



**2009 Rental Guidelines**

Name \_\_\_\_\_

Date \_\_\_\_\_

**Estes Park Senior Center**\_\_\_\_\_  
220 Fourth Street  
Estes Park, CO 80517

**Estes Park Museum**\_\_\_\_\_  
200 Fourth Street  
Estes Park, CO 80517

**Fall River Hydroplant Picnic Grounds**\_\_\_\_\_  
1754 Fish Hatchery Road  
Estes Park, CO 80517

Scheduling Office: Kelly Claypool, Program Coordinator  
220 Fourth Street, Estes Park, CO 80517  
970/577-3769 ♦ 970/586-2996 ♦ kclaypool@estes.org

The Senior Center, Museum and Fall River Hydroplant Picnic Grounds are Town of Estes Park (TOEP) facilities. **The first priority of facility use** is to provide a place for TOEP-, Senior Center- and Museum-supported meals and activities. **Second**, rooms will be made available to charitable organizations as deemed appropriate at no fee. **Third**, rooms may be rented to individuals, non-profit groups, and other recognized clubs or groups. All users are expected to sign and abide by the Rental Agreement. Agreements signed for meetings of an on-going nature will be valid for one calendar year. Rental rates are subject to change by the Town of Estes Park with 30 days written notice.

**PLEASE INITIAL EACH SECTION (a-m) AND RETURN TO THE SCHEDULING OFFICE WITH YOUR SIGNED RENTAL AGREEMENT**

**a. GENERAL CONDITIONS AND NOTICES**

1. Each lessee must complete a Rental Agreement. A person who will be in attendance and take responsibility to meet the agreement terms must sign the form.
2. Lessees may schedule events up to one year in advance with a \$100 security deposit plus 50% of the estimated rental fee which will apply to the total rental fee. Reservations are booked on a first-come, first-served basis.
3. The meeting rooms shall not be considered permanent quarters for anyone other than the Town of Estes Park, Estes Park Senior Center membership, Museum Friends membership and their related activities. The Senior Center and Museum will not provide storage space for any outside organization or individual. Regular users of the facility must apply annually to renew their reservation. Rates are subject to change by the Town of Estes Park with 30 days written notice.
4. Because the Estes Park Museum and the Estes Park Senior Center are public institutions, rentals cannot interfere with either facility's normal activities: exhibits, meal service, education programs, public visitation, etc.
5. Lessees agree that neither the buildings nor grounds will be used to sell a product, announce a fund-raising activity, or hold a fund-raising event without prior approval.
6. The Scheduling Office will review all prospective lessees on a case-by-case basis and reserves the right to refuse rental of the facilities to anyone.
7. A written copy of all printed materials using the names Town of Estes Park, Estes Park Museum, Estes Park Senior Center, Fall River Hydroplant Picnic Grounds and/or their logos must be approved in advance. Failure to submit advance copy will be cause for the Scheduling Office to cancel the event.
8. Lessees using any of the facilities shall be responsible for their own setup and to restore areas as they were found and according to attached sketches or instructions. Failure to do so may result in forfeiture of damage deposit.
9. The Scheduling Office reserves the right to cancel or change any scheduled event by giving 21 days notice.

10. The Town Administrator and the Scheduling Office shall have the authority to effect reasonable rules and regulations not covered specifically in this document.
11. Catering for All Occasions (CAO) has exclusive access to, control and use of the kitchen at the Estes Park Senior Center. CAO shall enter into separate agreements for catering services with each group that requests such services at Town of Estes Park facilities.
12. The Scheduling Office will schedule all events and place them on the facilities calendars.
13. An attempt will be made by the Scheduling Office to provide one verbal notice and one written notice to regular users who fail to adhere to rental guidelines. The Scheduling Office may cancel a lessee's regular use agreement based on these findings.

**b. POLICY ON ALCOHOL IN PUBLIC PLACES**

1. The Town of Estes Park does not hold a liquor license, nor does Catering for All Occasions. The lessee must purchase liquor from outside sources and arrange for server/bartender service. Catering for All Occasions does not offer bartender service.

Will alcoholic beverages be served? yes no

Type of alcohol to be served:\_\_\_\_\_ Note: Keg beer is not permitted.

Non-Profits: Will there be a charge for drinks? yes no  
(See #9 regarding required Special Events Permit)

Bartender Name:\_\_\_\_\_ Address:\_\_\_\_\_  
Phone Number:\_\_\_\_\_ Date of Birth:\_\_\_\_\_

2. Alcohol at unsupervised events is prohibited. A facility supervisor must be present during all facility rentals in which alcohol is served. The Town of Estes Park will schedule the facility supervisor, who shall not be a Town employee. Lessee will be charged \$20 an hour for this service during the time alcohol is available. The lessee will pay for the facility supervisor (by cash or separate check payable to the facility supervisor) at the time of final rental payment and checkout of the keys. The facility supervisor will be identified by a name badge and may not serve food or act as wait staff during the supervisory period.
3. Serving and consumption of alcoholic beverages, other beverages and food are restricted to the areas rented. Alcohol may not be consumed anywhere in the parking lots.
4. Lessee agrees to prepare and post a notice in a conspicuous place or physically delineate space using TOEP-approved temporary fencing or stanchions. The notice must state that the event is private and not open to the public.
5. Alcohol use may be disallowed when the focus of the event is on a person or group under the age of 21 and/or a significant number of attendees are under the age of 21.
6. Liquor must be delivered day of event, and taken off the premises immediately following the event. No early deliveries will be accepted. Keg beer is not permitted for any event.
7. According to Colorado law, alcoholic beverages may only be served to those persons 21 years of age or older. No visibly intoxicated individual can be served additional alcohol. Town of Estes Park police officers may walk through the premises at any time to ensure that liquor law and policies are enforced. If at any time during the event, any violations to the liquor law or TOEP liquor policies are observed, the liquor will be pulled and the bar closed. The on-site facility supervisor has the discretionary power and responsibility to close down an event at which alcohol violations are witnessed including underage drinking or over consumption.
8. Food must be available at all times when alcoholic beverages are distributed.
9. Lessees wishing to provide a cash bar must apply for a Special Events Permit to the Colorado Department of Revenue through the Town of Estes Park, Town Clerk's Office. In addition, the Town of Estes Park charges a local liquor permit fee. Only non-profit organizations qualify for the Special Events Permit. Applications are available from the Town Clerk at the Estes Park Municipal Building, 170 MacGregor Avenue, Estes Park, CO 80517. Applications for Special Event Permits must be submitted at least 30 days in advance of the event. The application must be accompanied by a diagram of the area to be licensed (available from the Scheduling Office), and the appropriate fees.

10. Alcohol service hours are 11 AM – 11 PM. Alcohol cannot be served for more than four hours per event. All bars are to close and entertainment should stop one-half hour prior to the end of the event.

**c. \_\_\_\_\_ RENTAL FEES/DAMAGE DEPOSIT/CANCELLATIONS**

1. Fifty percent of the estimated rental fee, plus a security deposit and a signed Rental Agreement, are required to hold the selected date and time. Cancellation less than 2 weeks prior to the event will result in the loss of the security deposit. All rental fees are to be paid no later than the day of the event to the Scheduling Office. Checks, cash and money orders are accepted.
2. The security deposit will be refunded to the lessee less any additional cleaning fees, damage to equipment or facilities, or charge for additional rental time beyond the original contracted agreement.
3. Lessees must occupy the facility at the time specified or forfeit use and fee for that date.
4. Loss of keys will result in a charge of \$100.00.

**d. \_\_\_\_\_ CATERING SERVICES/FOOD AND BEVERAGES**

1. Catering for All Occasions (CAO) is the exclusive caterer for all events at the Estes Park Senior Center. CAO can be reached at (tel) 970/586-1002; (fax) 970/577-3768. All food served at the Senior Center must be obtained through CAO.
2. CAO is the preferred caterer for all events at the Estes Park Museum. Groups renting the Museum and Hydroplant Picnic Grounds have the opportunity to provide their own food and beverages including the use of TOEP-licensed caterers who demonstrate proof of insurance (See Caterer Information.) Discounts on facility rental will be offered to those using CAO for food services.
3. In the case of potluck-type events at the Estes Park Museum and Hydroplant Picnic Grounds, the lessee assumes all responsibility for food and beverages served.
4. No cooking facilities are available at the Museum or Hydroplant Picnic Grounds. Use of coffee pots may be permitted at the Museum with advance notice and instructions on use. **Please do not remove or use any items from the refrigerator.**
5. CAO and other caterers require separate contractual arrangements and deposits, and separate agreements for use of china and dinner service.
6. At the Hydroplant Picnic Grounds, portable gas grills may be brought in and a fire ring is available.

**e. \_\_\_\_\_ SET-UP AND CLEAN-UP**

1. The Town of Estes Park provides:
  - a. Tables and chairs for indoor use at the Museum and Senior Center; 14 picnic tables at the Picnic Grounds.  
*Senior Center seated capacity of: 100    Museum theatre seating capacity of: 110    Picnic Grounds:  
Senior Center table seating: 108    Museum table seating: 75    Shelter table seating: 112  
Grounds capacity: 200*
  - b. A vacuum cleaner and trash can liners for clean-up at the Museum and Senior Center.
  - c. Access to the Senior Center dumpster for disposal of trash for events held at the Senior Center and Museum.
  - d. Access to a bear proof dumpster at the Hydroplant Picnic Grounds.
  - e. Some A/V equipment (screen, podium, AV cart, flip chart easel, and microphone) may be available at the Museum and Senior Center by pre-arrangement with the Scheduling Office; in addition, the Senior Center will have a TV and DVD/VCR available for use in Room 102 only.
2. The Town of Estes Park does not provide:
  - a. Set-up and tear-down of tables and chairs.
  - b. Set-up of A/V equipment or other equipment.
  - c. Table linens or decorations  
(Linen rental is available from Loveland Steam Laundry. Information is included in this packet).
  - d. Clean-up of facility after events.
3. The lessee or representative must arrive prior to the beginning of the event to take care of last-minute arrangements. This person should be the last to leave to determine that cleanup is complete. Same-day set-up and tear-down of event is required unless prior arrangements are made with the Scheduling Office. Time required for set-up and tear-down must be included in total hourly rental fee.

4. The lessee is responsible for informing guests of the rules and enforcing them.
5. All deliveries and event personnel must enter through designated entryways or driveways. Lessee assumes responsibility for all communication with vendors for delivery of items. Town of Estes Park staff will not sign for deliveries.
6. The Town of Estes Park is not responsible for items left overnight.
7. Decoration and equipment placement must comply with existing fire code rules and regulations. No alterations to the galleries, walls, or any part of the Museum or Senior Center are permitted. No decorations may be hung from light fixtures. No flammable decorations are allowed around an exit. Not more than 25% of a wall space can be covered with flammable decorations. All exits need to be kept clear. The use of tape, wire, staples, tacks, glue and similar items is prohibited. No items may be attached to room surfaces.
8. FIRES:
  - a. Votive candles or drip less tapers in enclosed containers such as hurricane lamps or glass bowls, and floating candles in glass or metal bowls are allowed. **No open candles or candles in oils will be permitted.**
  - b. All fires at the Hydroplant Picnic Grounds are restricted to the fire ring or gas grills. (Gas grills are not provided.)
  - c. Lessees will be required to honor any announced fire bans.
  - d. No firewood is provided. No gathering of firewood is allowed.
9. The dumpster at the Senior Center may be used for bagged trash from events held at the Senior Center or Museum. A bear proof dumpster is available at the Hydroplant Picnic Grounds. No personal or business trash is allowed. No trash is allowed outside any dumpster. All trash must be bagged and tied. The Scheduling Office reserves the right to bill the lessee for trash service.
10. No dumping, bathing, swimming or dishwashing is allowed in the river at the Hydroplant Picnic Grounds.
11. There is no running water available at the Hydroplant Picnic Grounds.
12. There is a two-stall vault toilet at the Hydro Plant Picnic Grounds.
13. Clean-up must be completed directly after the function. Next-day cleaning is permitted with additional facility rental fees if the site is available.
14. All lessees must satisfactorily complete the Site Use Checkout list including total attendance at the event and turn it in to the Scheduling Office to secure return of the security deposit.

**f. ENTERTAINMENT AND NOISE CONTROL**

1. The band, disk jockey or other entertainment will be required to notify the Scheduling Office of the equipment type, electrical setup, and requested delivery schedule one week in advance. The Town will not provide equipment or setup of equipment for bands or DJs, such as microphones, electrical tape and stages.
2. The sound level must comply with municipal code and remain acceptable for a residential neighborhood. No sound equipment may be used without prior approval of the Scheduling Office. The individual, group or organization seeking use of the facility assumes liability for damage to the facility by the lessee's contractors, if any, including outside services of any vendors such as florists, musicians, rental companies, etc., who are hired by the lessee. Volume of loud speakers, etc. must be controlled so that only those in the room will be able to hear.
3. Electrical equipment must not exceed 60 amps for any facility. There are 120 volt/20 amp outlets at the Picnic Grounds.
4. Conduct must be appropriate to a residential area.
5. Children must be supervised at all times.
6. If event use is terminated for any reason by staff or law enforcement, lessee maintains the responsibility for fees due.

**g. \_\_\_\_\_ PARKING /VEHICLES**

1. Free parking is available at all facilities.
2. The lot capacity is 51 cars at the Senior Center and 19 cars at the Museum. Of these, 5 are handicapped spaces. There is on-street parking available, and at times, overflow parking may be available at the Estes Park Fairgrounds dirt lot to the south of the Senior Center with prior permission. There is dirt parking at the Hydroplant Picnic Grounds with a capacity of 50 vehicles.
3. The lot at the Hydroplant Museum side of the Picnic Grounds is restricted to Museum visitors only when the Museum is open.
4. Fire lanes must be kept open. Do not park in front of the dumpsters.
5. Lessees reserving the Senior Center will use the Senior Center lot. Lessees reserving the Museum will use the Museum lot. If there is no conflict, lessees may be able to use both lots with prior permission.
6. Overnight parking or camping is not permitted at any facility.

**h. \_\_\_\_\_ MISC. CONDITIONS AND NOTICES**

1. Early delivery of decorations, floral arrangements, food and beverages must be approved by the Scheduling Office.
2. No event may exceed the building or site capacity.
3. All staff work areas will be closed, and no one will be permitted in these areas.
4. a. Animals are not allowed in the Senior Center or Museum, with the exception of service animals.  
b. Pets must be on a leash at all times at the Hydroplant Picnic Grounds and animals must be cleaned up after.
5. Smoking is not permitted in any area of the Senior Center or Museum building or on the decks and patios.

**i. \_\_\_\_\_ CURFEW**

1. The Hydroplant Picnic Grounds are closed 9:00 pm to 8:00 am.

**j. \_\_\_\_\_ FISHING**

1. Fishing is allowed at the Hydroplant Picnic Grounds with a Colorado license and by abiding by Division of Wildlife regulations.

**k. \_\_\_\_\_ NATURAL SURROUNDINGS**

1. Please refrain from climbing, hanging or swinging from trees or from the shelter at the Hydroplant Picnic Grounds. Please respect the beauty of the natural surroundings and do not remove natural objects (i.e. rocks, trees, flowers, antlers, natural objects, etc.).
2. Do not gather firewood from the site.

**l. \_\_\_\_\_ WILDLIFE**

1. Please do not harass the wildlife (elk, deer, bears, small animals, birds, etc). Please do not allow your pet to disturb the wildlife. Do not feed the wildlife or leave food out or unattended.

**m. \_\_\_\_\_ WEAPONS**

1. Discharge of weapons is not permitted at any facility.

4.14.09