

Date of your Event(s): _____

FACILITY USE AGREEMENT – FIREPLACE ROOM (Howelsen Lodge)

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

In consideration of use of Fireplace Room, 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 & Community Services offices at 245 Howelsen Parkway the day of your event or on Thursday if your event is on Friday, Saturday or Sunday. Our office hours are Monday-Thursday 7:30am - 5:30pm. Please drop off keys the day after your use, there is a drop box to the right of the front door at the Parks & Community Services office. You may be charged a \$20.00 fee if you do not pick up keys during office hours or a \$20.00 replacement fee if you lose the keys or fail to return them within 2 days of your reservation.

_____ (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.** The City Clerk's office must be contacted at (970) 871-8248, to obtain a Special Events Permit. After review of the request for the serving of alcohol beverages, the City Clerk will recommend approval or disapproval of the request to the City Manager via a written memorandum. User will receive approval in written form from the City Clerk's office.

- If the undersigned represents a **Non-Profit Organization**, and the event is open to the public, the event must be pre-approved via a **Special Events Permit. This Permit may take up to 30 days to obtain.**
- If the undersigned represents the **General Public or a Commercial Organization**, the serving of alcoholic beverages is allowed without a Special Events Permit, provided that the event is by invitation only, not open to the public, there is no public advertising and no money is involved (no cash bars & the cost of alcohol cannot be hidden in an entry fee).
- 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.
_____ (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 administration fee for the Fireplace Room. 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 49.
_____ (Initial)
- 14. Additional Equipment.** A minimum of one week advanced arrangements must be made for the following, if applicable: Intent to use port-a-potties, need for additional garbage cans, intent to use tents or canopies (to protect irrigation lines and asphalt, no tent stakes are permitted in City parks), parking/transportation plan and etc.
_____ (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.** 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 clauses 9, 10 & 11. 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.

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 Fireplace Room.

Signed: _____ Date: _____

Print Name: _____ Daytime Phone: _____

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

Credit Card: VISA MC DISCOVER AMEX

CC#: _____

Ex Date: ____ / ____ CVV (security digits) _____

City of Steamboat Springs
P.O. Box 775088, Steamboat Springs, CO 80477
Attn: Parks & Community Services
apress@steamboatsprings.net
Phone: (970) 871-7013 Fax: (970) 870-0173
www.steamboatsprings.net