

# GARDEN OF THE GODS VISITOR & NATURE CENTER

Mission: To provide public education, and a continuous stream of revenue to fund maintenance, preservation, and educational programs for the Garden of the Gods Park.

## **Request for Facility Use**

The Garden of the Gods Visitor & Nature Center is pleased to make the Garden of the Gods Visitor Center facility available for public and private events. Those requesting use of the facility must understand that community use should not interfere with the GOGVNC's mission. Use of the facility is allowed only when it does not conflict with the GOGVNC schedule of exhibits, programs, restoration, maintenance and/or regular hours of operation, unless approved by GOGVNC management.

Preference is given to programs that are mission-related or educational. Programs of a distinctly political nature are not permitted. Provisions for use are stipulated in these guidelines and in the *Facilities Use Request Form*. City code requirements may also be applicable. Failure to abide by the GOGVNC guidelines for use may result in charges for damages and disqualification from further use. The rental process for GOGVNC facility use is initiated by the Applicant/Sponsor contacting the GOGVNC Communications Specialist, Malcolm Campbell. He will assist the Applicant/Sponsor in completing the *Facilities Use Request Form* and composing the best arrangement for your event or function (floor plan, decoration, etc.). Please call ahead to schedule a convenient time to tour the Center at (719) 219-0144.

This form will be used to consider the request and to determine rates and, if approved, becomes the working foundation of any agreement for use. These guidelines become a part of any agreement between the Applicant/Sponsor and the GOGVNC. All requests are subject to approval solely by the GOGVNC management.

## **Requirements for Applicants/Sponsors**

1. **Building Access:** At least one member of the GOGVNC management or approved employee designated will be on-site for the duration of the event. The building will be open for your access at the time designated on the contract. *This schedule can be adjusted up to one week before the event.* Likewise, a representative of the Applicant/Sponsor authorized to incur charges will be on site as long as guests, staff or caterers are using and cleaning the facility.

- Only members of GOGVNC management may provide access to the building after hours. Under no circumstances will Applicant/Sponsor be allowed on the premises after hours without prior arrangement with the GOGVNC.
- Only the areas contracted for will be open to the Applicant/Sponsor during the event. GOGVNC office areas are off limits at all times.

**Applicant Signature:** \_\_\_\_\_

- No furniture, exhibit cases, artifacts, or equipment may be moved, covered or barricaded without permission from and supervision of GOGVNC management.

## 2. Applicant/Sponsor Responsibility:

- Applicant/Sponsor is responsible for all equipment needed to stage a successful and efficient event, including bleachers, tents, portable bathrooms, additional trashcans, supplemental power etc.
- All rental equipment (chairs, tables, linens, dinnerware, etc.) must be set up and taken down by the Applicant/Sponsor, or caterers or other agents contracted by the Applicant/Sponsor. On-site GOGVNC staff may assist with the placement of rental equipment, but cannot load, unload, or set up rental equipment. Rental items should be delivered no sooner than one day prior to the scheduled event, unless prior approval is received by GOGVNC management. Rental items shall be removed and/or picked up as agreed upon in advance but no later than the next business day. The GOGVNC has a limited amount of AV equipment available for use by the Applicant/Sponsor for a minimum additional charge of \$50.00.
- **Signage:** All corporate/participant logos and signage for the event must be received no less than 2 weeks prior to the event for approval from the GOGVNC management.
- **Liability Insurance:** Applicant/Sponsor agrees to obtain at its own cost and expense general liability insurance with a minimum per occurrence limit of One Million U.S. Dollars (\$1,000,000.00), and, if applicable, workers compensation insurance that meets the state statutory requirements. Applicant/Sponsor will provide written proof of all insurance prior to the event and will list the GOGVNC as a Certificate Holder and Additional Insured on the General Liability policy.
- **Smoking:** The Garden of the Gods Visitor & Nature Center and the grounds surrounding it are smoke-free in its entirety. No smoking is permitted anywhere on the grounds.

## 3. Food and Beverage Service:

- The GOGVNC offers a limited menu for after-hours events that would require additional cost.
- All caterers will be **required** to have on file with the GOGVNC current and appropriate documents pertaining to certification and licensing by a Colorado county health department and any current business licenses (to include liquor licenses if applicable). Caterers also need to provide GOGVNC with proof of insurance (see **Liability Insurance** above). These documents must be presented **no less than 2 weeks prior** to an event taking place at the facility. The GOGVNC is happy to provide a list of preferred caterers with necessary documents on file.
- No cooking of food is allowed on the premises. As is the case for all spaces and equipment, areas where food is being served must be left in clean condition. Food, trash, and garbage must be removed from the serving areas immediately following the conclusion of the event.

**Applicant Signature:** \_\_\_\_\_

- Food may be served only in locations specifically agreed to in advance. Table linens must be provided and used on all tables and removed by the Applicant/Sponsor or caterer upon the conclusion of the event. Please take necessary measures to prevent heat or water damage to the tabletops.
- No open flames (sterno, etc.) can be used for heating food. Only electric food warmer systems are allowed.
- Clean-up responsibilities include removal of all food and items from the event.
- If liquor is served, the sponsor is required to contact the City Clerk's Office to determine the need of a *Special Events Permit*. Beer and wine may be served. Hard liquors are not permitted.
- Caterers are required to clean all surfaces and dispose of trash throughout, including all food service and preparation areas.
- A surcharge of \$100.00 may be assessed for each carpet soiled by food or drinks. The decision to impose this charge rests solely with the GOGVNC management. *It is the responsibility of the Applicant/Sponsor to make caterers and other vendors aware of these rules.*

#### 4. Decorations:

- All decorations and floral arrangements *must* be approved by the GOGVNC Management.
- All decorations, floral arrangements, rental items from other entities, etc., must be removed from the premises immediately following the scheduled event unless alternative arrangements have been made prior to the event.
- Absolutely no rice, glitter, confetti, bubbles, shaving foam, aerosol spray string, or loose straw may be used inside or outside the GOGVNC. This includes the use of decorative confetti and loose potpourri on tables. For weddings, no loose seed or flower petals are allowed in the building at any time. Floral arrangements and bouquets are allowed with prior approval. We require that individual packets of seeds or petals be distributed to guests outside at the last minute before the departure of the couple.
- No sparklers or fireworks may be used – inside or out – as these pose a fire and safety hazard to both the GOGVNC and your guests.
- No tape, staples, nails, tacks, screws, wires, pins, hot glue guns, tacky putty, or any other fasteners or adhesives may be used on the walls or furniture inside or outside the GOGVNC. Also, nothing can be tied or hung from/on the walls, furniture, railings, banisters, etc., inside or outside the GOGVNC.
- No candles are allowed inside or outside the GOGVNC.

#### Operational Notes:

Electrical Service: Electrical service on the property is limited. Please check with the Center prior to your event to insure we can accommodate your needs.

Applicant Signature: \_\_\_\_\_

<b>Garden of the Gods Visitor &amp; Nature Center After-Hours Rental Rates</b>			
<b>Event Space – 5 Hr. base.</b> (Assumes a 3hr. event, 1hr. setup, and 1 hr. clean up by agent or applicant)	<b>Capacity</b>	<b>Rental Fee</b>	<b>Additional fee with prior approval</b>
Exhibit Hall	190	\$1,000.00	\$100.00/ hour
Terrace	134	\$300.00	\$100.00/ hour
Cafe	100	\$800.00	\$100.00/ hour
Upper & Lower Lobby	Flexible	\$1,000.00	\$100.00/ hour
Education Room	25/40	\$400.00	\$100.00/ hour
Outdoor Event Pads	Flexible	\$400.00	\$100.00/ hour
Parking Lot	Flexible	\$1,000.00	\$100.00/ hour
Entire Facility	700	\$5,000.00	\$100.00/ hour
AV Equipment		\$50.00	Price varies based on equipment used.
Step-on Guide tour (45-60 minutes)	Motor coach	Available for additional fee; prices vary	Driver Tip
Guided Walk tour (45-60 minutes)	15-20		Guide Tip
Geo-Trekker movie	50	\$4.00 /ticket	
Boxed Lunch		\$16.95 + tax/ person *Minimum 25 meals	
VC staff		\$250.00	\$100.00/ hour

### **Facilities**

The GOGVNC facilities consist of the following available areas for event use. All events must be scheduled after normal hours of operation.

Normal hours of operation are: Summer 9:00am – 6:00pm. Winter 9:00 am – 5:00pm

- **Parking Lot** –130,000 square feet and can accommodate up to 196 vehicles, 7 accessible spots, and 8 tour busses, consisting of 4 distinct areas. Each area can be scheduled and rented separately. Tents must be weighted for stabilization, not staked into asphalt. Food & drink can be served outside. Sterno can be used for heating food.
- **Event Pads** – Pads are 20’ x 40’ each. Tents must be weighted for stabilization, not staked into asphalt. Food and drink can be served outside. Sternos can be used for heating food.
- **Education Room** – Located off the upper lobby, this room can accommodate up to 35 people in a lecture style setting, or 20 people in a conference room setting. A beverage area can be set up in this room.
- **Upper & Lower Lobby** - 4,043 square feet. Food & drink can be served in this area.
- **Café** – 1,668 square feet and can accommodate 100 people. Food and drink are permitted. Use of kitchen is not permitted.
- **Terrace** – Includes café patio and can accommodate 134 people. Food and drink are permitted on the terrace.
- **Exhibit Halls** – are 1,910 square feet and can accommodate up to 190 people. **ABSOLUTELY NO FOOD OR DRINKS ALLOWED IN THE EXHIBIT HALLS.**

**Applicant Signature:** \_\_\_\_\_

**Use Charge** – Base charges for use of the GOGVNC facilities are listed above. Specific costs will be determined for each event based on these charges as determined from a review of the ***Facility Use Request Form*** by GOGVNC management. Cost may be adjusted for commercial events, events with sales of items, nonprofit events, etc. Events related directly to the mission and/or co-sponsored by the GOGVNC may be discounted on a case-by-case basis, to be determined solely by the GOGVNC management.

**Deposit** – Also required for any event is a non-refundable deposit of 25% in order to book and secure a date. ***This deposit is due when the contract for use of the GOGVNC is signed.*** The GOGVNC is not bound by the contract until the deposit is received.

**Payment** – The full amount of the remaining balance of the rental fee must be paid by the Applicant/Sponsor ***no less than 2 weeks prior*** to an event.

**Cancellation Policy** – Cancellations must be received in writing 2 weeks prior to the scheduled event. If the Applicant/Sponsor cancels the event 13 calendar days or less before the event is scheduled to take place, the entire remaining balance of the rental fee will be due and payable at the time of cancellation.

**Applicant/Sponsor will indemnify and hold harmless The Garden of the Gods Visitor & Nature Center, including the owner, members, agents, employees & volunteers from and against any and all claims, damages, losses, expenses, demands, liabilities, causes of action, including without limitation any and all costs and expenses (including reasonable attorney's fees and expenses) imposed upon or asserted against the aforesaid indemnified parties in connection with investigation or defending such claim, demand, liability or cause of action, relating to or arising out of either Applicant/Sponsor's use of the Facility or the subject matter of this Agreement.**

**I/WE realize that this agreement is a binding contract. I/WE have read and do understand it. I/WE knowingly and voluntarily sign below.**

Name of Event: _____	Date/s of Event: _____
Printed Name: _____	Signature: _____
Title: _____	Date: _____
Accepted By: _____	Title: _____