



All Aboard Westcliffe, Inc.

P.O. Box 1415
110 Rosita Ave.
Westcliffe, CO 81252
719-783-0945

Thank you for supporting All Aboard Westcliffe through the use of our facility, the All Aboard Westcliffe Event Center. Your rental provides use of the upper floor of the building, kitchen, tables, and chairs. Wi-Fi is provided but cannot be guaranteed. Please have a backup plan in case there are issues with the ISP. We have technology equipment available for online meetings and digital presentations. If you need technical assistance, please arrange for this in advance at your expense.

Rules of Use:

- **All paperwork must be completed, and fee paid, prior to use**
- *We reserve the right to require a deposit prior to any rental*
- Dogs/animals, except for registered service animals, are not allowed in the Event Center
- Trash, paper, cigarette butts, etc. left outside will incur a clean-up fee
- The tables and chairs must be returned to the specified set up
- The building must be cleaned immediately after the event, to include:
 - Carpet vacuumed
 - Wood floor swept/vacuumed and any spots cleaned
 - Kitchen cleaned including mopping the floor; dishwasher emptied; utensils, dishes, cookware put away; coffee pots cleaned; counters cleaned, etc.
 - Tables washed and any tape removed from underneath
- Trash must be removed. Dumpster is on the south side of the property
- If the swamp cooler was used, please turn it off completely, including pump.
- All lights and fans are turned off
- All doors and windows closed and secured/locked
- No smoking or tobacco use of any type, vaping or drug use allowed in the Event Center nor smoking within 15 feet of an entrance
- Key to the facility will be hung on the bulletin board in the kitchen after your use

Alcohol may be served at *private, by-invitation-only events* without a permit. Attendees and renters will hold All Aboard Westcliffe, Inc. harmless for any injuries or issues arising from alcohol consumption during or after the event. **For open events, renters/users must obtain insurance and a permit.** All Aboard Westcliffe, Inc. must be listed as an additional insured on the Liquor Liability Policy and the General Liability Policy. A permit to serve alcohol must be obtained from the Town of Westcliffe. A copy of the insurance policies and proof of permit must be supplied prior to the event.

Single Rental Event Center Use Agreement

Responsible Entity/Individual _____ Phone _____

Contact Person _____ Phone _____

Event _____ Anticipated Attendance _____

Date(s) _____ Start Time _____ End Time _____

Fees:

All set up and clean up must be completed during rental hours. If assistance is needed with technology equipment, an appoint needs to be scheduled in advance.

All rentals are a three-hour (3) minimum. Full day rentals are typically (8) eight hours.

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| <u>Small Event</u> \$20 per hour *Overnight Hold fee for consecutive day rentals \$40 _____ | <u>(Under 30 people)</u> Total hours _____ |
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| <u>Large Event</u> \$25 per hour *Overnight Hold fee for consecutive day rentals \$40 _____ | <u>(30 to 100 people)</u> Total hours _____ |
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10% Discount: Verified nonprofit _____ Other (specify reason) _____

Technology Computer \$20 _____ Monitor \$20 _____ Both \$35 _____

Total Due: \$ _____ **Date Paid** _____

Paid by Check # _____ Cash _____ Other _____

All Aboard Westcliffe, Inc. (AAW) agrees to allow the Event Center, located at 112 Rosita Avenue in Westcliffe, CO, to be used by the above named renter for the event described and on the date and time set forth above, to include pre-event set up and post event clean up.

The renter understands that if any damage occurs to the Event Center facility or equipment during this event, or if the renter listed above fails to properly clean/reorder the facility, the cost of repairing such damage or the cost of such cleaning/reordering, at a rate of \$30.00 per hour (one hour minimum) and the cost of materials, will be charged to the renter. The renter agrees to pay any such additional charges within five (5) days after presentation of a written statement of such charges.

The renter understands that video surveillance may be in operation during their event.

The renter hereby agrees to indemnify and hold All Aboard Westcliffe, Inc. and/or its representatives harmless for any claims, accounts or causes of action arising out of the event or the use of the facilities, including the kitchen and any food served.

Single Event Rental

Initials _____

This Agreement is effective only upon approval by the EC Coordinator or Executive Committee Member and execution by an authorized agent of the individual/organization requesting use of the All Aboard Westcliffe Event Center on Rosita Ave.

My signature below signifies I have read and understand the rules of use and agree to the terms contained herein. I have received a copy of the rules of use

Date

Signature of authorized agent or renter

Date

Signature of Executive Committee Member or EC Coordinator

Nancy Taylor, EC Coordinator 719-371-7660

Alternate Contact John: 303-263-7305

Note: Please sign and return one copy with payment.

(Rev. Sept., 2023)