



## **LOUISVILLE CENTER FOR THE ARTS FACILITY RENTAL FORM**

Thank you for your interest in reserving the Louisville Art Center for your event. Please note that there are several resident art-related organizations that reserve the Arts Center on an annual basis for their activities. Therefore, private rental dates are released for public rental 120 days prior to the date. All renters of the facility must be at least 21 years of age. Following are the rental guidelines for private facility use. Please find the image in this document.

### **Private Rental Rates**

All rental fees are due at the time of reservation. Minimum rental time: Two-hour paid block of time.

- Hourly Rate:               \$35/hour for Louisville residents  
                                      \$45/hour for non-residents
- ½ hour set up and ½ hour clean up time: Free
- Cancellation fee:       \$10
- Cancellation fee less than 14 days prior to rental: Cost of the entire rental
- Damage deposit: Credit card held on file (please see below)

The facility rental time period is based on the requested reservation time. Any time beyond the ½ hour time period allowed for set-up and clean-up will result in additional charges; however, because there are often multiple users during peak months, renters are expected to conclude their events at the scheduled hour.

Any use exceeding the reservation time will result in rental fees being charged to the credit card.

### **Damage Deposit**

**A credit card number is required at the time of reservation and kept on-file as a damage deposit.**

- For events with over 50 people, or any rental which will be providing alcohol (4-hour limit maximum), if there are any damages or if the center is not cleaned up, the credit card provided will be charged \$100, plus the cost of any damage to the facility.
- For events with less than 50 people not providing alcohol, the credit card provided will be charged \$50 if the rented area is not cleaned, plus the cost of any damage to the facility.

### **Facility Set-Up**

- Tables and chairs are provided at no additional cost and are stored in the hallway closet. Please be careful as the closet is full and the tables can be heavy. For their safety, please do not allow children to have free access to this storage area.

- Table setup and takedown is to be done by the group or individual renting the facility.
- Tables and chairs must be returned to the location in which they were stored when your group arrived.
- Linens are highly recommended if you utilize the tables provided. The tables are well-used and should be covered.
- The kitchen has very limited counter space. For ease, it may be better to have all food trays prepared in advance. You may bring in ice chests to keep items cool during your rental.
- Renters are able to use their caterer of choice.
- Due to the multiple uses of this facility, no decorations may be nailed into the walls or ceiling of the facility. Non-invasive tape may be used; however, be certain it does not peel paint prior to adhering. Renters will be responsible for any damage done to the facility during their use.

### **Facility Clean Up**

- All tables should be wiped clean, floor spills cleaned, trash placed in the trash cans in the room, decorations and all personal items removed. This must occur in the allotted ½ time period so please plan accordingly.
- If you anticipate a large amount of trash (more than one receptacle's capacity), please bring your own trash bags to the alley, where a large container is located.
- There are limited cleaning supplies in the hall closet and kitchen. You may wish to bring in additional supplies, if desired.

### **Alcohol Use and Special Event Permits**

Alcohol is allowed under certain circumstances. Alcohol may be given away or sold without a permit **IF** the event is open only to members of the organization or club.

When an event is open to the public, a special events permit is required regardless of whether or not the alcohol is sold or given away. Special Event Permits are available from the City Clerk's Office. Permit applications must be submitted at least 45 days prior the scheduled event to allow time for processing.

### **City of Louisville Contact Information**

- **Art Center Reservations** and questions, please contact Katie Zoss, Cultural Arts and Special Events Coordinator: KZoss@LouisvilleCO.gov or 303.335.4581
- **Special Event Permits** and questions: please contact Meredyth Muth, City Clerk: meredythm@louisvilleco.gov or (303) 335-4536

**Please sign and return only this page, along with your form of payment, if applicable, to Katie Zoss, [KZoss@LouisvilleCO.gov](mailto:KZoss@LouisvilleCO.gov), 749 Main Street, Louisville CO 80027.**

In consideration of the issuance of this requested Facility Rental Form the applicant agrees to defend, indemnify and hold the City of Louisville and members of the City Council, individually and collectively, and the Officers, Agents and Employees of the City, individually and collectively, free and harmless from and against all claims and demands arising from any act, omissions or negligence of the Applicant, their licensees, agents, servants or employees, arising from any occurrence or accident causing, or allegedly causing, bodily injury (including liability for personal injury or death) or damage to property to whomsoever belonging, arising out of, or allegedly arising out of, the use of premises as defined in this Facility Form or while in, or about said premises.

The undersigned hereby assumes personal and individual liability for himself and on behalf of Applicant for any damages to said facility or equipment occurring through or during the occupancy or use of said facility by the Applicant. The undersigned will leave facility in a condition as good as, or better than, originally found. The undersigned personally and individually and on behalf of the Applicant accepts liability for all repairs to the facility and/or repair or replacement of equipment in the event of damage. The City may withhold the deposit to apply toward cost of cleanup and repair.

I agree to and am responsible for the above conditions:

\_\_\_\_\_

Signature of Renter and Date

## **LOUISVILLE CENTER FOR THE ARTS**

### **RENTER INFORMATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Cell phone contact for the day of the event:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Set-up Time:** \_\_\_\_\_ **Event Hours:** \_\_\_\_\_ **Clean up:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Alcohol Served?:** \_\_\_\_\_ **Food Served?:** \_\_\_\_\_

**Facility Hourly Rates:** \$35/hour for Louisville residents; \$45/hour for non-residents

**Rental Fees: Total Hours:** \_\_\_\_\_ **hours @ \$** \_\_\_\_\_ **/hour = \$** \_\_\_\_\_

**Please note that full payment is due at the time of reservation and a credit card will be held on-file for the damage deposit.** Reservations are not confirmed until payment has been received and processed. Katie Zoss will confirm your reservation promptly through email.

**Credit Card:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **3-digit code:** \_\_\_\_\_

**Check #** \_\_\_\_\_ **Cash** \_\_\_\_\_