



Dos Chappell Bathhouse Room Rental Agreement 2013

1. **Rental Period:** Scheduled event time INCLUDES setup/cleanup time. Renters are not permitted to arrive earlier than, or remain in the facility later than, their scheduled time. If additional time is needed, prior arrangements need to be made. Any rental group that stays longer than their scheduled time will be charged an additional hourly fee.
2. **Catering & Alcohol:** The renter may hire the catering vendor of his/her own choice or supply their own food for the event. The renter understands the facility is not equipped with cooking/heating appliances and, therefore, should take this into consideration when planning their catering menu. All food/beverages must be removed at the conclusion of the meeting/event. Alcohol may ONLY be served during Weeknight (M-F 5pm-10pm) and Weekend (Sat/Sun 8am-10pm) rentals. VOC will not be held responsible for the misuse of alcohol or illegal substances by any private event participants. The renter will be solely responsible for the conduct of its guests at the event and for any intervention by law enforcement officers.
3. **Cleaning:** Renters are required to leave the facility in its original condition. To avoid cleaning fees, renters are required to notify a VOC staff member prior to departure for a walk-through inspection. If excessive trash, stains, spills, or food remains in the facility once the rental group has departed, renter agrees to pay an \$85 cleaning fee. This fee will be added to the renter's invoice, or charged to the renter's credit card listed on this form.
4. **Trash & Recycling:** Trash and recycling containers are located in each meeting space. Rental groups are required to remove their own trash from the building. A green dumpster is located at the north end of the lower u-shaped parking lot and may be used for trash. As an environmentally-focused non-profit organization, VOC encourages you to recycle! Please recycle paper, aluminum cans, plastic bottles, cardboard lunchboxes, and other recyclable materials. Renters are not required to take recycling with them.
5. **Parking:** There are approximately 54 parking spaces (including 6 handicap only spaces) adjacent to the building in two u-shaped lots. The event guests have permission *at no additional cost* to use these parking spaces at their own risk. VOC will not be responsible for any damage to cars, loss of property or personal injury as a result of parking in these lots.
6. **Accessibility, Pets & Smoking:** A wheelchair ramp is located at the front entrance on the north side of the building. Both Men's and Women's restrooms are handicap accessible. Unless a disability service animal, pets are not permitted inside the facility at any time. According to Colorado state law, smoking is not permitted in the building or within 15 feet of any entrance.
7. **Noise:** VOC is a working facility. *During Weekday rentals*, renters are expected to keep their noise at a respectful level and to keep conference room doors closed while meetings are in session. *During Weeknight & Weekend rentals*, renters are solely responsible for any noise violations/citations given by Washington Park patrol and/or law enforcement officers.
8. **Liability & Damage:** VOC will not be held responsible for any personal injury of any guests or other individual(s) that occurs during the event, inside or outside the facility. The artwork shall only be handled by a VOC staff member and the renter will be held responsible for damage to artwork or gallery property as a result of failure to comply. The renter agrees to pay for repair of any damage to the space caused by the guests or renter, and return the space back to its original condition. This includes damage to walls, floors, artwork, windows, and fixtures or stolen property/artwork, etc.
9. **Deposit (*applies to Weeknight & Weekend rentals only*):** The renter agrees to submit a non-refundable deposit of half (1/2) the total rental cost upon submittal of this rental agreement. See cancellation policy below for more information regarding the deposit. The renter agrees to pay charges for any additional amount owed for equipment rental, additional time, damage and/or cleaning fees within 30 days of receiving the final invoice for such charges. There is no deposit required for Weekday rentals.
10. **Cancellations:** To cancel an event, the renter is required to notify VOC at least 5 business days prior to the scheduled event date. For Weekday rentals, failure to notify VOC of the cancellation at least 5 business days prior to the event or failure to show up for the event will result in a \$50 cancellation fee. For Weeknight & Weekend rentals, failure to notify VOC of the cancellation at least 5 business days prior to the event or failure to show up for the event will result in forfeiture of the renter's full deposit. *For Weeknight & Weekend rentals*, cancellations in excess of 5 business days will qualify for a full refund of deposit.
11. **City of Denver Parks & Recreation Rules and Regulations:** Renters are bound by all park rules and regulations as defined by law: http://www.denvergov.org/Portals/626/documents/Summer2012/DPR_RulesAndRegulations5.11.2012.pdf
12. **Building Capacity:** In accordance with current fire code, both front doors must be unlocked if the building capacity exceeds 50 people. Renters are required to notify VOC prior to their event if their total event attendance exceeds 50 people. This will allow VOC to plan accordingly and provide front door procedures to Weeknight & Weekend rentals.

RENTAL RATES		
Weekday (8am-5pm)	Large Conference Room (Full-Day >4 hrs)	\$420/full-day
Weekday (8am-5pm)	Large Conference Room (Half-Day ≤4 hrs)	\$275/half-day
Weekday (8am-5pm)	Terrace Room (Full-Day >4 hrs)	\$275/ full-day
Weekday (8am-5pm)	Terrace Room (Half-Day ≤4 hrs)	\$210/half-day
Weeknight (5pm-10pm) – <i>minimum of two (2) hours required</i>		\$125/hour
Weekend (8am-10pm) – <i>minimum of four (4) hours required</i>		\$150/hour
Conference Phone (calling service not provided)		\$25/event
TV/VCR/DVD		\$50/event
Laptop/Projector		\$50/event
Mic, Speaker(s), Amp		\$100/event
Dry Erase Easel, Markers		No additional cost
Wireless Internet		No additional cost

SECTION 1: TO BE COMPLETED BY RENTER (* Indicates Required Information)		
*Verification <input type="checkbox"/> I agree to abide by the room rental conditions as stated above. <input type="checkbox"/> Renter requests that VOC charge the credit card listed below. <input type="checkbox"/> Renter requests that VOC invoice renter at the address listed below.		Specific Requests:
*Renter Representative Name (<i>print</i>):		Renter Representative Title:
Organization:		
*Contact Phone:		
*Email Address:		
Mailing Address:	Mailing City, State:	Mailing Zip Code:
REQUIRED TO HOLD RESERVATION - Visa/MasterCard/Discover Information		*Expiration Date:
*Credit card number:		
*Name on card:		*3-digit code on back:
*Authorized Signer (Print Name):		*Billing Zip Code:
*Authorized Signature:		*Date:

SECTION 2: TO BE COMPLETED BY VOC STAFF		
<input type="checkbox"/> Terrace Room (seats up to 12 people)	<input type="checkbox"/> Large Conference Room (seats up to 35 people)	
Date(s) of Rental:	Start Time(s):	End Time(s):
Deposit Amount (<i>Weeknight/Weekend only</i>): (<i>Calculated as 50% of Total Amount Due</i>)	Date Deposit Paid:	
Total Amount Due:	VOC Comments:	

By signing below, both parties are bound by the terms and conditions listed in this contract. The renter certifies that he/she is of legal age and understands all of the conditions fully.

*Signature of Renter Representative *Date

Signature of VOC Representative Date

*Renter Representative (printed name)

VOC Representative (printed name)