) of your Event:** _____

Email Address: _____

STAFF NOTES:

Rental Fees: \$ _____ Tax ID #: _____ Payment Received: ____/____/____ Receipt #: _____

Payment Type: Cash \$: _____ Check #: _____ CC (last four digits): _____ Exp.: ____/____ CVV: _____

Credit Card: **VISA** **MASTERCARD** **DISCOVER** **AMERICAN EXPRESS**

Name as appears on card: _____

Credit Card Number: _____

Exp. Date: _____ CVV (security digits): _____