



Venue Rental Policies

Thank you for choosing the Grand Lake Center (GLC) for your event or meeting needs! The GLC is a refurbished elementary school that has been transformed into a dynamic community resource for recreation and events, owned and operated by the Town of Grand Lake (TOGL). We pride ourselves on being able to offer quality amenities at affordable rates. Please carefully review the following rental policies, as well as the accompanying Facility Use Agreement contract and Fee List, before finalizing your rental reservation. GLC staff can be reached at (970) 627-2415 or info@grandlakecenter.com for any questions or concerns regarding the following information.

What is Included/Not Included with Rentals

Base rental fees include the event space, Wi-Fi access, bathrooms, parking and tables/chairs for up to 100 guests (as available on a first-to-reserve basis). The GLC *does not* provide table/chair setup, linens, decorations, table settings, signage, food service/kitchen supplies, vendor coordination, technical support or cleaning services. We recommend that large or complex events consider hiring a “day of” coordinator for assistance (a list of local vendors for event services such as catering, lodging, event planning/design, transportation, etc is available upon request.)

Facility Hours, Access and Security

The Grand Lake Center office is staffed from 8 a.m. to 5 p.m. every day. If your event requires access to the facility outside of these business hours, you may obtain a key card for an additional \$10 fee, which provides access to the building from 4 a.m. to 11 p.m.

All events must be concluded by 11 p.m., with no people left inside the facility or cars in the parking lot. Please remember to include the time required for your own event setup, breakdown and cleanup when booking a reservation.

- Your event must remain solely in the area(s) of facility outlined in your Agreement, and cannot spill over to other areas of the facility. **The weight-lifting, cardio and group fitness rooms are strictly off-limits to event-goers.**

- Online security cameras are installed throughout the facility to monitor after-hours activity.

Reservation Policy

To reserve space at the Grand Lake Center, please submit the following:

1. Completed "Facility Use Agreement" and "Fee Sheet" (submit via e-mail to info@grandlakecenter.com)
2. Damage/security deposit of \$500 for the auditorium and/or \$30 for each classroom (reservations cannot be confirmed until deposit is received).
3. Damage/security deposits for any added equipment (key cards, projector, carpet/drapes for auditorium, etc.)
4. Please note that reservations for the Auditorium on Sundays are only considered on a 2-day minimum and must be made at least 30 days in advance. Use of the added carpet/drapes for the auditorium requires a minimum 30-day notice.

Deposit and Payment Policy

Deposits are required to hold the event date/space and thus should be submitted ASAP. For rental fees totaling \$100 or more, full payment is due 30 days before the event start date. For events totaling less than \$100, payment can be made any time before the event begins. Payments can be accepted via credit or debit card, check or cash.

- Deposits must be submitted separately from rental fees and can't be applied toward rental fees.
- Deposits are held until the completion of your event when the room is returned to the original condition and assessed by GLC staff (please see the following cleaning and decorations policies for more information).
- Deposits will be returned via check within 30 days of event completion to the address listed on the check, minus any necessary cleaning fees (User will be notified of deductions if necessary).
- All card payments are subject to a processing fee of \$0.75 + 2.25%. Card payments can be made in person at the Grand Lake Center office, or by calling (970) 627-2415, during regular business hours of 8am-5pm daily.
- Checks are to be made out to "Town of Grand Lake" and can be submitted in person at the GLC office or mailed to the address below.
- Cash payments can be accepted in person at GLC during regular office hours.

Cancellation Policy

Please let us know as soon as possible if there is a need to cancel or reschedule. If for any reason the 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 \$15 cancellation/rescheduling fee for any other room rentals (50% of deposit amount)
- Day-of the event: full rental fee may be applied
- 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 and Damage Policy

The User is responsible for leaving the rented space(s) in the condition in which it was found by the end of the rental period. Any cleaning beyond a light sweep or vacuum that Grand Lake Center staff needs to do following the event may result in an additional cleaning fee (approx. \$30-\$150).

- **Trash** - Users are responsible for their own trash removal. There is no dumpster on site at the Grand Lake Center. A public dumpster is located by the fire station (across the street from the Center). To dispose of trash in the Town dumpster, you must use Pay-As-You-Throw (PAYT) trash bags, which can be purchased from the GLC office. Additional information about the Town's PAYT trash system can be found at www.townofgrandlake.com. Excessive trash left on site after your event may result in an additional fee.
- **Furnishings** - Users are responsible for spot cleaning any spills, stains or other small damages that may occur on the floor, counters, tables, chairs or other furnishings included in your rental. Any spills/stains that cannot be removed with basic household cleaning products may result in an additional fee.
- **Facility** – Any damages incurred to other spaces in the facility outside of the rented space (ie: weight room, cardio room, bathrooms, game room, etc.) may result in an additional fee.
- **Decorations** - All event decorations must be confined to the rental space only. They must 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 at your own risk. The 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. Damage resulting from decorations may result in an additional fee.

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 obtained from Town Hall prior to the event. This process can take up to 30 days. Please contact Grand Lake Town Hall at (970) 627-3435 for more information.

Set-Up and Tear-Down

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. Setup/teardown time must be factored in to your total reservation 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 in the kitchen will be responsible for the preparation and safety of food. The kitchen includes an oversized refrigerator, two stove/oven combinations, two deep sinks and one hand washing sink. No kitchen utensils or other supplies are provided by the GLC—all supplies must be provided by the User and/or catering company.

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

Ample 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 parking is allowed without a permit, which can be obtained from the GLC office for special events. No overnight camping inside or outside of vehicles is permitted anywhere within the Town of Grand Lake (including the GLC parking lot).

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. More information and photos can be found online at www.grandlakecenter.com.

Physical Location:

Grand Lake Center
301 Marina Drive
Grand Lake, CO 80447

Mailing Address:

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