

The Brush Creek Pavilion and Studio

0909 Capitol Street • Eagle, Colorado 81631

The Town of Eagle • 200 Broadway • PO Box 609 • Eagle, Co 81631

Phone: 970-328-6354 • Fax: 970-328-5203 • www.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.

8:00 a.m. Check-out and 8:15 Check-In Meet at the Pavilion or Studio at 909 Capitol Street.

- 24 Hour Rental begins at 8:00 a.m. and ends at 8:00 a.m. the following day.
- Use of CHECKS OR CASH ONLY, no Credit Cards accepted.
- Deposit will be retained for cancellations made less than thirty (30) days prior to event.
- All cleaning must be performed by the lessee or have own arrangements made. Our staff does not clean between rentals.
- Please visit our website www.townofeagle.org for a virtual tour of the Pavilion.

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

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.

	Monday-Thursday		Friday-Sunday	
	Pavilion	Studio	Pavilion	Studio
Eagle Resident	\$250.00	\$80.00	\$500.00	\$200.00
Non-Resident	\$350.00	\$120.00	\$800.00	\$300.00
Eagle Resident NP	\$100.00	\$50.00	\$200.00	\$100.00
Non-Resident NP	\$200.00	\$100.00	\$400.00	\$200.00

LIABILITY INSURANCE

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

Liability Insurance rates are determined by type of event, length of event, and other factors.

Low Hazard Events:	1-25 People	\$68.11
	26-50 People	\$102.10
	51-150 People	\$109.31
	150-250 People	\$127.85
Medium Hazard Events:	1-50 People	\$148.45
	51-500 People	\$163.90

*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.

If Lessee obtains coverage through the Town of Eagle, payment must be received no later than 2 WEEKS prior to date of event in order to assure coverage.

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. **The Town of Eagle will retain the deposit fee if cancellation occurs less than thirty (30) days prior to the event.**

■ **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 5 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: 4x6 Room with Hangers

Bathrooms: Men's - 2 Stalls & 2 Urinals, Women's - 4 Stalls

■ **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

■ **CLEANING SUPPLIES FOR BOTH:** Mop, Mop Bucket, Broom, Dust Pan, Vacuum (not Studio), Small & Large Trash Bags, Cleaning Products, Paper Towels, Toilet Paper

■ **LIMITATIONS:** No individual may book the facility for more than four dates during the calendar year for Fridays, Saturdays, and Sundays.

■ **ACCESS TO CENTER:** 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.**

Check-Out at 8:00 a.m. & Check-In at 8:15 a.m.

Please understand that it is your responsibility to have the pavilion cleaned and ready for the next renter at 8:00 a.m. the day after your event. Please inform all people in your party, including caterers, of check-out time.

■ **UNLOCKING AND SECURING THE BUILDING:** Lessee will return the key to the inspector after 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 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 will result in a \$100 fee retained from the deposit. (Including all doors and windows.)**

■ **PARKING:** Users will park in the parking lot provided. Parking on Capitol Street is not allowed.

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

■ **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.** 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 taken out of your deposit.

■ **HOURS:** Functions are to be over by 11:00pm, however the lessee may stay longer for clean-up.

■ **WEDDINGS AND EVENTS:** For weddings or other events, Eagle residents may book the Pavilion up to one year in advance. Non-residents may book a wedding or other event six months in advance.

■ **CLEANING AND MAINTENANCE:** Lessees will be responsible for setting up and cleaning up after their events pursuant to the "Clean-Up Sheet".

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. LESSEES ARE RESPONSIBLE FOR ALL SET UP AND TAKE DOWN PROCEDURES FOR THEIR EVENT!

The Pavilion maintenance personnel will inspect the buildings and grounds after function to determine if it is cleaned satisfactorily in order to return 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 check in sheet. 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.

RESPONSIBILITIES FOR CLEANING THE BRUSH CREEK PAVILION

Name of party renting the facility (please print) _____ Date of function _____

A MANDATORY 8:00 A.M. CHECK-OUT & 8:15 CHECK-IN 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** SHOP: **328-6678** After-hours emergency Pager: **471-0049** Police: **479-2200**

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 complex 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. Lessee is responsible for any damages incurred during the event. Functions are to be over by 11:00 p.m. The following are to be accomplished in a satisfactory manner to ensure that you are not charged for cleaning.

(RENTERS AND EMPLOYEES MUST INITIAL EACH ITEM)

Check In	<u>TABLES AND CHAIRS</u>	Check Out
Renter – Town –	<input type="checkbox"/> Wipe Down ALL tables and chairs. <input type="checkbox"/> Store tables in appropriate slots in storage room. 4 - 3X8ft rectangle tables, 19- 6ft round tables. A fee will be charged to move to appropriate storage location if not properly stored. <input type="checkbox"/> Store chairs on rack no more than 7 to a rack, padding facing out. 160 chairs.	Renter – Town –
Renter – Town –	<u>TRASH</u> <input type="checkbox"/> Empty ALL trash containers and replace liners for next function. <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 –	<u>COUNTERS AND REFRIDGERATOR</u> _____ Large Warming Trays on Check-in _____ Large Warming Trays on Check-Out (6) <input type="checkbox"/> Wipe off counter tops. <input type="checkbox"/> Clean out sink and refrigerator. Nothing is to be left behind!!!!	Renter – Town –
Renter – Town –	<u>GREAT ROOM, KITCHEN & BATHROOMS</u> <input type="checkbox"/> Sweep all floors (kitchen, foyer, and bathrooms) with dust mop. <input type="checkbox"/> Wet mop (kitchen, foyer, and bathrooms) after each use with hot water and Pine-Q. Mop, bucket and cleaning supplies are 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"/> GLITTER, BALLOONS, RICE, AND BIRDSEED ARE NOT ALLOWED.	Renter – Town –
Renter – Town –	<u>EQUIPMENT CHECK-OUT</u> _____ Not applicable _____ Cordless Microphone Check-Out _____ Cordless Microphone Check-In _____ Corded Microphone Check-Out _____ Corded Microphone Check-In _____ Film Projector Screen _____ Audio Adapter Check-Out _____ Audio Adapter Check-In _____ Wi-Fi User Name: Pavilion Password: TOE00491	Renter – Town –
Renter – Town –	<u>CARPETED AREAS AND FOYER RUGS</u> <input type="checkbox"/> Please vacuum all carpeted areas including foyer rugs. _____ Stains on Check-In _____ Stains on Check-Out Minimum of \$75.00/stain and \$125.00 minimum labor charges.	Renter – Town –
Renter – Town –	<u>DOORS AND WINDOWS</u> <input type="checkbox"/> All doors/windows are to be locked. If unlocked you 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.	Renter – Town –
Renter – Town –	<u>DECK, LAWN, WALKWAY, AND GROUNDS (ENTRYWAY)</u> <input type="checkbox"/> Please pick up all trash from your function; to include cans, bottles, papers, etc. <input type="checkbox"/> Advanced notification is required to locate irrigation prior to set up of tents or equipment. <input type="checkbox"/> DO NOT DRIVE ON ANY GRASSY AREAS (including unloading and loading vehicles). THIS IS A NON-SMOKING FACILITY!!!	Renter – Town –
	Will you be using a cleaning company to clean after the event? _____	

Check-In Please Sign X _____ Check-out Please Sign X _____

RENTERS ARE RESPONSIBLE FOR ALL SET UP AND TAKE DOWN PROCEDURES!

RESPONSIBILITIES FOR CLEANING THE BRUSH CREEK STUDIO

Name of party renting the facility (please print) _____ Date of function _____

A MANDATORY 8:00 A.M. CHECK-IN & 8:15 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** SHOP: **328-6678** After-hours emergency Pager: **471-0049** Police: **479-2200**

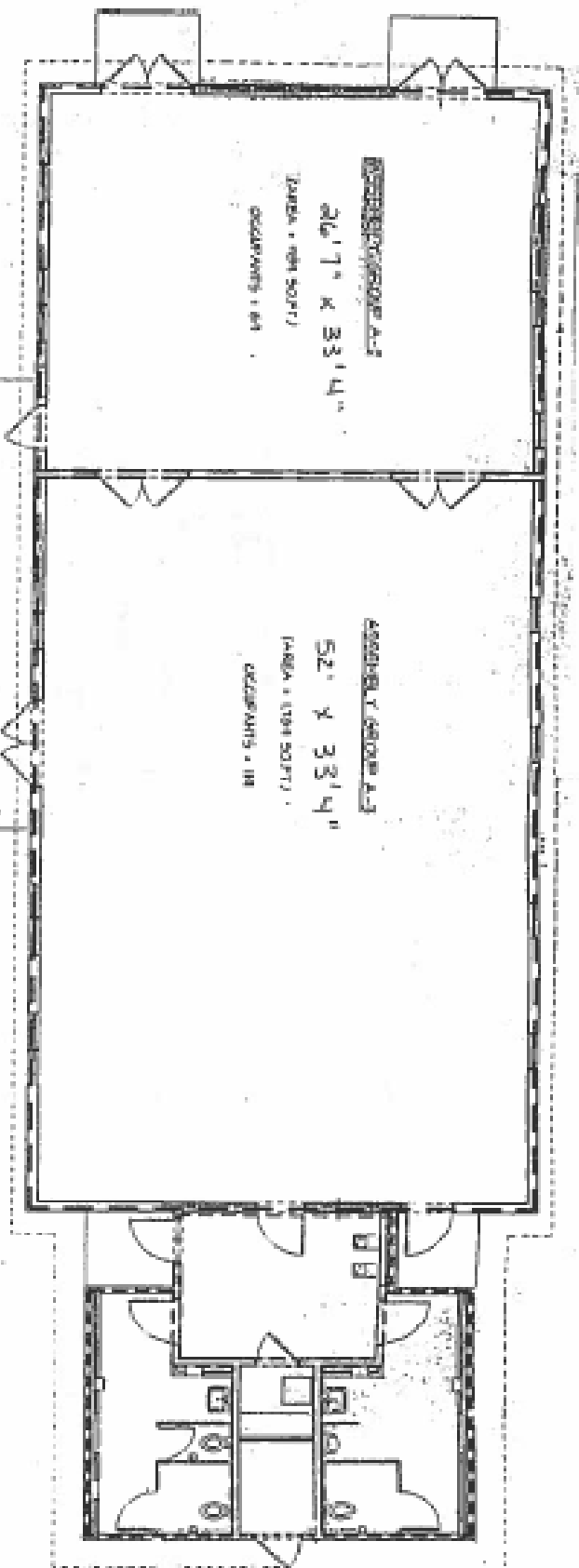
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(RENTERS AND EMPLOYEES MUST INITIAL EACH ITEM)

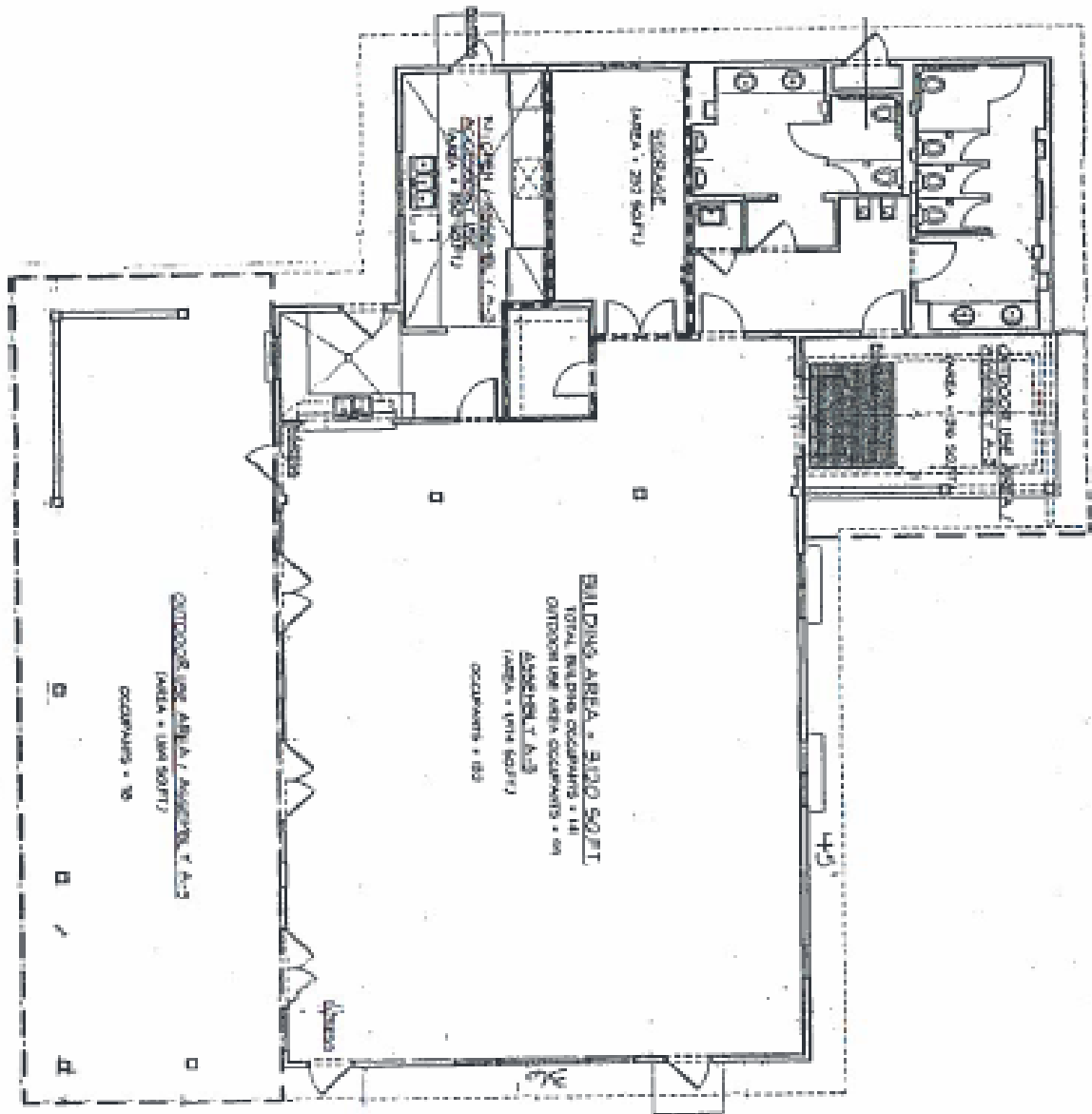
<u>Check In</u>	<u>TABLES AND CHAIRS</u>	<u>Check Out</u>
<u>Renter</u> –	<input type="checkbox"/> Wipe Down ALL tables and chairs. <input type="checkbox"/> Store tables in appropriate slots in storage room. 4 - 3X8ft rectangle tables. A fee will be charged to move to appropriate storage location if not properly stored. <input type="checkbox"/> Store chairs on rack no more than 7 to a rack, padding facing out. 42 chairs.	<u>Renter</u> –
<u>Town</u> –		<u>Town</u> –
<u>Renter</u> –	<u>TRASH</u> <input type="checkbox"/> Empty ALL trash containers and replace liners for next function. <input type="checkbox"/> Place all trash in the dumpster at the trash enclosure. Do not leave outside. Animals will get into the trash!	<u>Renter</u> –
<u>Town</u> –		<u>Town</u> –
<u>Renter</u> –	<u>GREAT ROOM & BATHROOMS</u> <input type="checkbox"/> Sweep all floors (kitchen, foyer, and bathrooms) with dust mop. <input type="checkbox"/> Wet mop (kitchen, foyer, and bathrooms) after each use with hot water and Pine-Q. Mop, bucket and cleaning supplies are 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"/> Glitter, Balloons, Rice, and Birdseed are not allowed.	<u>Renter</u> –
<u>Town</u> –		<u>Town</u> –
	___ Wi-Fi User Name: Pavilion Password: TOE00491	
<u>Renter</u> –	<u>DOORS AND WINDOWS</u> <input type="checkbox"/> All doors/windows are to be locked. If unlocked you 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.	<u>Renter</u> –
<u>Town</u> –		<u>Town</u> –
<u>Renter</u> –	<u>DECK, LAWN, WALKWAY, AND GROUNDS (ENTRYWAY)</u> <input type="checkbox"/> Please pick up all trash from your function; to include cans, bottles, papers, etc. <input type="checkbox"/> Advanced notification is required to locate irrigation prior to set up of tents or equipment. <input type="checkbox"/> DO NOT DRIVE ON ANY GRASSY AREAS (including unloading and loading vehicles). THIS IS A NON-SMOKING FACILITY!!!	<u>Renter</u> –
<u>Town</u> –		<u>Town</u> –
	Will you be using a cleaning company to clean after the event?	

Check-In Please Sign X _____ Check-out Please Sign X _____

RENTERS ARE RESPONSIBLE FOR ALL SET UP AND TAKE DOWN PROCEDURES!



BUILDING AREA = 3,264 SQ. FT.
 TOTAL EXPOSED OCCUPANTS = 64



TOWN OF EAGLE--SHORT FORM EVENT HOLDER 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

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