

TOWN OFFICE USE ONLY				
Date Received:		Ву:		
Fee: \$		Pmt Type:		
Approved	Denied	Date:		
Expires:		Ву:		

# TOWN HALL RESERVATION APPLICATION

The following application must be completed to reserve the historic Town Hall in the Town of Palmer Lake. Twenty-five dollars (\$25.00) of the total reservation fee is non-refundable, regardless of applicant withdrawal or event cancellation. The following must be submitted for this application to be considered:

Completed Town Hall Reservation Application

 $\Box$  Applicable fees paid

Submission of application does not guarantee approval for reservation. *Note: A minimum of 5 days is required to process this application.* 

## APPLICANT INFORMATION

Name:	_ Phone:
Email:	
Mailing Address:	
City:	State: Zip:
Group/Organization Name:	
Event Contact:	
Email:	
Emergency Contact:	
Email:	
EVENT INFORMATION	
Event Date: Approximate Number	of Persons Attending:
Description:	
Event Hours (including setup/takedown): From	AM PM To AM PM
Will you be using the kitchen (additional fees apply-see below)?	🗆 Yes 🗆 No
Will your event include any of the following?   DJ/Live Music	□ Alcohol/Liquor

## Note: Contact our office if your event includes live music, a DJ, or you are serving alcohol or liquor at your event. Additional fees and permits may apply.

#### **FEE & RESERVATION INFORMATION**

#### TOWN HALL RESERVATION FEE WORKSHEET

	TOWN HALL RESERVATION		
Check OI	NE:		
	Rental Event	\$50.00/hour x hours	\$
	Non-Profit Event (provide proof of non-profit status)	\$25.00 (flat fee)	\$
Note: If r	ented 4 hours or more, Village Green and Gazebo ar	e included	
$\times$	Maintenance/Utility Fee		\$ 65.00
$\times$	Refundable Damage Deposit*		\$ 75.00
Optional	- Check all that apply:		
	Each Set: (1) 6ft Round Table & (8) Banquet Chairs	\$25.00/set x sets	\$
	Rectangular tables: (10 ) 8ft & (4) 6ft		
	available White folding chairs: (90) available	No charge. Renter will setup,	
	Handheld microphone with 25ft cord	breakdown, clean & return to designated areas.	
	Podium		
	Kitchen Stove Use	\$25.00	\$
	Refundable Liquor Fee*	\$500.00	\$
		Total:	\$

\*Refundable Deposit(s) will be mailed to the name and address provided on the application with in 2 weeks after your event.

#### APPLICANT ACKNOWLEDGEMENT

By initialing next to each line, applicant confirms the understanding of the following:

- I agree to indemnify the Town of Palmer Lake from any and all claims made against the Town by any person using the Town Hall as the Applicant, the employee, family member, invitee of the Applicant, or any other person using the Town Hall.
- \_\_\_\_\_ I understand that \$25.00 of the total reservation fee is non-refundable, regardless of event cancellation.
- I understand that the Town Hall must be returned to original condition following use. Applicant and/or organization will be held responsible for any damage, and damage deposit may be subject to forfeiture.
- I understand that it is the responsibility of the applicant and/or organization to follow and enforce Town Hall Rules and Regulations for the duration of this event.

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

Applicant Signature

**Printed Name** 

Date

Forms may be electronically signed by typing your name in the Applicant Signature field. Forms may be submitted electronically by saving it to your computer and attaching it to an email to info@palmer-lake.org. The form may be manually signed by printing the form and signing by hand. Applicable fees may be paid online at www.townofpalmerlake.com/make-payment. Alternatively, forms and payments may be turned in at the Town office.

## TOWN OF PALMER LAKE TOWN HALL RULES AND REGULATIONS

The Town Hall is a historic and fragile building. Special rules have been put in place to prolong the life of the building. The responsible organization agrees to abide by the following rules, regulations, and conditions established by the Town:

<u>Alcoholic Beverages and Illegal Drugs</u>: For events open to the public including alcohol, a special event liquor license must be obtained prior to event by a not for profit group. If a special event liquor license is not obtained, alcohol is strictly prohibited. A private event may offer alcohol to guests and must be consumed inside the building. Illegal drugs are strictly prohibited in the Town Hall.

Animals/Dogs: Only service dogs approved by the state are permitted. All other animals are prohibited. <u>Clean-Up</u>: All clean-up must be completed on the same day of your event. There are no provisions for clean-up the following day. Clean up shall consist of basic sweeping, cleaning of the kitchen area, stove and refrigerator (if used), bagging all garbage and taking it out to the dumpster behind the Town Hall. If the dumpster is full, leave the garbage bags tied up in the small hallway to the left side of the stage near the exit door. If you have used free items such as tables and chairs, they are to be wiped clean with disinfectant prior to putting them away in their designated storage area. There are a few cleaning items under the kitchen sink, but it is best to bring your own extra cleaning spray and clothes to complete the job. NOTE: Chairs and tables must be put away in the specific manner and location in which they were removed

**Decorations/Signs:** No existing, permanent decorations or signs will be taken down or used as attaching points. Duct tape, thumbtacks, or nails on the banister, railings, woodwork, walls or outside of the building is prohibited. Painter's tape, masking tape and scotch tape are allowed provided they are removed at the conclusion of the event.

**Emergency Cancellations:** The Town reserves the right to enact any emergency cancellation (i.e. loss of power, heat, flood, fire, or tornado). In the event of a cancellation by the Town, the full amount of the reservation fee shall be refunded.

**Floor:** Clog dancing, square dancing, impact aerobics and other training which impacts the floor is prohibited.

**Food Trucks:** If a special event is contracting one or more food trucks, each food vendor must complete a Peddler & Solicitor Permit Application and be approved by the Town to participate. The Fired Department will inspect the food truck and the approved permit the day of the event prior to start the time.

<u>Keys:</u> The key to the Town Hall must be picked up during regular business hours (7:30 AM – 4:30 PM) the Wednesday or Thursday before your event. Any special arrangements can be made by calling the Town office. Follow the checklist attached to the Town Hall keys when closing the Town Hall at the end of your event.

<u>Kitchen</u>: The kitchen amenities are available for a fee. Arrangements and approval for use of the kitchen must be made in advance. Kitchen stove must be wiped clean inside and outside surfaces including back splash wall. Refrigerator must be wiped clean inside and outside.

**Parking:** Parking is prohibited on either side of the Town Hall or behind the Town hall, FD and PD. Parking is available in front of the Town Office, the dirt parking lot in front of the FD and Street parking is available. Do not block private driveways and follow parking laws making sure emergency vehicles can drive through. Free parking is available at the south end of the baseball diamond and by the pedestrian bridge off of Hwy 105. In the event of snow, vehicles are prohibited from parking on the streets.

**<u>Smoking</u>**: Smoking is prohibited inside the Town Hall. Smoking is allowed outside of the building, and an ash receptacle must be used.

<u>Tables & Chairs</u>: When opting to use the free tables and chairs you will be responsible for the set-up, sanitizing, breakdown and storing items in their designated space. IF you have rented round banquet tables and chairs they will be set up and taken down by staff. Provide a floor plan right after completing your reservation and payment. You may call the office to arrange a walk through of the Town Hall to assist with the design and floor plan site map.

**Town Hall Hours:** The Town Hall is available daily from 6 AM – 10 PM. All activities must end at 10 PM including clean up time. Events lasting past 10 PM require prior approval. For non-Town (non-official) functions, the building is available on a first-come first-served basis. Events having outdoor amplified music must submit an Outdoor Amplified Sound Request during the application process.

<u>Utilities:</u> When used, the thermostat must be returned to 60 degrees. At the conclusion of an event, all lights, water, and any power source must be off including ceiling fans. All doors (5 total) must be securely locked.

I hereby certify that I have read, understand, and agree to abide by the Town of Palmer Lake Town Hall Rules and Regulations and conditions established by the Town as listed in this application.

Applicant Signature	Printed Name	Date

## WAIVER AND RELEASE AGREEMENT

I, the Undersigned, do freely and unconditionally waive and release the Town of Palmer Lake and any al all of its elected officials, employees, representatives and agents and their successors from all liability related to the Undersigned, his/her personal representatives, heirs, and next of kin for any and all loss or damage and resulting claims of damage due to injury or death, whether caused by the negligence of the Town of Palmer Lake or otherwise, in connection with:

\_ (Event) at the Town of Palmer Lake Town Hall on \_\_\_\_\_\_ (Date).

This release is binding upon the undersigned's heirs, executors, administrators, agents, liability insurers, and assignees, and shall be interpreted in accordance with Colorado law.

BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

**Applicant Signature** 

Printed Name

Date