



## EVENT CENTER RENTAL AGREEMENT

970-731-3009

[eventcenterps@gmail.com](mailto:eventcenterps@gmail.com)

***Read Carefully and initial each section on first page, fill out and sign last page***

### Booking Policy:

In addition to completing this agreement, Lessee must place a 50% deposit of the total rate (via cash, card, or check) to reserve a date for use of the TBEC. The remainder of the balance is due one month prior to event start.

### Cancellation Policy:

If cancellation occurs one month prior to the event start date a full refund of the deposit will be issued. If cancellation occurs within one month prior to the event, a refund minus 20% of your total rate will be issued. No refunds will be issued if cancellation occurs within 14 days of the event date.

### Cleaning Policy:

Upon arriving at the Event Center you will find the space empty, clean, orderly, and free of trash. Upon the completion of your event the space needs to be returned to this clean condition. The Event Center must be cleaned following the posted cleaning instructions found in the space. Cleaning must take place directly after the time of the event. If you do not anticipate having time or want to clean to this extent, please tell us ahead of time so we can schedule a cleaner, and add \$125 to your balance.

### Required documentation:

- A certificate of liability insurance (must be presented 7 days prior to the event). If not presented, your event reservation will be canceled and your deposit will NOT be returned. Please see the section on Certificate of Liability for more information or email us for help.
- An emailed photograph of the leasee's driver's license is required.
- Signed and completed rental agreement (this document) must be returned before the reservation is considered guaranteed.
- Temporary Food Establishment License - for food SOLD at events served by unlicensed vendor

## CERTIFICATE OF LIABILITY INSURANCE

The Certificate of Liability Insurance is simply a rider that is attached to your homeowner's policy or may be purchased at [www.theeventhelper.com](http://www.theeventhelper.com) for approximately \$125.00. It covers and protects you personally AND Ghost Pines Properties, LLC (dba Tennyson Building Event Center) and its owner from liability while you host an event at the Event Center and is simply an extension of your homeowner's policy. Please list "Ghost Pines Properties, LLC dba Tennyson Building Event Center" as the location

## ALCOHOL USE ON PREMISES

*By signing this contract, you and your representative(s) agree that neither you nor any other person attending the function described herein will sell any alcoholic beverages on Tennyson Building Event Center premises unless the proper permit is obtained from the Archuleta County Commissioner's Permits office. Permits must be posted in plain sight according to the Commissioner's Permits office timeline. (Non-profit fundraising events an exception – they will utilize our sales license.)*

*You further agree that no admission or other charges will be collected if alcoholic beverages will be available (for free), and you agree that you will not seek any donations to cover the costs of the alcohol, food, or other beverages being served unless the proper permit is obtained from the Archuleta County Commissioner's Permits office.*

You further understand that if alcoholic beverages are to be served or consumed on the premises that:

- **It is your responsibility to contact and obtain proper permitting from the Archuleta County Commissioner's Permits office, if required;**
- Tennyson Building Event Center holds a state liquor license. It is required by the state that all liquor purchases for events MUST be made through a licensed state liquor license holder. Tennyson Building Event Center will sell the alcohol to you at a competitive cost, from an extensive inventory list available;
- You will personally assume responsibility for compliance with the Colorado drinking age law;
- You understand that the selling of alcoholic beverages is only allowed at an advertised public event.
- You hereby, for yourself and your guests, waive and release any and all claims for damages alleged due to negligence or for any reason, which you or your guests may have against Ghost Pines Properties LLC dba Tennyson Building Event Center (or its owner), Directors and all employees, representatives, successors and assigns for any and all injuries suffered by yourself or your guests. You will personally indemnify and hold Ghost Pines Properties LLC dba Tennyson Building Event Center (AND its owner) harmless from any and all losses, liability, damages, and expenses (including attorney's fees) resulting from any injury or damage in any way associated with the use of Tennyson Building Event Center premises and with the consumption of any alcoholic beverages on those premises;
- You understand that absolutely NO alcohol may be served, consumed, or taken outside the event center building with the exception of the contained, fenced patio area located through the rear doors.

## EVENT CENTER - GENERAL RULES

- The person reserving the Event Center is responsible for adherence to all Event Center rules and must be present for the entire time designated in the reservation.
- Smoking and drug use of any kind in the Event Center is strictly prohibited. Smoking is allowed outside the front entrance to the right (south) of the door in a clearly marked area. Receptacle is provided and smoking materials must be properly disposed of.
- Event Center use hours are 6:00am - midnight.
- Music is permitted inside the Event Center **ONLY** and should not be audible outside unless previously contracted and agreed upon. Exceptions may be made to patio music performances and will be made on a case by case bases by TBEC staff.
- Music performed or played inside must not exceed outside audible levels allowed by the county
- Music performed or played out on the patio must not exceed audible levels allowed by the county
- Music is allowed after midnight.
- Due to the public nature of the Tennyson Building Event Center, all doors must remain unlocked during the event.
- Parking is provided in the parking lots alongside and behind the Event Center. Do not block traffic or park on Navajo Trail. Do not park next door in Boss Hogs parking lot.
- Please do not use safety pins, thumbtacks, staples, tacks, double sided tape or nails in walls, curtains or blinds. We will allow 3M removable hanging strips on the walls. There is designated hardware for hanging extra lighting NO NAILS, TACKS or any other hardware that puncture walls or ceiling. Decorations used for your event must be removed after the event and disposed of properly. Please use care when removing.
- **ALL DOORS & WINDOWS MUST BE LOCKED AND THE ALARM SET AT THE END OF THE EVENT.**

## CLEANING

**All surfaces must be sprayed and wiped down including bathrooms and any folding furniture used.**

**Floors must be swept and spot mopped, stage and rugs vacuumed, and bathroom floors mopped.**

**Toilet paper and trash bags must be replaced from back stock.**

**Kitchen must be left clean (including refrigerators and stoves)**

If you see a problem or an uncleaned area of the Event Center before your function please let us know and we will correct the situation. If there are dirty, damaged or broken items in the Event Center, please let us know immediately. If something is not working, please let us know immediately. This helps protect you against wrongful blame.

**If you do not abide by the above INSURANCE, ALCOHOL, GENERAL, & CLEANING rules, a \$250 breach of agreement charge will be invoiced to you, followed by prompt payment via approved method (and potentially greater fees and legal repercussions)**

*Please fill out this information requested and sign below*

This EVENT CENTER RENTAL AGREEMENT is made by and between Tennyson Building Event Center (“Lessor”) and the undersigned Lessee. Subject to the terms and conditions of this Agreement, which are incorporated herein by reference, Lessor shall rent Tennyson Building Event Center located at 197 Navajo Trail, Pagosa Springs, Co 81147 (“Event Center”) to Lessee.

**Lessee Full Name (print):**

Organization representing (if applicable):

**Date of Event:**

**Non-Profit Organization: Yes or No**

**Mailing Address:**

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**Phone:**

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**Email Address:**

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**Estimated number of people in attendance:** (Note Max. Occupancy – 120 persons)

**Choose One:**

<b>Half-Day 6am-2pm</b>	<b>Half-Day 3pm-12pm</b>	<b>Full-Day</b>	<b>1 Hour</b>
<b>\$425</b>	<b>\$425</b>	<b>\$750</b>	<b>\$200</b>

**Individualized rate for multi-day or special circumstances:**

**Will alcoholic beverages be served at the event? Yes or No**

I agree to follow the guidelines explained in this document or I will pay a \$250 fee within 7 days of the event and be subject to further charges or consequences from the Lessor or under the CO state law.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_.