



2025 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 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. The GLC *does not* provide table/chair setup, linens, decorations, table settings, signage, food service/kitchen supplies, vendor coordination or technical support. 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 will be issued a guest key card which provides access to the building from 4 a.m. to 11 p.m. All events/music must be concluded by 10 p.m. and fully cleaned/out of the facility by 11 p.m. Please remember to include the rental time required for setup and cleanup when making a reservation!

- Your event must remain solely in the area(s) of facility outlined in your rental agreement and cannot spill over to other areas of the facility. **The weightlifting, cardio and group fitness rooms are strictly off-limits!**
- Online security cameras are installed throughout the facility to monitor after-hours activity.
- If you lose the key card, there is a \$10 fee.

Deposit and Payment Policy

Deposits and payment are required at the time of booking. 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 within 30 days of event completion to the address listed on the facility user agreement, minus any damages incurred.

Cleaning and Damage Policy

The User is responsible for returning the rented space(s) to the original condition/cleanliness by the end of the rental period. Any cleaning required by staff following the event may result in the charge of additional cleaning fees up to \$150.00. Parties of 100 or more people are automatically required to pay a \$150 cleaning fee, due at the time of reservation.

- **Event Setup/Tear Down** – The GLC does not set up or tear down events. Set up and tear down will need to be done during the rental period. Wipe down tables as needed and put things back in their proper storage area. Dry sweep the gym and wet mop if needed. Smaller rooms may require vacuuming. Brooms, vacuum and wet/dry mops are provided by the GLC.
- **Trash** - Users are responsible for their own trash removal. There is no dumpster on site at the Grand Lake Center. Pay-As-You-Throw dumpsters are located across the street by the fire station at 601 Center Dr. To dispose of trash in this dumpster, you must purchase Pay-As-You-Throw (PAYT) trash bags, which are available for sale in the GLC office. Additional information about the Town's PAYT trash system can be found online at <https://www.townofgrandlake.com/community/page/trash-recycling> . Excessive trash left on site after your event may result in additional charges.
 - The large party cleaning fee of \$150 includes trash removal—please place garbage bags in the kitchen area by the back door of the gym for staff removal.
- **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 fees being deducted from your deposit.
- **Facility** – Any damages incurred to other spaces in the facility (i.e: fitness areas, bathrooms, hallways, etc.) may result in additional fees deducted from your deposit.
- **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 command hanging strips on the walls or small nails or staples 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 the Town of Grand Lake 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. Learn more at

<https://www.townofgrandlake.com/administration/page/special-event-permit-sep>

Noise Ordinance

All loud music and noise must be turned off by 10 p.m. per the [Town of Grand Lake Municipal code 7-1-15 & 7-1-16](#)

Caterers/Contractors

Grand Lake Center does not restrict the Users 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, freezer, two stove/oven combinations, three deep sinks, prep tables, commercial dishwasher 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

Depending on your event, Grand Lake Center may 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 need to provide proof of insurance with the Town of Grand Lake listed as a certificate holder 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 in 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 fees incurred in collecting for damages to the Grand Lake Center or defending against claims of users or user 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