

Today's Date		Organization Name	
Contact Name(s)			Email
Mailing Address			
Phone	Fax	Number we can reach you at <b>during</b> event	

Date of Event		Type of event (meeting, birthday party, etc)	
Start Time (This is the time that staff will greet you. You will <u>not</u> be able to get into the room until this time.)		End Time (What time will you be cleaned up and gone?)	
Is this a public event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what number can we give out for more information?	Is admission being charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of people expected (Max occupancy determined by room set up)		Need access to A/V Equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, list equipment needed under Event details)	
Which room set up would you like? (max. occupancy) <input type="checkbox"/> Banquet (96) <input type="checkbox"/> Classroom (54) <input type="checkbox"/> Cocktail (120) <input type="checkbox"/> Conference (48) <input type="checkbox"/> Theater (110) <input type="checkbox"/> U Style (30)			
Do you want to have alcohol served? (see Fees on reverse) <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what type? <input type="checkbox"/> Cash Bar <input type="checkbox"/> Host Bar <input type="checkbox"/> Combo	
What time do you want the bar to start and end serving? (Security will be scheduled from the time the bar opens until the conclusion of your event)			Would you like coffee service? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be food at your event? (Required for alcohol events) <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, will the food be sold or given away? <input type="checkbox"/> Sold <input type="checkbox"/> Given away	
Will the food be prepared by a business? If yes, please see #4 on reverse side. <input type="checkbox"/> Yes <input type="checkbox"/> No Name of the business:			Will there be non-food/beverage sales? <input type="checkbox"/> Yes <input type="checkbox"/> No

Event details (timeline-please be detailed and specific, activities planned, equipment being set up, etc):
Special requests:

**Fees** Per Hour: \$125 (4 hour minimum)

Security: \$25/hour (per officer) Security will be scheduled from the time the bar opens until the conclusion on your event.

Bar Set-up Fee: \$75

Catering warmer: \$100/event

Audio/Video: Included with rental

(Wireless Lavalier Microphone, Wireless Handled Microphone, 8 TVs with cable, Computer, Drop-down Screen, Projector)

Coffee service: \$25/event

\*Please note that we are not collecting a damage deposit prior to your event, however, if there are any damages or excessive cleaning, you will be billed for repairs, replacement costs, and or labor.

**Policies and Guidelines (A complete list is available upon request)**

1. **ALCOHOL:** Alcohol may not be brought into the Lincoln Park Sports Complex. All serving and sales of alcohol will be arranged and conducted by the City of Grand Junction. All events in which alcohol is being served shall host an appropriate level of food service (sandwiches or light snacks must be made available), complying with Colorado State Liquor Laws and Regulations. The City of Grand Junction reserves the right to refuse alcohol service to any patron at any time for any reason.
2. **CANCELLATION AND BOOKING POLICY:** Reservations may be made once all School District, Colorado Mesa University, Rockies and JUCO schedules are in. Booking time must include any set-up and tear down time the lessee would want. This would include any time that caterers, florists, cake delivery or other party suppliers would need access. Time available for reservation is between 5:00 a.m. and 12:00 a.m. Payment in full and a completed Hospitality Suite Request are required at the time of reservation. Cancellations requested less than 30 days prior to the event will lose 50% of the rental fee. Cancellations requested less than 10 days prior to the event will not receive a refund.
3. **DECORATING, SIGNAGE AND ROOM SET UP:** Lessee will choose a room set up option at least 14 days prior to the event. Any changes the day of the event will be the responsibility of the lessee. There are 12 round tables, 20 rectangle tables, 18 cocktail tables, and 100 chairs, a hardwire microphone, and staging kitchen are available for use. Included in the rental are tables and chairs. Not included are: Linens, utensils, glasses for food service, serving containers and access to any other part of the facility.
4. **FOOD:** All caterers must be on the approved Concessionaire List. This list can be found at <http://bit.ly/FOODGJ>.
5. **INSURANCE:** All public events must supply the City of Grand Junction with a Certificate of insurance including an Additional Insured Endorsement naming the City as an additional insured on the General Liability policy. Coverage Certificate must provide combined single limits of at least \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Certificate with Additional Insured Endorsement must be received by the Parks and Recreation Department from Lessee's carrier or broker at least 48 hours prior to beginning date of Lessee event(s). Each new event within the calendar year will require an updated Certificate and Endorsement. The issuance of a Certificate of insurance is a formal process on the part of the Lessee's insurance company, and must be sent directly from the insurer or broker the Grand Junction Parks and Recreation Department. Only original Certificates and Endorsements issued directly to the City of Grand Junction will be acceptable. Copies made by the Lessee are not valid.
6. **JANITORIAL SERVICES AND CLEANING:** Leave the space as you found it. Put all trash in a trash can. In the Staging Kitchen wipe down all counters, clean out the refrigerator, and wipe down sink. Reminder, if there are any damages or excessive cleaning required, you will be billed for repairs, replacement costs, and labor.
7. **PARKING:** The parking lot on the South side of the Lincoln Park Sports Complex is available for events held in the Hospitality Room
8. **PROHIBITED ACTIVITIES AND MATERIALS:** Painting, balloons, penetrating the walls, pre-storing any food or floral, animals, open flames (including candles), glitter or confetti, floor graphics, motorized vehicles, propane, blocking any exits. You can use painter's tape. No ladders or step stools will be provided. There will be a \$100 fee assessed if any of these are found. \_\_\_\_\_ Initials
9. **SECURITY:** Required security services will be arranged for by the City of Grand Junction Parks and Recreation Department for all events serving alcohol. A minimum of one officer is required for all events involving alcohol. Security will be scheduled from the time the bar opens until the conclusion or your event. Any person whose conduct is objectionable, disorderly or disruptive to the facility's use or is in violation of any law shall be refused entrance or shall be immediately ejected from the premises. Lessee assumes full responsibility for the acts and conduct of its guests.
10. **SMOKING:** Lincoln Park and the Lincoln Park Sports Complex are non-smoking
11. **SOUND REGULATIONS:** Noise levels may be controlled by the City of Grand Junction staff with final discretion for guest comfort and city noise requirements.
12. **STAGING KITCHEN:** Equipment available is an ice machine, refrigerator, sink and counter space. All gray water must be disposed of in the janitor closet drain.

**General Information**

- To reach a staff member during your event call 1<sup>st</sup>: (970)267-7895, 2<sup>nd</sup>: (970) 260-6879
- The south gate (between the football field and baseball field) will be unlocked at the start time of your rental
- Only an iPod will connect to the sound system
- Free Wi-Fi is available, you will need to get the Wi-Fi password prior to your event
- There are 2,100 square feet of usable space
- About 50 people can stand at the windows and watch a game at one time

Signature: \_\_\_\_\_ Date: \_\_\_\_\_