

The Commons @ Space to Create

MEETING, EVENT, & SPACE USAGE REQUEST FORM

Today's Date _____

Date requesting usage of space _____

Purpose for space usage _____

Times of event: From _____ To _____

Set up time _____ Break down time _____

Contact Person _____

Phone # _____ email _____

On-site Contact Person _____

Phone # _____ email _____

Space requested: Flex Space Kitchen Garage Area Conference Room

Bar/Café/Patio area Work Room #1 _____ Work Room #2 _____

Creative District Cubicle Space Creative District Conference Area

Expected Attendance _____

Amenities requested: Tables # _____ Sign in Table Head Tables# _____

Table arrangement: Banquet Boardroom Classroom Small Square

Hollow Square U- shaped

Chairs # _____ Seating arrangement: Chevron Auditorium

Additional Amenities: Tablecloths# _____ Projector Screen

Microphone White Board Owl HDMI cable Other _____

If event being catered, contact info for caterer:

Name _____

Ph# _____ email address _____

Marggie R. Ferrendelli C: 720-335-3616 marggie.ferrendelli@trinidad.co.gov

Marty Hackett 719-220-4355 marty.hackett@trinidad.co.gov

Payment info: Total Amount \$ _____ Rcv'd By _____

Check # _____ Cash _____ Confirmation _____ Date _____

Please make checks payable to Corazon de Trinidad Historic District

Staff required on site _____

Cancellation _____ Date _____

NOTES: _____

RENTAL AGREEMENT

DATE/TIMES OF PERMITTED USE

Lessee agrees to abide by the hours stated on the Meeting, Event, & Space Usage Request Form. Half day rentals are any hours amounting to four or less. Full day rentals are any hours exceeding four. Any and all " Events" must be concluded by 10:00 p.m.

INTERFERENCE

Lessee shall use the Facility in a manner which shall not cause interference with the use or occupancy of the other portions of the Building by Lessor or others in any way. Lessee's use hereunder will be done in such a manner so as not to interfere with or impose any additional expense upon Lessor in maintaining the building. Any and all events shall be concluded by 10:00 p.m. on the date of the event.

In consideration of tenants dwelling in upper floor apartments, Lessee agrees to maintain noise and music levels at a reasonable pitch.

SECURITY DEPOSIT

A \$200.00 security deposit is required to hold the dates and time for which you have requested on the application. If rental fees exceed two hundred dollars, the security deposit will be deducted from the total amount and will not be returned.

LIQUOR PERMITS

Lessee agrees to comply with the City of Trinidad's' liquor license code and provisions for any event where alcohol is to be sold or if event is open to the public. Lessee agrees to provide said license / permit to the Lessor two (2) weeks prior to the event date.

HIRED SECURITY

In the event that Lessor believes that event requires hired security, Lessee agrees and is responsible for hired security at the event. Said security shall be appropriate and necessary for

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In the event that Lessor believes that event requires hired security, Lessee agrees and is responsible for hired security at the event. Said security shall be appropriate and necessary for the safety of the event goers. Lessor agrees to provide proof said Security two (2) weeks prior to the event date.

INDEMNIFICATION

Lessee shall indemnify, defend and save harmless Lessor, its officers, agents and employees from and against any and all loss, cost (including attorneys' fees), damage, expense and liability (including statutory liability and liability under workers' compensation laws) in connection with claims, judgments, damages, penalties, fines, liabilities, losses, suits, administrative proceedings, arising out of any act or neglect by Lessee, its agents, employees, contractors, Lessees, invitees, representatives, in, on or about the Facility. This indemnity shall survive the termination of this Agreement. Lessee hereby releases Lessor from any and all liability or responsibility to Lessee or anyone claiming through or under Lessee by way of subrogation or otherwise for any loss or damage to equipment or property of Lessee covered by any insurance then in force.

"AS-IS" CONDITION

Lessee agrees to accept the Facility in its "as-is" condition "with all faults".

ASSIGNMENT

Lessee shall not assign any interest in this Rental Agreement or otherwise transfer or the Facility or any part thereof or permit the use of the Facility to any party other than Lessee.

TERMINATION

Lessor may terminate this Agreement based upon any one or more of the following events:

A. Failure of Lessee to pay the Security Deposit, provide proof of Event insurance, provide proof of Hired Security, or proof of Liquor Permits if applicable. Charges due hereunder when the same is due;

B. If necessary and sufficient notice being provided Lessor may interrupt or terminate this agreement. If Lessee fails to perform any of its covenants hereunder. In addition to any and all rights and remedies available to Lessor by law or in equity, Lessor may, with or without further notice, forthwith terminate this Agreement and expel and remove Lessee, or any other person or persons in occupancy from the Facility, together with their goods and chattels, using such force as may be necessary in the judgment of Lessor or its agents in so doing, without evidence of notice or resort to legal process or becoming liable for any loss of damage which may be occasioned thereby, and repossess and enjoy said Facility, and in addition to any other remedy it may have, Lessor may recover from Lessee all damages it may incur by reason of such breach by Lessee.

RESTORATION

If any damage occurs to the Facility, or if any repairs or replacements need to be made to the Facility as a result of Lessee's exercise of its rights under this License, Lessee shall pay Lessor for any such damage, repairs, or replacements upon demand by Lessor. Lessee in the event of sufficient damage, may be liable to Lessor above and beyond the said Security Deposit.

CANCELLATION

Lessee may cancel this Agreement at any time up to 14 days prior to the Event Date by providing written notice of such election to Lessor, at no cost to Lessee. If Lessee shall elect to so cancel this agreement between 13 and 8 days prior to the Event Date, Lessee will be charged 50% of the Rental Cost and any expenses incurred in good faith by Lessor in preparation for Lessee's use of the Facility. For cancellations 7 days prior to Event Date, Lessee will be charged 100% of the Rental Costs and any expenses incurred by Lessor.

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado. Any legal actions, claims or demands shall be handled in a court of competent jurisdiction within the State of Colorado. In the event of dispute, costs and attorney fees shall be awarded to the prevailing party.

I have read, understand, and agree to the terms and conditions set forth in this agreement.

Print Name

Date

Signature

Rate Schedule

Non-Profits –	½ Day	Full Day				
Garage area	\$200.00	\$400.00				
Flex Space:	\$100.00	\$200.00				
Conference Room:	\$50.00	\$100.00				
Workrooms: 1 Room	\$25.00	\$50.00				
Both Rooms	\$50.00	\$100.00				
Kitchen:	\$50.00	\$100.00				
Café/Patio:	\$50.00	\$100.00				
<u>Private:</u>						
Garage Area	\$400.00	\$800.00				
Flex Space:	\$200.00	\$400.00				
Conference Room:	\$100.00	\$200.00				
Workrooms: 1 Room	\$50.00	\$100.00				
Both Rooms	\$100.00	\$200.00				
*Kitchen:	\$100.00	\$200.00				
Patio:	\$100.00	\$200.00				
<ul style="list-style-type: none"> • A \$200 refundable deposit is required for all private event reservations. • Table Cloth fee- \$2.00/per table • Tableware- \$5.00/ per setting , all inclusive • Set up & breakdown fee: <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 40px;">1-10 tables = \$100.00</td> <td>11-20 tables = \$200.00</td> </tr> <tr> <td>21-30 tables = \$250.00</td> <td>31-40 tables = \$300.00</td> </tr> </table> • Sound – 4 hrs. or less - \$175.00 Lighting- additional \$75.00 			1-10 tables = \$100.00	11-20 tables = \$200.00	21-30 tables = \$250.00	31-40 tables = \$300.00
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<p>*Kitchen includes use of the warming oven, chaffing dishes, 1 small refrigerator, freezer space, counter area , and sink</p>						