



Dos Chappell Bathhouse Room Rental Agreement 2019 – Non-Profit Rates

- Rental Period:** Scheduled event time INCLUDES setup/cleanup time. Renters are not permitted to arrive earlier than, or remain in the facility later than, their scheduled time. If additional time is needed, prior arrangements need to be made with VOC's Operations and Resource Development Coordinator. Any rental group that stays longer than their scheduled time will be charged an additional hourly fee.
- Catering & Alcohol:** The renter may hire the catering vendor of their own choice or supply their own food for the event. The renter understands the facility is not equipped with cooking/heating appliances and, therefore, should take this into consideration when planning their catering menu. All food/beverages must be removed at the conclusion of the meeting/event. Alcohol may ONLY be served during Weeknight (M-F 5pm-10pm) and Weekend (Sat/Sun 8am-10pm) rentals. VOC will not be held responsible for the misuse of alcohol or illegal substances by any private event participants. The renter will be solely responsible for the conduct of its guests at the event and for any intervention by law enforcement officers.
- Cleaning:** Renters are required to leave the facility in its original condition. To avoid cleaning fees, renters are required to notify a VOC staff member prior to departure for a walk-through inspection. If excessive trash, stains, spills, or food remains in the facility once the rental group has departed, renter agrees to pay an \$85 cleaning fee. This fee will be added to the renter's invoice or charged to the renter's credit card listed on this agreement.
- Trash & Recycling:** Trash and recycling containers are located in each meeting space. Rental groups are required to remove their own trash from the building. A green dumpster is located at the north end of the lower u-shaped parking lot and may be used for trash disposal. Please recycle paper, aluminum cans, plastic bottles, cardboard boxes, and other recyclable materials according to the signs on the bins. VOC staff will remove recycling at the end of the event.
- Parking:** There are 50 parking spaces (including 4 handicap-only spaces) adjacent to the building in two u-shaped lots. The event guests have permission at no additional cost to use these parking spaces at their own risk. VOC will not be responsible for any damage to cars, loss of property or personal injury as a result of parking in these lots.
- Accessibility, Pets & Smoking:** A wheelchair ramp is located at the front entrance on the north side of the building. Both Men's and Women's restrooms are handicap accessible. Unless a disability service animal, pets are not permitted inside the facility at any time. According to Colorado state law, smoking is not permitted in the building or within 15 feet of any entrance.
- Noise:** VOC is a working facility. *During Weekday rentals*, renters are expected to keep their noise at a respectful level and to keep conference room doors closed while meetings are in session. *During Weeknight & Weekend rentals*, renters are solely responsible for any noise violations/citations given by Washington Park patrol and/or law enforcement officers.
- Liability & Damage:** VOC will not be held responsible for any personal injury of any guests or other individual(s) that occurs during the event, inside or outside the facility. The artwork shall only be handled by a VOC staff member and the renter will be held responsible for damage to artwork or gallery property as a result of failure to comply. The renter is required to return the space to its original condition at the end of each rental. The renter agrees to pay for repair of any damage to the space caused by the guests or renter, and/or pay for replacement of any missing items. This includes items such as: AV equipment, walls, floors, artwork, windows, furniture and fixtures.
- Cancellations & No Shows:** To cancel an event, the renter is required to notify VOC at least 5 business days prior to the scheduled event date. For Weekday rentals, failure to notify VOC of the cancellation at least 5 business days prior to the event or failure to show up for the event will result in a \$50 cancellation fee. For Weeknight & Weekend rentals, failure to notify VOC of the cancellation at least 5 business days prior to the event or failure to show up for the event will result in a fee equal to half (1/2) the total rental cost.
- City of Denver Parks & Recreation Rules and Regulations:** Renters are bound by all park rules and regulations as defined by law: https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/rules/DPR_ParkUse_RulesRegulations_05272015.pdf
- Building Capacity:** In accordance with current fire code, both front doors must be unlocked if the building capacity exceeds 50 people. Renters are required to notify VOC prior to their event if their total event attendance may exceed 50 people. If an event exceeds 50 people, renters need to plan on overflow to outdoor spaces (VOC back terrace and/or front porch). If overflow is expected to go beyond the rented facility space (Dos Chappell Bathhouse), renter is required to contact Denver Parks & Recreation regarding use of park grounds, as this is beyond VOC's permissible rental space. There are different rules and regulations for park use. See link in section 10, above.

By signing below, both parties are bound by the terms and conditions listed in this contract. The renter certifies that they are of legal age and have read and fully understand all of the conditions listed on this rental agreement. The renter agrees to abide by the room rental conditions as stated above.

*Renter Representative (Signature) *Date

*VOC Representative (Signature) *Date

*Renter Representative (Printed Name)

*VOC Representative (Printed Name)

NON-PROFIT RENTAL DETAILS - TO BE COMPLETED BY RENTER * ALL FIELDS REQUIRED *

Date(s) of Rental:	Weekday (8am - 5pm)		
Start Time(s): (Including Setup)	Large Conference Room (seats 20 at tables, 40 without)		
	Full-Day (over 4 hours) \$400	Half-Day (4 or less hours) \$260	
End Time(s): (Including Cleanup)	Terrace Room (seats up to 12)		
	Full-Day (over 4 hours) \$260	Half-Day (4 or less hours) \$200	
Please indicate if you need any of the additional services below.		Weeknight or Weekend	
Rolling Whiteboard, Markers, Eraser	Included	Conference Room	Terrace Room
Conference Phone (Calling service not provided)	\$25/event	Weeknight (5pm - 10pm) Minimum of two (2) hours required \$120/hour	
Coffee Package (Coffee, Cups, Cream, Sugar)	\$2.50/person	Weekend (8am - 10pm) Minimum of four (4) hours required \$145/hour	

RENTER INFORMATION - TO BE COMPLETED BY RENTER * ALL FIELDS REQUIRED *

Organization:	
Renter Representative Name:	
Renter Representative Title:	Contact Phone:
Email Address:	
Mailing Address:	Mailing City, State, Zip:

PAYMENT INFORMATION & AUTHORIZATION * REQUIRED TO HOLD RESERVATION *

Credit Card Number:	Expiration Date:
Name on Card:	3-Digit Code on Back:
Billing Address:	Billing City, State, Zip:
Renter requests that VOC charge the credit card listed above	Specific Requests: (Optional)
Renter requests that VOC invoice renter at the address listed above	
Authorized Signer (Print Name):	
Authorized Signature:	Date:

TO BE COMPLETED BY VOC REPRESENTATIVE

Total Amount Due:	Date Charged / Invoiced:
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