

Kremmling Visitor's Center Conference Room Facility Use Agreement – One Time Rental

Today's Date: _____ Date(s) Requested: _____

Organization: _____

Contact: _____ Telephone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____ Fax: _____

Est. # of guests: _____ Type of function: _____

We require that a credit card be on file for all rentals. Please check below appropriate category.

Non-Profit Organizations, Associations, Clubs and Government Rental Rates:

Day Rental: \$50.00	Between the hours of 7:00 a.m. to 5:00 p.m.
Evening Rental: \$75.00	Between the hours of 4:30 p.m. to 12:00 a.m.
All Day Rental: \$110.00	Between the hours of 7:00a.m. to 12:00 a.m.

Private Functions / Individuals / Corporate Rental Rates:

Day Rental: \$100.00	Between the hours of 7:00 a.m. to 5:00 p.m.
Evening Rental: \$125.00	Between the hours of 4:30 p.m. to 12:00 a.m.
All Day Rental: \$210.00	Between the hours of 7:00a.m. to 12:00 a.m.

Hourly Fee: \$25.00 for each 2 hour block (both groups), hours reserved: _____

Rental rate includes the use of the kitchen, bathrooms and conference room. Note that during regularly scheduled hours of operation, visitors and staff will be using the public restrooms.

Cleaning & Maintenance

We ask that the meeting space and kitchen be left as clean as it is found. If additional cleaning is required, there is a mandatory fee of \$30.00 per hour. This will be charged to the credit card on file.

Damage & Key Deposits

We do not have a set security or damage deposit. The group or individual who leases the conference room agrees to cover the cost of **any** damage done to the building during its use. We encourage you take a few minutes the day before to do a site walk through and to record any damage, wear and tear already in the facility. Repairs will be charged to the credit card on file. Minor repairs will be charged \$40.00 per hour plus the cost of supplies. Major repairs will be figured out after bids are received. **Key:** There is a lock box for the key to be returned at the end of a function. If the key is not returned there will be a \$150.00 fee charged to the credit card on file to re-key the building.

Rules and Regulations

- No alcohol is permitted in the building without a special events liquor license. Please check with the Town of Kremmling, Sharon Cesar, Town Clerk and Recorder on how to obtain a special event liquor license by calling (970) 724-3249 or stopping by Town Hall at 200 Eagle Avenue.
- The Visitor Center and Chamber Office space is off limits during events, any items that should come up missing will need to be replaced by the renter
- Please DO NOT change the thermostat setting, it needs to remain at 68 degrees.

When you leave:

- Make sure that ALL doors are secured shut and locked (sliding glass doors, dead bolt and handle lock on front and back doors)
- Turn off all lights, including those in the restrooms
- Chairs need to be returned to the place they were found
- Tables must be cleaned and returned to the way they were found
- The kitchen is equipped with stove, refrigerator, microwave and dishwasher; please make sure they are as clean when you leave as when you arrived.
- Please make sure that *anything* you bring into the facility is removed.
- You are responsible for removing your **trash**; for a small amount of trash there are trash totes located around the park for disposal, if an excess amount of trash is generated we ask that you please take it with you to dispose elsewhere.
- We provide: vacuum, mop, bucket, rubber gloves, cleaning supplies, paper towels, etc. to clean up after your use.

Notes on Decorations

- No taping or nailing anything to the walls
- Candles are permitted if floating in water vases, otherwise candles should not be used

By signing below, I agree to and understand have read the information about the rental fee and what it includes, cleaning, damage and key replacement fees and we agree to and understand to the conditions and terms set forth.

Signature: _____ Date: _____

Rental Fee: _____ Please charge the rental fee to the credit card below.

Checks should be make payable to: Kremmling Area Chamber of Commerce

Credit Card to Keep on File– to be used only to cover the cost of damages, cleaning or key replacement. Card holder will be notified prior to any charges.

Date: _____ Name: _____

Signature: _____ Credit Card (circle): VISA / Mastercard

Number: _____ Expiration Date: _____

V-Card Number: _____ Telephone: _____