

Windsor Community Recreation Center Rental Guidelines

250 N. 11th Street
Windsor, CO 80550
970-674-3500



Thank you for choosing the Windsor Community Recreation Center for your event. Your satisfaction is our number one priority!

Below is a list of rentable space in the Community Recreation Center and brief description of each rentable space.

The Evergreen Room—A versatile community room perfect for corporate banquets, wedding receptions or any type of social event large or small. The Evergreen Room can be partitioned into smaller rooms, (Pine Room, Cedar Room, Spruce Room, & Fir Room) or can be used in its entirety to suit your event. This room features 2 wet bars, a beautifully finished wood floor, sound system, and sits adjacent to a partially covered patio.

Maple Room—The conference room is designed for you to hold casual business meetings, entertain small luncheons, or to conduct professional presentations. The Maple Room includes the use of wet bar, conference table, white board, screen, and TV/DVD.

Oak Room—These smaller rooms are ideal for a variety of affairs including birthday parties, meetings, luncheons and seminars. Each room includes wet bar and a whiteboard.

Gymnasiums—The gymnasiums can be used for large events, conferences and receptions. This high school size gym can accommodate over 500 people theatre style.

Patio—The partially covered patio, including patio furniture, features a pleasing outdoor atmosphere for any occasion. The patio may be rented in conjunction with the Evergreen Room.

Kitchen—A full service commercial kitchen is available for the licensed caterer of your choice for events with another rented space at the Community Recreation Center

Community Recreation Center Rental Packages

A Community Recreation Center Rental Package saves time and money!

Room rental—8 hour or 4 hour packages available, table and chair set up, use of sound system, use of Community Recreation Center Kitchen (your choice of licensed caterer), table linens and napkins, china, glassware, and flatware.*

*Note: Glassware, dinnerware, and flatware availability is limited to inventory count. You are expected to provide an attendance count to the Scheduling Coordinator no later than 14 days before your event.

Evergreen Room Capacity: up to 200 guests seated at tables. 8 hour Package—8 hours for only \$700.00 plus \$3.00 per setting 4 hour Package— 4 hours for only \$350.00 plus \$3.00 per setting

Gymnasium Capacity: up to 500 guests seated at tables. 8 hour Package—8 hours for only \$1300.00 plus \$3.00 per setting 4 hour Package—4 hours for only \$650.00 plus \$3.00 per setting

Save time and money! Table linens, napkins, and table settings can be quite costly. The Community Recreation Center offers you a GREAT DEAL when purchasing a Reception or Banquet Package PLUS get a discount on the hourly room rate!

Packages come with the Community Recreation Center's centerpieces! Use them alone, or enhance them with your own style. Appointments with the Scheduling Coordinator are required for layout and other details to ensure the best possible set up and satisfaction for your event.

Community Recreation Center Individual Room Rental Rates

<u>ROOM</u>	<u>HOURLY CHARGE</u> <i>except when noted</i>	<u>CAPACITY</u> <i>banquet/theatre</i>
Evergreen Room (full) <i>Pine, Cedar & Spruce</i>	\$110	200/260
Evergreen Room (2/3) <i>Pine/Cedar or Cedar/Spruce</i>	\$85	120/172
Evergreen Room (1/3) <i>Pine or Cedar or Spruce</i>	\$65	50/86
Pine-A or Fir Room <i>Half of Pine Room</i>	\$40	25/44
Full Gymnasium <i>Banquet Use Full</i>	\$175	400/500
Gymnasium <i>Sporting Event approx. # of spectators</i>	\$85	80
Half Gymnasium <i>Practice only/Athletic Use only</i>	\$60	40
Redwood/Buckeye (Party Room)	\$50	30/40
Maple Room <i>w/conference table</i>	\$40	12-15
Oak Room	\$40	18/24
Fitness/Dance Room	\$40	24
Patio <i>w/rental of Evergreen Rooms w/patio furniture</i>	\$50(flat rate)	30
Kitchen*	\$25 (flat rate)	partial use

Kitchen*	\$75 (flat rate)	less than 200 guests
Kitchen*	\$100 (flat rate)	over 200 guests
<i>*Can only be rented in conjunction with another room rental</i>		
Dinnerware settings	\$2 per setting	<i>does not include use of kitchen</i>
After Hours	\$30/hour/staff	Evergreen & Gymnasiums only
Events w/ alcohol or large events		\$30/hour per security guard
AUDIO/VISUAL EQUIPMENT - flat rates		
High Resolution LCD Projector	No Charge	
Laptop	No Charge	
50" TV/DVD Combo	No Charge	
Sound System	No Charge	
Evergreen/Gym only DVD only	No Charge	
Stage Section	No Charge	6ft x 8ft sections
Podium	No Charge	

Catering

The Community Recreation Center has an open catering policy in which any caterer of your choice may cater your event without the use of the kitchen.

Use of the Community Recreation Center Commercial Kitchen—If your caterer requires the use of the commercial kitchen, you may choose any licensed caterer for your event. Caterer must provide a current License to Operate a Retail Food Establishment issued by the Colorado Department of Health and Environment. A variety of usage fees is available to best suit the needs of your event.

The Community Recreation Center Kitchen is a separate rental fee paid by the Tenant. The reservation of the Community Recreation Center Kitchen must be in concurrence with a reservation of another multi-use facility in the CRC. Fees for kitchen rental are due no later than 14 days prior to event. Licensed caterers only may use the kitchen. Caterer must sign an agreement to abide by the Windsor Community Recreation Center Catering Policies. Please see the Scheduling Coordinator for Catering Policies and Responsibilities.

Kitchen Fees (Renting Kitchen does NOT guarantee exclusive use nor can the kitchen be rented on its own, must be rented in conjunction with another room rental)

Partial Kitchen Use: \$25 (no cooking)

Includes counter space, rolling carts, ice machine, microwave, 100 pot coffee maker (the user needs to supply coffee).

Full Kitchen Use: 200 guests or less \$75.00 Over 200 guests \$100.00

Includes refrigerator ½ unit, freezer ½ unit, stove, ovens, convection oven, food warmers, microwave, steamers, food preparation space, rolling carts, ice machine, 100 pot coffee maker (the user needs to supply the coffee).

Dinnerware Fees: \$2.00 per setting (*does not include full kitchen use*)

Each setting includes: one dinner plate, salad plate, coffee cup, dinner fork, knife, teaspoon and two glasses. 4 hour or 8 hour Banquet packages: \$3.00 per setting includes full kitchen use Each setting includes: one dinner plate, salad plate, coffee mug, dinner fork, knife, teaspoon, two glasses, plus linens!

Additional Items for Rent:

100 pot Coffee Maker (user must supply coffee)	\$5.00
Coffee provided (w/disposable cups, cream, sugar)	\$15.00 per 50 cups
Steam Table	No Charge (w/kitchen rental)
Water pitchers	No Charge (w/kitchen rental)
Coffee pitchers	No Charge (w/kitchen rental)
Salt & Pepper Sets	No Charge (w/kitchen rental)
Additional china, glassware or flatware	No Charge (w/kitchen rental)

Additional Charges

1. Broken or lost china, glassware, flatware and equipment will be billed to Tenant.
2. Clean-up by Windsor Community Recreation Center staff will result in \$55.00 per hour charge per person.

Availability of dinnerware is limited to inventory count—Tenant is expected to provide an attendance count to the Scheduling Coordinator 14 days prior to event—changes to count must be provided to the scheduling office no later than 3 days prior to event. Additional place settings will be charged accordingly.

Alcoholic Beverages

Alcohol service is available at the Windsor Community Recreation Center. Additional staff requirements and /or hired security is required and will be billed to the Tenant on an hourly basis as needed.

Colorado state liquor laws do not allow alcohol to be brought onto or removed from the premises. A variety of alcohol services are available from the Community Recreation Center Liquor Licensed Vendor only.

Accountability

Users should be aware that recent litigation has occurred which may hold the sponsor of an event serving alcohol accountable in the event of automobile crashes. This information has been developed to give facility users an idea of the expectations and requirements they may encounter when serving alcoholic beverages in a public facility owned or managed by the Town of Windsor. Recent court cases have found bars and party hosts accountable for persons consuming too much alcohol. Persons hosting the event should be aware of this and take preventative steps to control the situation. Liability has been extended to not only those attending the party, but to anyone injured by someone who has attended the party. The Town of Windsor is the provider of

space for the event and it is the responsibility of the facility users to manage the amount of alcohol consumed by persons using the facility

We will tailor our service to suit your specific needs. Labor fees determined on an individual basis. All prices are subject to change.

General Scheduling Information

- Reservations, both internal and external, will be conducted and negotiated by the Scheduling Coordinator for the facility on site.
- Requests for rental of the Community/Recreation Center are welcome up to 12 months in advance.
- Windsor Parks & Recreation Programs and Internal Town Departments may schedule up to two years in advance.
- Once approved, and the deposit payment is provided, rentals will not be bumped by internal or external activities except in cases of real emergencies of community concern, fire, flood, etc. Paid rentals will take priority over non-paying events. This does not eliminate the fact that blocks of space/time may be reserved for town operations and may not be available for private rentals.
- The minimum rental period is one hour during regular business hours. Rentals may exceed normal hours of operation as per contract agreements. Town staff will be scheduled according to times agreed in the rental contract.
- Tenants may occupy specified facility and specified dates and times only.
- The Town of Windsor reserves the right to move scheduled activities to make the best use of the building.
- The CRC reserves the right to cancel any reservation due to mechanical failure or other unforeseen occurrences that render the fulfillment of the rental agreement impossible or impractical. Use of the CRC is governed by the regulations adopted by the Town of Windsor for the use of facility.

Tax Exempt Organizations - 501(C)

The Town of Windsor offers tax exempt organizations a 20% facility or equipment rental discount. Deposits and payment guidelines will remain the same regardless of non-profit status. The following qualifications will be used in determining the application of non-profit status:

1. A program or event that is run by an organization which has been certified as a tax exempt organization in section 501 (C) of the Internal Revenue Service Code;
2. A private non-profit charitable organization is identified as the recipient of the event's net profits;
3. The Town of Windsor receives a letter from the private non-profit charitable organization outlining this arrangement;
4. Rental payment for the event is made to the Town of Windsor by way of check or money order from the private non-profit organization.

Long-term Rental Discounts

The Town of Windsor offers a long term rental discount in appreciation of your business. A 10% discount will be applied for 6 rentals within a calendar year. A 15% discount will be applied for 12 or more rentals within a year.

To qualify for a long term discount, reservation requests must all be booked at the same time. Reservation time cannot be accumulated. Deposits are due for every date when making a reservation request. Cancellations will result in loss of deposit and/or possible loss of long term status qualification. Please make payment arrangements with the Scheduling Coordinator.

Requests/ Deposit / Contract - Reservations requests are welcome up to 12 months in advance. The Community Recreation Center requires a deposit of \$250.00 or 50% of the rental fee and a signed contract to confirm your reservation date. Your deposit will be applied toward the final payment. *A credit card will be held for incidents or damages.

Final Payment - Final payment is due 14 days prior to the event for premium rooms and 2 days prior to event for non-premium rooms. Please make arrangements with the Scheduling Coordinator for final payment as well as any other arrangements needed for set up. Appointments are appreciated and recommended.

Cancellations - Full refunds will be given for cancellations made 90 days in advance.
Cancellations made 60 - 89 days in advance will forfeit 50% of the reservation deposit.
Cancellations made 30 – 59 days in advance will forfeit 75% of reservation deposit.
Cancellations made 2 - 29 days in advance will forfeit the entire reservation deposit.
Cancellations made less than 48 hours in advance are responsible for the entire reservation fee.

Set Up - The Community Recreation Center staff will set up the tables and chairs as part of your rental. Set up depends upon your specific event needs, availability of equipment and building safety requirements. Appointments with the Scheduling Coordinator are recommended to ensure the best possible layout for your event. Changes to arranged event times, or number of attendees need to be made to the Scheduling Coordinator at least 72 hours prior to the event, are subject to availability and may require additional charges. If you are renting by the hour, please make sure you include any additional preparation time needed for bands, DJ's, speakers, decoration etc. in your rental reservation.

Rental Dates and Times - Rental dates & times will be outlined in your invoice. Additional use of time or space will be charged accordingly.

Damages - Any damages will be billed to the tenant directly. A pre-authorized credit card will be held for incidents or damages.

General Rules and Regulations

Clean Up

Tenants are responsible for any cleanup that may be needed after decorating and prior to an event. Following the event, please remove all decoration from the facility and dispose any trash in trash containers. Please alert

the facility manager immediately of any spills or damage of any kind. Tenants will be charged for any extraordinary cleanup of damages incurred during their event. All items brought into the facilities must be removed by the Tenant when rental period ends.

Concessions/Merchandise/Sales

The Town reserves the right to officially approve caterers and concessionaires to sell or give away food, beverages, periodicals, programs and other merchandise, and/or to take photographs in connection with the use of the facility. Merchandise sales or similar articles or services may be engaged in or undertaken by the Tenant by prior arrangement with the Scheduling Coordinator. Application of a Windsor sales tax license must be received a minimum of seven (7) work-days prior to your event for licensing approval and processing. Windsor Municipal Code Sec 4.03.380 states, "It shall be unlawful for any person to engage in the business of selling at retail tangible personal property and services subject to the tax imposed by this Code, without first having obtained a license." Contact the Sales Tax Administrative Clerk for more information at 301 Walnut Street, Windsor CO or call (970) 674-2486. Tenant may be required to obtain a Windsor Business License.

Conduct

The facility staff shall have the right to remove from any part of the facility any person who is causing a disturbance, damaging property or engaging in any other conduct which is deemed to be threatening, dangerous or otherwise objectionable by the Tenant or the facility staff. Tenant is deemed responsible for the actions and conduct of the Tenant, Tenant's personnel, officers, agents, contracted service providers and their employees and guests. The Town of Windsor reserves the right to deny rental if proposed activity is not suitable for our stated mission and goals, and a family oriented Community Recreation Center. The use, possession, transportation or distribution of marijuana in any form for any purpose is prohibited within any facility owned or operated by the Town of Windsor.

Decorations

Please include any time needed for decorating as part of your rental. No tape, pins, tacks, wires, screws or other objects leaving permanent holes or marks are to be used on walls, floors, ceilings or furniture. Balloons are not allowed in the lobby area. Glitter, confetti and fog machines are not allowed.

Damages

Any damages beyond normal wear and tear, incurred during the rental period that require labor and materials will be billed directly to the Tenant. A credit card will be held for incidents and damages. The Town of Windsor may deny future use of the facility.

Deliveries

Please notify the Scheduling Coordinator of any deliveries to the Community Recreation Center. Please have your deliveries made during the scheduled rental period. Deliveries which need to arrive before or picked up after event need to be approved by the Scheduling Coordinator. This includes deliveries by florists, caterers, setup for DJ's, bands, photographers, etc., involved with your event. Storage of items is not allowed before or after rental period. At no time may any portion of the sidewalks, entries, hallways, elevators or access points to public utilities be obstructed from use. Due care will be given to all deliveries but employees, agents or officers of the Town of Windsor shall not be liable for any loss, damage or injury to such property.

Facility Modifications

Tenant may not undertake any modification to the facility, i.e. plumbing, electrical, mechanical, painting, carpentry, or moving of art work or plants in the facility without the prior written authorization of the Scheduling Coordinator. When such work is authorized, Tenant will be responsible for costs and fees incurred and will also be responsible for returning the premises to the original condition unless otherwise agreed upon.

Equipment

A variety of AV equipment is available for your event. Equipment requests and payments need to be made with the Scheduling Coordinator prior to your event. Loss or damages of equipment will be billed directly to Tenant. Tenant must sign check out sheet with CRC building supervisor staff at the end of event.

Fire Code

Tenants must adhere to all Town Fire and Building Codes including, but not limited to: occupancy limits, aisle dimensions, and safety measure prescribed by the Fire Inspector and Building Inspector. Tenants are responsible for arranging a meeting prior to the event with the Scheduling Coordinator for fire code restrictions if candles or an open flame are requested to be used during your event.

Loss or Theft

Any articles left in the facility following the conclusion of the event may be removed to off premises storage at the sole expense of the Tenant. The Tenant expressly releases the Town of Windsor from all claims for loss or damage of any kind or nature arising out of such removal and storage. The Town of Windsor is not responsible for lost or stolen articles. Posting Permission from the Scheduling Coordinator must be obtained before posting or exhibiting any signs, advertisements, show bills, or posters of any kind on any part of the premises.

Potted Plants

Decorations may not be attached to the plants in the lobbies. If any plants are brought in as part of a tenant's decorations, a means to protect the floor from sap, dripping or dirt is required. Any requests to move plants in the Community/Recreation Center must be approved by the Scheduling Coordinator.

Rice, Confetti, Glitter

Rice, confetti, or glitter is not to be thrown or used as a decoration inside or outside the building. Birdseed may be thrown outside if not excessive.

Smoking

Smoking will not be allowed in the facility or on the outside patio. A designated smoking area is provided at the entrance of the building (flagpole). Marijuana use in any form for any purpose is prohibited in all areas, including the designated smoking area.

Staffing/Security

Staff person(s) will be provided for all events. Large events, events with alcohol, and/ or after hour events require additional staff and/or hired security at \$30/hour/staff / guard and will be a Tenant expense. Number of staff/guards will be determined by the Scheduling Coordinator based on the size of rental / number of guests.

Technical Services - Special Lighting, Sound, Electrical, Audio Visual

The Scheduling Coordinator should be consulted thirty (30) days in advance concerning any special technical needs such as lighting, sound systems, audio visual, or large electrical items which are to be connected to the facility circuits. Late technical needs will be honored as resources become available. Technical staff will be billed at an hourly rate to the tenant. Audio-visual and special needs may result in extra charges.

**Reservations fees and or guidelines are subject to change without notice.*