



Grand Lake Center Venue Rental Policies

What is Included with Rentals

Thank you for considering the Grand Lake Center for your event or meeting needs! The base rental cost for a space in Grand Lake Center includes the rental of the space provided, Wi-Fi access, and only when available, tables and seating for up to 50 attendees. The Grand Lake Center has a limited inventory of tables and chairs and they are available on a first-to-reserve basis. We do not provide linens, decorations, or table settings.

Please review additional information about our event venue, add-ons and audiovisual equipment available for rent. Feel free to contact the Grand Lake Center Staff at (970) 627-2415 if you have any questions.

Maximum Guest Counts

Maximum guest count in the Auditorium is 400. Banquet and seminar seating have a limit of 250. The outside picnic area can seat 40 people. Classrooms have a maximum attendee limit of 50 people. Desired seating configuration will determine how many guests can be accommodated at your specific event. Maximum seating capacity for the Outdoor Venue is 300. Your event must remain in the area/s of Grand Lake Center that you have rented and cannot spill over to other areas.

Pricing and Hours

The Grand Lake Center and Town of Grand Lake are committed to transparency in their pricing structure.

- The standard rate for the Auditorium is \$400 per day
- The rate for a meeting room is \$14 per hour

Grand Lake Center has unmatched flexibility for rental hours, with access available from 5 am to midnight. Please when reserving remember that it is required to include your set up and clean up time, as rooms can be booked back-to-back. For general information on rates and the hours, please contact the Grand Lake Center Staff for all inquiries (info@grandlakecenter.com; (970) 627-2415). Discounts given to in-county residents, non-profits, and multi-day rentals.

Reservation and Deposit Policy

To reserve space at the Grand Lake Center, you'll need to submit the following:

1. Completed Facility Use Agreement
2. Damage/security deposit of \$200 for the auditorium and/or \$30 for each classroom
3. Damage deposits for any audiovisual equipment or key cards

All Deposits

1. Must be in the form of a check addressed to "Town of Grand Lake"
2. Must be dated for no more than 5 months from the last day of your event
3. Are separate from payments
4. Are held until the completion of your event when the room is returned to the original condition

The Agreement and deposits can be brought to the Grand Lake Center front office, or mailed to:

Town of Grand Lake
C/O Grand Lake Center
PO Box 99
Grand Lake, CO 80447

The date cannot be held until the deposits are submitted. Please see cleaning policy and decorations policy for more information. Reservations for Auditorium use on Sundays are only considered on a 2 day minimum and must be made at least 30 days in advance.

Payment Policy

For fees totaling \$100 or more, full payment is due 30 days before the event. For events under \$100, full payment is due prior to time the event begins and can be paid up to the date of arrival. Payment can be made via credit or debit card, check, or cash. All card payments are subject to a card processing fee of \$0.75 + 2.25%. All checks are to be made out to "Town of Grand Lake". Please discuss additional payment-related terms with Grand Lake Center Staff.

Cancellation Policy

Please let us know as soon as possible if there is a need to reschedule. If for any reason User needs to cancel or reschedule the event, we reserve the right to adhere to the policy as follows:

- 30+ Days prior to start of event: No Penalty
- Less than 30 Days from the start of event: \$100 cancellation/rescheduling fee for the auditorium and/or a \$10 cancellation/rescheduling fee for any other room rentals
- 14 Days or less from the start of the event: The greater of the 30 day policy of \$100/\$10 **or** 50% of the total

- Day of the Event: Full Charge may be applied

Questions about the cancellation policy may be direct to Staff.

Weather-Related Cancellations

Outdoor events are subject to weather conditions and all events in the high country are subject to winter weather and road closures. No refunds will be provided for weather related cancellations.

Cleaning Policy

User is responsible for leaving Grand Lake Center in the condition in which it was found by the end of the period for which the space is rented. Any cleaning beyond a light sweep or vacuum that Grand Lake Center staff needs to do may result in a cleaning fee (minimum \$30).

Trash Removal Policy

It is the policy of the Town of Grand Lake that Users are responsible for trash removal from their events. There is no dumpster on site. One small trashcan is provided for meeting room use, larger waste containers and trash bags are available upon request. User is required to remove all garbage, trash, waste, etc. from the premise at the conclusion of their reservation. If the user plans on taking their trash to the public dumpster, they must use Pay-As-You-Throw trash bags, which can be purchased at the front desk, or at Town Hall. The public dumpster is located a half block from the Grand Lake Center. Additional information about the Pay-As-You-Throw system can be found at www.townofgrandlake.com. Trash left on site may result in a minimum of \$30 in cleaning fees.

Event Coordinator

Please note for weddings and other complex events we highly recommend, but do not require, you to hire and use a professional “day of” Coordinator. A coordinator will assist with important items and execute the schedule of the event, including table and chair set up, placement of all flowers, decorations, cake placement and service, music, photographer, officiate, place cards, “reserved seating” signs, or event planning beyond what is specified in the Facility Use Contract. **Grand Lake Center does not provide these services.**

Decorations

User may provide decorations for their event. All decorations must be confined to the rental area. They may not be taped, stapled, nailed, tacked, or otherwise attached in a manner that will penetrate or

damage paint, floors, walls, wood, ceilings, or any other part of the structure. You may use small nails or staples **only** on the wooden strips attached to the walls. Twine or rope may be used to hang decorations. Use of candles, other fire-related utensils or fixtures, rice, glitter, and confetti is not permitted. Bubbles are permitted outdoors only. Decorations are subject to Grand Lake Center staff approval. Please ask if you are unsure.

Alcohol

For private events, alcohol may be provided, but not sold. Guest lists for private events must be available upon request. If alcohol will be sold at your event, a liquor license must be purchased at Town Hall prior to the event. Please contact Grand Lake Town Hall at 970-627-3435 for liquor license arrangements.

Set-Up and Tear-Down

If you need set-up services, please discuss with Grand Lake Center Staff. Drop-offs or early arrivals will not be allowed into the facility before scheduled rental use time. Once the event begins, furniture arrangement is the user's responsibility. Care must be taken not to damage the floor or walls when moving furniture. All guests must be out of the facility at the end of the paid time. No refunds will be given for early departures, and late departures will incur a minimum charge for one hour of time.

Caterers/Contractors

Grand Lake Center does not restrict the User's choice of caterer or contractor. For a list of local caterers, please email request to info@grandlakecenter.com. Grand Lake Center does not represent that any caterer on the list will perform adequately for the user, and is not responsible for lack of quality or performance of a caterer. Grand Lake Center does not carry a license for the kitchen. Caterers that operate the kitchen will be responsible for the preparation and safety of food.

Insurance

Grand Lake Center may from time to time require the User to provide liability insurance in connection with the use of the facility. All insurance will be subject to approval by Grand Lake Center and the Town of Grand Lake. User will provide valid proof of insurance to Grand Lake Center no later than ten (10) business days prior to the event.

Parking

Event parking is available in our main parking lot to the south of the Grand Lake Center, which is accessible from Center Drive or Marina Drive. Be courteous and aware of fire lanes and handicap parking. No overnight camping inside or outside of vehicle is permitted within the Town of Grand Lake.

Waiver of Liability, Indemnification and Hold Harmless Clause

Town of Grand Lake/Grand Lake Center is not responsible for the actions, activities or property of Users using the Grand Lake Center facility. A release absolving the Town of Grand Lake/Grand Lake Center from and all claims arising out of our use of the premises; including costs associated with cleaning and waste removal as well as all costs and attorney's fees incurred in collecting for damages to the Grand Lake Center or defending against claims of users or users invitees must be signed with the Facility Use Agreement.

Contact:

Please email info@grandlakecenter.com or call (970) 627-2415 with your event-related questions.

Website: www.grandlakecenter.com

Location:

Grand Lake Center
301 Marina Dr.
Grand Lake, CO 80447

Mailing Address:

Town of Grand Lake
C/O Grand Lake Center
PO Box 99
Grand Lake, CO 80447