



**ROOM RESERVATION
CONTRACT**

City of Fort Lupton Recreation Department

203 S. Harrison Avenue

Fort Lupton, CO 80621

www.fortlupton.org/recreation

Renter Name: _____ Date of Birth: renter must be 18 yrs or older _____

Address: _____ City: _____ State: _____ Zip: _____

Company Name (if applicable): _____ Type of Event: _____

Phone: _____ Secondary: _____ Email: _____

Date Requested: _____ Start Time: _____ End Time: _____

Number of Attendees: _____ Alcohol: Y / N _____ Dance: Y / N _____

Catered: Y / N _____ Caterer's Name: _____ Use of kitchen with MP 1, 4 & 5 Y/N _____

Additional Options:

Linens (Table Cloths, Napkins, Skirts, Runners): per color	\$50.00	Y / N	Green / Black / White / Red
Ironing & Placement of Linens	\$125.00	Y / N	Please check Turn Around Time
Digital Projector/Sound System: Upon Request		Y / N	Please check compatibility
Clean up by Staff (arranged 1 month in advance)	\$400.00	Y / N	
Drink Order (received at least 1 week in advance)	\$0.80/can \$1.50/Bottle	Y / N	Check Order Sheet

Contract Agreement:

- Rental requests within normal business hours must be made at least 7 days in advance. All After Hour Rentals must be made at least 3 weeks in advance.
- All reservation fees 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 (Monday—Friday) will include a \$25.00 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.
- Use of the recreation center is not included in rental. Admission must be paid upon entering.

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) *\$25/hour for after hour rentals*

	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+ \$75/hour security
Multi-Purpose Room 5	68' X 41'	Max of 176 People	\$55/Hour	\$70/Hour\$75/hour security
Craft Room	22' X 25'	Max of 40 People	\$35/Hour	N/A
Gymnasium (After Hours Only)		Gym Max of 200	\$100 / Hour (Min of 2 hours)	N/A
Swimming Pool (Includes use of pool party room) (After Hours Only)		Pool Max of 100	\$150/HR (0-50) \$200/HR (51-100) (Min of 2 hours)	N/A

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

Multi-Purpose Room 5	Room Size	Occupancy	Fee	Fee with Alcohol
8:00 AM—12:00 PM	68' X 41'	Max of 176 People	\$200	\$280 + \$75/hour security
1:00 PM—5:00 PM	68' X 41'	Max of 176 People	\$200	\$290 + \$75/hour security
8:00 AM—5:00 PM	68' X 41'	Max of 176 People	\$360	\$500 + \$75/hour security
1:00 PM—10:00 PM	68' X 41'	Max of 176 People	\$410	\$575 + \$75/hour security
8:00 AM—10:00 PM	68' X 41'	Max of 176 People	\$510	\$730 + 75/hour security
Craft Room	22' X 25'	Max of 40 People	\$35/Hour	N/A

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

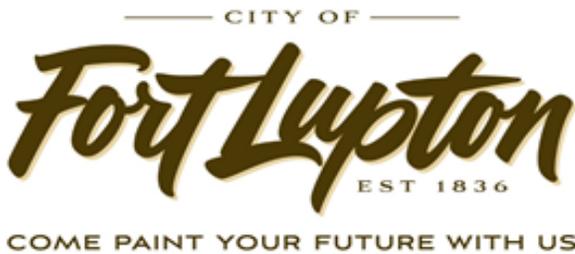
Multi-Purpose Room 5	Room Size	Occupancy	Fee	Fee with Alcohol
1:00 PM—5:00 PM,	68' X 41'	Max of 176 People	\$200	\$280 + \$75/hour security
Craft Room	22' X 25'	Max of 40 People	\$35/Hour	N/A

For **Non-Profit Groups** the fee is one-half (1/2) of regular rentals (does not include additional options). 501c3 must be provided.

All **rental fees** are due at time of reservation.

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 \$75 per hour. The FLRC will arrange for all security.

Renter is responsible for all damages incurred and will be billed accordingly.



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.

CANCELLATION POLICY

- If reservation is cancelled at least 2 weeks prior to event, a full refund will be issued.
- If reservation is cancelled less than 2 weeks from event date, but more than 24 hours, 50% of the rental fees will be refunded.
- If reservation is cancelled less than 24 hours from event date, no refund will be issued.

POLICIES REGARDING CONTRACT

- Please check in with the front desk upon your arrival.
- 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 on tables. For an additional \$125.00 fee, linens 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 the Monday before the event.

ADDITIONAL 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 tablecloths 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 Party (Signature): _____

Date: _____

Contract and Room Checklist

For employee use only

Contract Complete: Yes / No

Facility Permit Printed: Yes / No

Room Set Up: Yes / No

Beverage Order: Yes / No

Security: 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	_____

ITEMS NOT ACCEPTABLE / DAMAGED:

Photos of damages to be given to the Recreation Director.

Staff Signature: _____ **Date:** _____