

The Brush Creek Pavilion and Studio

0909 Capitol Street • Eagle, Colorado 81631

Contact Us:

The Town of Eagle
200 Broadway
PO Box 609
Eagle, CO 81631

Phone: 970-328-6354
Fax: 970-328-5203
carla@townofeagle.org



Nestled within the scenic Brush Creek Valley of Eagle, the Brush Creek Pavilion and Studio were built in 2000 by the Town of Eagle for the use of its residents for a variety of events and activities. The adjacent barn and lawn make for the perfect outdoor setting for any event nearly anytime of the year. The Pavilion can easily hold 120 people with floor to ceiling doors opening to a covered patio to create more space and a fully-equipped catering kitchen for your dining needs. The Studio can hold 100 people for craft fairs, children's activities, birthday parties, and as an accessory use to the Pavilion. Parking is convenient and plentiful on site. With views of the New York Mountains, the Brush Creek Pavilion and Studio are the perfect place to hold your special event.

To avoid deductions from your deposit, please carefully read this packet before signing the contract.

**8:00am Check-in and 8:00am Check-Out
Meet at the Pavilion or Studio at 909 Capitol Street.**

- 24-Hour Rental begins at 8:00am and ends at 8:00am the following day. Event must end prior to 11:00pm.
- Payment by Checks, Money Orders, or Cash Only. NO CREDIT CARDS OR E-CHECKS ACCEPTED.
- A \$100 fee will be deducted from your Deposit refund for cancellations made more than thirty (30) days prior to the event. The full Deposit will be retained for cancellations made less than thirty (30) days prior to event.
- Lessees are responsible for all set up and take down procedures for their event.
- All cleaning must be performed by the lessee or make own arrangements for professional cleaning to be done. Our staff does not clean between rentals.
- Public events may require additional Town Of Eagle permits.
- Please visit our website for a virtual tour of the Pavilion:
www.townofeagle.org/480/Brush-Creek-Pavilion-Studio-Rental

DEPOSIT FEES

- Deposit and Rental Fees are reviewed annually and subject to change
- Deposit payment required no later than **48 HOURS** after inquiry in order to secure the reservation

Pavilion
\$ 750

Studio
\$ 375

All deposit refunds will be mailed within forty-five (45) days after event date.

RENTAL FEES

- Photo ID and proof of Eagle residency required (utility bill, lease, etc.)
- Minimum age of 21 for lessee
- All non-profit (NP) organizations must provide proof of non-profit status
- Payment required no later than **2 WEEKS** prior to date of event
- Non-Eagle Residents may book 6 months in advance, Eagle Residents may book 1 year in advance

	Monday-Thursday		Friday-Sunday	
	Pavilion	Studio	Pavilion	Studio
Eagle Resident	\$300.00	\$100.00	\$600.00	\$250.00
Non-Resident	\$400.00	\$150.00	\$900.00	\$350.00
Non-Profit	\$200.00	\$100.00	\$400.00	\$200.00

LIABILITY INSURANCE

Town of Eagle Insurance Rates through Colorado Intergovernmental Risk Sharing Agency (CIRSA):

Low Hazard Events:

1-50 People	\$68.11
26-50 People	\$102.10
51-150 People	\$109.31
150-250 People	\$127.85

High/Other Hazard Events:

1-50	\$209.22
51-500	\$260.72

Medium Hazard Events: (most common)

1-25 People	\$148.45
51-500 People	\$163.90

Inquire with The Town of Eagle for more details

- Liability Insurance rates are determined by type of event, length of event, attendance and other factors
- Hazard level to be determined by Town staff
- Liquor liability is an additional fee

Liability insurance of \$1,000,000 naming the Town of Eagle as an additional insured is required. Forms and rates for insurance coverage are available at the Town Office or you may contact your own insurance agent. If catered, verify with caterer that they are insured; otherwise it is the renter's responsibility to provide such coverage, as well.

BRUSH CREEK PAVILION AND STUDIO GUIDELINES

- **BOOKING PROCEDURE:** Contact the Town of Eagle at 970-328-6354 during normal business hours (Monday-Friday, 8:00am-5:00pm). Availability will be determined and booking information will be provided, including contracts. Use of the facility will be confirmed upon receipt of the specified deposit, rental fees, signed contract, and waivers and/or insurance certificate, if applicable. All fees, contracts, deposits and insurance must be received by the Town of Eagle at least **two weeks** prior to event.
- **CANCELLATION POLICY** A cancellation fee of **\$100** will be deducted from your deposit for cancellation more than 30 days prior to the event. The Town of Eagle will retain the **FULL** deposit fee if cancellation occurs less than thirty (30) days prior to the event.
- **EVENT RESERVATIONS:** Eagle residents may book the Pavilion up to one year in advance. Non-residents may book an event six months in advance.
- **LIMITATIONS:** No individual/entity may book the facility for more than four dates during the calendar year for Fridays, Saturdays, and Sundays.
- **ACCESS TO FACILITY:** Lessee is to be accompanied by a Town of Eagle Public Works Employee for an inspection before and after each event. Lessee shall obtain a key to the leased premises at the time of check in. **Failure to check in or out on time will result in a minimum fee of \$125.00 and may result in the cancellation of the event.**
- **HOURS:** Functions are to be over by **11:00pm**, however the lessee may stay longer for clean-up.

Please understand that it is your responsibility to have the pavilion cleaned and ready for the next renter at 8:00am the day after your event. Please inform all people in your party, including caterers and supply/equipment vendors, of the check-out time. Failure to clean prior to the next lessee's possession of the building will result in a forfeiture of fees commensurate with any discounted rent provided to the next lessee. This forfeiture is above and beyond any possible cleaning/maintenance fees that may be assessed.

- **EQUIPMENT at THE PAVILION:**
160 Folding Chairs, 2-3'x5' Rectangle Tables, 4-3'x8' Rectangle Tables, & 19-6 ft. Round Tables

Catering Kitchen: Warming Oven with 6 large trays, Refrigerator/Freezer, Commercial Sinks, Dishwasher, Counter Space, and Pass-Through Rolling Window

Audio: 4 High Quality Speakers, Wall Jacks Around Room, Single Disc CD Player, Projector Screen, Microphones (1 Cordless and 1 Handheld w/cords), and Amplifier & Volume Controls

Coat Closet: 5x8 Room with Hangers

Bathrooms: Men's - 2 Stalls & 2 Urinals, Women's - 4 Stalls (ADA Compliant)
- **EQUIPMENT at THE STUDIO:**
40 Folding Chairs; 2-3'x5' Rectangle Tables & 4-3'x8' Rectangle Tables

Bathrooms: Men's - 2 Stalls, Women's - 2 Stalls (ADA Compliant)
- **CLEANING SUPPLIES FOR BOTH:** Mop, Mop Bucket, Broom, Dust Pan, Vacuum (Pavilion only), Small & Large Trash Bags, Cleaning Products, Paper Towels, Toilet Paper

■ **SECURING THE BUILDING:** Lessee will return the key to the inspector during final inspection at the pavilion. A fee of **\$30 per day** will be retained if the key is not returned at check out. In the event the key is lost or stolen, a portion of the deposit will be held to cover costs to change the locks and any additional fees above the deposit shall be assessed to the renter. Failure to secure the building (Including all doors and windows) will result in a **\$100** fee retained from the deposit.

■ **PARKING:** Users will park in the parking lot provided. Parking on Capitol Street is not allowed. Overflow parking is available in the Community Gardens and Eagle Ranch shopping area.

■ **CAPACITY:** As determined by Fire Codes, the figures are a maximum of 140 occupants (indoors w/tables) and 250 occupants (assembly-style setup) for Pavilion or Studio.

■ **DAMAGE CLAUSE:** It is understood that any damage to the property of The Brush Creek Pavilion and Studio will be the responsibility of the lessee. It is agreed that the lessee acknowledges liability for any damages incurred during the event, which are the result of carelessness or negligence on the part of any guest. **Balloons, rice, glitter and birdseed are not allowed on/in the premises; however natural flower petals are acceptable. Inflatable bounce houses/slides are not permitted indoors.** Lessee agrees to require unruly or intoxicated guests to leave the premises if the situation arises. Driving on the grass or putting tent stakes in the ground is prohibited; unless approved by buildings and grounds staff at least one week prior to the event. Please contact the Town of Eagle Public Works at 970-328-6678 if you are erecting a tent. Failure to comply will result in fines and any damage to grounds will be deducted from your deposit.

■ **CLEANING AND MAINTENANCE:** Lessees will be responsible for setting up and cleaning up after their events pursuant to the "Cleaning Responsibilities Checklist".

If cleaning is not satisfactory, a fee of \$65.00 per half hour (minimum one-half hour) will be deducted from the deposit. Repair to the facility will also be billed at \$65.00 per half hour plus 1.25x the cost of parts.

Town of Eagle Public Works personnel will inspect the buildings and grounds after each function to determine if it is cleaned satisfactorily in order to return the deposit. There are to be no nails or tacks put into any of the walls or blinds. Renter will be responsible for inventory of equipment at the pavilion on the Cleaning Responsibilities Checklist. The Town reserves the right to deny use of the Pavilion to any individual or group whose deposit has previously been withheld due to damage or lack of adherence to clean-up procedures.

■ **LIQUOR:** It is the responsibility of the users to obtain a special event liquor license if liquor is to be SOLD on the premises. The Town reserves the right to deny the service or sale of alcoholic beverages to any individual or group for any reason and in its sole discretion. NOTE: According to Colorado State Liquor Licensing Laws, weddings and all other private parties may not sell alcohol, therefore cash bars are **not permissible**.

THE TOWN OF EAGLE RESERVES THE RIGHT TO REFUSE FUTURE SERVICE TO ANY INDIVIDUALS THAT DO NOT ABIDE BY THESE GUIDELINES.

Notice to Users:

The Brush Creek Pavilion, because of its location and the adjacent open space areas, has always had mosquitoes. The Town has taken steps to help reduce mosquito populations, but there are still plenty of bugs. Because mosquitoes may carry the West Nile Virus you are urged to take precautions while using the Pavilion. The most important step is to:

Protect yourself. Use insect repellents.

- Those containing DEET have been proven to be effective. Mosquitoes are most active during morning hours, early evening and at dusk.
- When outdoors, besides using insect repellent, wear long pants and long sleeve shirts
- Light colors are less attractive to mosquitoes than dark. Loose fitting clothes make it more difficult for them to bite you.

THE BRUSH CREEK PAVILION

CLEANING RESPONSIBILITIES CHECKLIST

PRINTED NAME of party renting the facility (as on contract) _____

Date of function _____

A MANDATORY 8:00AM CHECK-IN & 8:00AM CHECK-OUT INSPECTION is required before and after each use by a Town of Eagle Public Works Employee in the presence of the Renter or the Alternate on the contract.

Inspection: Mon-Fri 8:00 a.m.-5:00 p.m. **328-6354**
Police: **479-2200**

SHOP: **328-6678**

After-hours emergency

Pager: **471-0049**

A cleaning deposit has been required for the use of the Brush Creek Pavilion. All or part of this deposit will be returned to you or your organization based on the condition of the facility after your use. **Refunds will be issued within 45 days of completing the check-out after the event.** If any part of the facility needs to be cleaned to make the facility ready and presentable for the next function you will be charged a rate of **\$65.00/half hour (sixty-five dollars) per half hour** with a half hour minimum charge. In addition, a forfeiture of part of your deposit may be assessed if the next lessee is impacted by the condition of the complex. Lessee is responsible for any damages incurred during the event. Functions are to be over by 11:00pm. The following are to be accomplished in a satisfactory manner to ensure you receive a full refund of your deposit.

(RENTERS AND TOWN EMPLOYEES MUST INITIAL EACH ITEM)

<u>Check In</u>		<u>Check Out</u>
Renter – Town –	<p><u>TABLES AND CHAIRS</u></p> <p><input type="checkbox"/> Table and chair carts must stay on the tile floor.</p> <p><input type="checkbox"/> Wipe Down ALL tables and chairs.</p> <p><input type="checkbox"/> Store tables in appropriate area in storage room. A cleaning fee will be charged to move to appropriate storage location if not properly stored. 4 - 3X8ft rectangle tables, 19- 6ft round tables.</p> <p><input type="checkbox"/> Store chairs on rack no more than 7 to a rack, padding facing out. 160 chairs.</p>	Renter – Town –
Renter – Town –	<p><u>COUNTERS AND REFRIDGERATOR</u></p> <p>___ Large Warming Trays at Check-in ___ Large Warming Trays at Check-Out (6)</p> <p><input type="checkbox"/> Wipe off counter tops.</p> <p><input type="checkbox"/> Clean out sink and refrigerator. Nothing is to be left behind!</p>	Renter – Town –
Renter – Town –	<p><u>GREAT ROOM, KITCHEN & BATHROOMS</u></p> <p><input type="checkbox"/> Sweep all floors (kitchen, foyer, and bathrooms) with dust mop.</p> <p><input type="checkbox"/> Wet mop (kitchen, foyer, and bathrooms) after each use with hot water and Pine-Q Mop, bucket and cleaning supplies located in the utility closet. Do not use any Bleach!</p> <p><input type="checkbox"/> If heavily stained or sticky, the floors may need to be mopped more than once.</p> <p><input type="checkbox"/> Clean mirrors and sinks.</p> <p><input type="checkbox"/> NO GLITTER, BALLOONS, RICE, OR BIRDSEED.</p> <p><input type="checkbox"/> NO INFLATABLE BOUNCE HOUSES/SLIDES INDOORS.</p> <p>You may be charged for a carpet cleaning or lift rental</p>	Renter – Town –

Renter – Town –	<p><u>TRASH</u></p> <p><input type="checkbox"/> Empty ALL trash containers and replace liners for next function.</p> <p>___ (2) Large Trash Cans ___ (2) Domed Cans</p> <p><input type="checkbox"/> Place all trash in the dumpster at the trash enclosure. Do not leave outside. Animals will get into the trash!</p>	Renter – Town –
Renter – Town –	<p><u>EQUIPMENT CHECK-OUT</u></p> <p>___ Not applicable</p> <p>___ Cordless Microphone Check-Out ___ Cordless Microphone Check-In</p> <p>___ Corded Microphone Check-Out ___ Corded Microphone Check-In</p> <p>___ Film Projector Screen</p> <p>___ Audio Adapter Check-Out ___ Audio Adapter Check-In</p> <p>___ Wi-Fi User Name: Pavilion Password: TOE00491</p>	Renter – Town –
Renter – Town –	<p><u>CARPETED AREAS AND FOYER RUGS</u></p> <p><input type="checkbox"/> Please vacuum all carpeted areas including foyer rugs.</p> <p>___ Stains on Check-In ___ Stains on Check-Out</p> <p>Minimum of \$75.00/stain. Replaced carpet tiles \$120.00/each</p>	Renter – Town –
Renter – Town –	<p><u>DOORS AND WINDOWS</u></p> <p><input type="checkbox"/> All doors/windows are to be locked. If unlocked, the lessee will be responsible for damage, fire, or loss. Failure to secure the building will result in a \$100.00 fine retained from the deposit. Late keys-\$30/day. Lost Keys- Cost of Re-Keying Locks.</p>	Renter – Town –
Renter – Town –	<p><u>DECK, LAWN, WALKWAY, ENTRYWAY AND GROUNDS</u></p> <p><input type="checkbox"/> Please pick up all trash from your function; to include cans, bottles, papers, etc.</p> <p><input type="checkbox"/> Advanced notification is required to locate irrigation prior to set up of tents or equipment.</p> <p><input type="checkbox"/> DO NOT DRIVE ON ANY GRASSY AREAS (including unloading and loading vehicles).</p> <p>THIS IS A NON-SMOKING FACILITY!!!</p>	Renter – Town –
	Will you be using a cleaning company to clean after the event? _____	
	Name of Cleaning Company _____	

CHECK-IN PLEASE SIGN X _____

CHECK-OUT PLEASE SIGN X _____

Renters are responsible for all set up and take down procedures.

THE BRUSH CREEK STUDIO

CLEANING RESPONSIBILITIES CHECKLIST

PRINTED NAME of party renting the facility (as on contract)

Date of function

A MANDATORY 8:00AM CHECK-IN & 8:00AM CHECK-OUT INSPECTION is required before and after each use by a Town of Eagle Public Works Employee in the presence of the Renter or the Alternate on the contract.

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(RENTERS AND TOWN EMPLOYEES MUST INITIAL EACH ITEM)

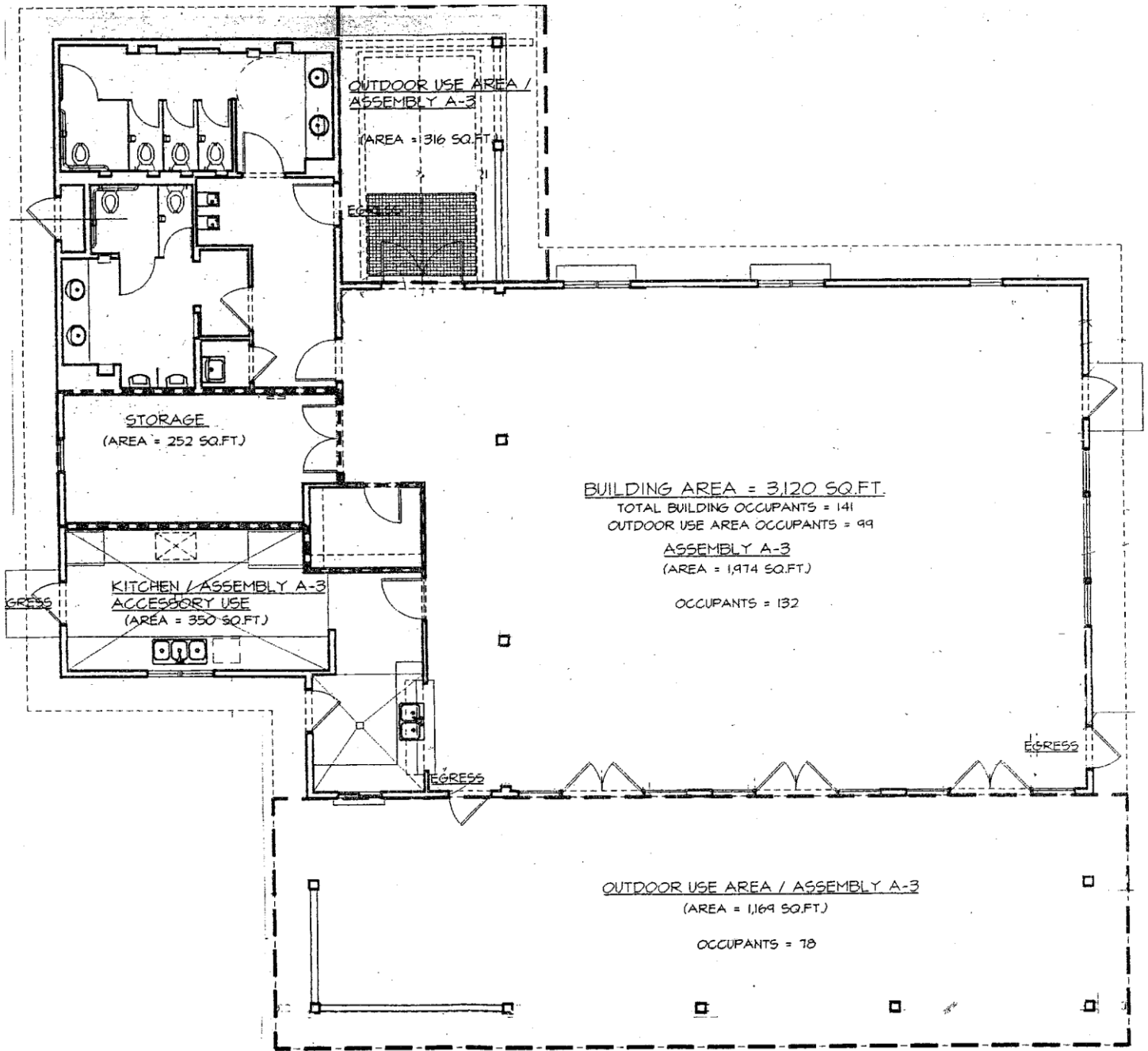
<u>Check In</u>	<u>TABLES AND CHAIRS</u>	<u>Check Out</u>
Renter – Town –	<input type="checkbox"/> Wipe Down ALL tables and chairs. <input type="checkbox"/> Store tables in appropriate area in storage room. A cleaning fee will be charged to move to appropriate storage location if not properly stored. 4 - 3X8ft rectangle tables, 19- 6ft round tables. <input type="checkbox"/> Store chairs on rack no more than 7 to a rack, padding facing out. 42 chairs.	Renter – Town –
Renter – Town –	<u>GREAT ROOMS & BATHROOMS</u> <input type="checkbox"/> Sweep all floors (both great rooms, and bathrooms) with dust mop. <input type="checkbox"/> Wet mop (both great rooms, and bathrooms) after each use with hot water and Pine-Q Mop, bucket and cleaning supplies located in the utility closet. Do not use any Bleach! <input type="checkbox"/> If heavily stained or sticky, the floors may need to be mopped more than once. <input type="checkbox"/> Clean mirrors and sinks. <input type="checkbox"/> NO GLITTER, BALLOONS, RICE, OR BIRDSEED. <input type="checkbox"/> NO INFLATABLE BOUNCE HOUSES/SLIDES INDOORS. You may be charged for a lift rental to remove balloons.	Renter – Town –
	____ Wi-Fi User Name: Pavilion Password: TOE00491	
Renter – Town –	<u>TRASH</u> <input type="checkbox"/> Empty ALL trash containers and replace liners for next function. ____ (4) Large Trash Cans <input type="checkbox"/> Place all trash in the dumpster at the trash enclosure. Do not leave outside. Animals will get into the trash!	Renter – Town –

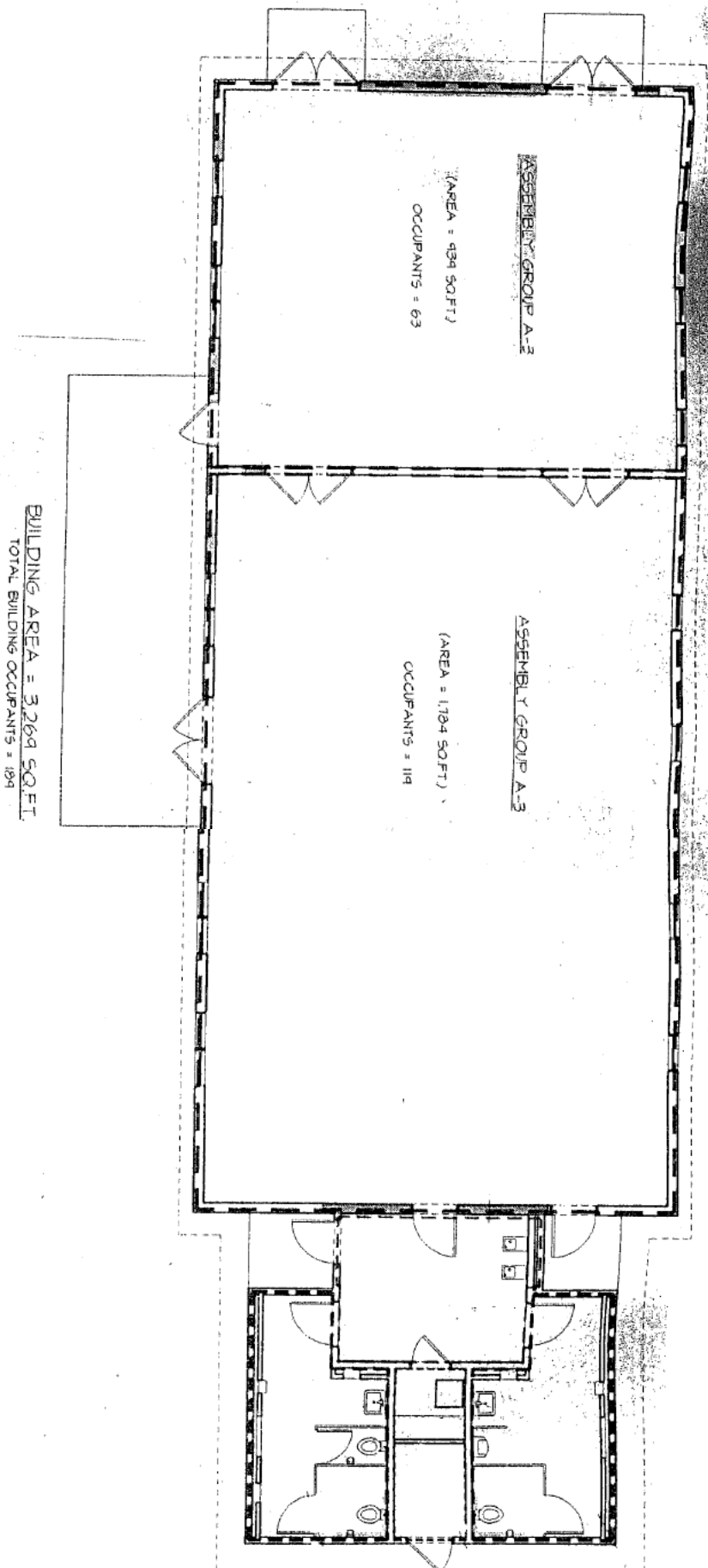
Renter – Town –	<p><u>DECK, LAWN, WALKWAY, ENTRYWAY AND GROUNDS</u></p> <p><input type="checkbox"/> Please pick up all trash from your function; to include cans, bottles, papers, etc.</p> <p><input type="checkbox"/> Advanced notification is required to locate irrigation prior to set up of tents or equipment.</p> <p><input type="checkbox"/> DO NOT DRIVE ON ANY GRASSY AREAS (including unloading and loading vehicles).</p> <p>THIS IS A NON-SMOKING FACILITY!!!</p>	Renter – Town –
	Will you be using a cleaning company to clean after the event? _____	
	Name of Cleaning Company	

CHECK-IN PLEASE SIGN X _____

CHECK-OUT PLEASE SIGN X _____

Renters are responsible for all set up and take down procedures.





TOWN OF EAGLE--INSURANCE QUESTIONNAIRE

(Same as on Pavilion Contract):

Event Holder Name _____

Mailing Address _____

Event Contact Person: _____

Authorized to sign all documents

Daytime Phone Number: _____

Event Information

Date(s): _____

Time of Event (Beginning and Ending): _____

Location of Event: Pavilion Studio Outdoor Activities-games, weddings, BBQ's

Coverage Type: Entire Event Coverage Vendor Coverage Instructor Coverage

Detailed Description of Event: _____

Total Attendance (per day) including all participants, volunteers and employees:

**Total Attendance
ALL Event Days:**

Day 1		Day 3		Day 5		Day 7		
Day 2		Day 4		Day 6		Day 8		

Event Exposures

- | | | |
|--|-----|----|
| 1. Have you held this event or a similar event in the past? | Yes | No |
| 2. If yes, have accidents, incidents, claims or losses arisen from such event? | Yes | No |
| 3. Is there an admission fee charged? | Yes | No |
| 4. Will food/non-alcoholic beverages be served? | Yes | No |
| 5. Will food/non-alcoholic beverages be sold? | Yes | No |
| 6. Will there be a caterer? | Yes | No |
| 7. Please list/describe entertainment activities that will be occurring, if any: | | |
| 8. Do you have any parties requiring to be named as Additional Insured? | Yes | No |

If yes, please review contracts and attach a separate sheet listing names and addresses of all parties requiring to be named as additional insured.

The event premium includes a premium charge for the owner/lessor as additional insured. Event Holder agrees to add the Facility owner as an additional insured.

Event Holder Signature: _____

Date: _____

TOWN STAFF TO COMPLETE

Please complete, sign and return this form to CIRSA if your entity has decided to accept this special event quote. A certificate of insurance will be issued upon receipt of this document by CIRSA.

Based upon the Class I, II, or III rates provided the quote is \$_____ for the above special event. (Attach Premium Sheet) Your Entity is responsible for collecting the premium from the event holder.

The undersigned is authorized to accept this quotation on behalf of the Town of Eagle.

Town Staff Signature: _____

Date: _____

Title: _____

Liquor Liability Exposures:

_____ ***No alcoholic beverages will be served or sold at this event.***

1. Type of alcoholic beverages available (please choose all that apply):

Beer Wine/Champagne Mixed Drinks/Full Bar

2. How long will alcoholic beverages be available for consumption?

3. Will you charge a fee or collect a ticket?

Yes No

4. Do you receive a donation?

Yes No

5. Estimated sales receipts for alcoholic beverages:

\$

6. Do you have a caterer or vendor serve or sell the alcoholic beverages?

Yes No

7. If yes, have you received a Certificate of Insurance from the caterer or vendor showing they have liquor liability insurance?

Yes No

8. How many different locations will alcoholic beverages be available?

9. Are you required to obtain or have a liquor license for your event?

Yes No

10. What Management Practices do you have in place to monitor and control the consumption of alcoholic beverages?

– Alcoholic beverages must be purchased and consumed in a confined area where persons below the legal drinking age are not permitted.

Yes No

– Everyone must show identification to receive an alcoholic beverage.

Yes No

– Individuals over the legal drinking age receive a wristband or other form of identification.

Yes No

– There is a limit of two servings provided to any one individual per visit to the concession.

Yes No

– Staff monitors the consumption and is instructed not to serve anyone who is apparently intoxicated.

Yes No

– The concession or bar is closed at least one hour prior to the end of the event.

Yes No