



## **Attachment A**

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**“You” refers to the Renter, and “We” refers to Niwot Hall.**

### **RENTAL FEES**

- Mon-Thurs: \$70 per hour, per floor (2-hour minimum)
- Fri-Sun: \$100 per hour, per floor (4-hour minimum)
- Flat Rate: \$1,500 for both floors, all day (7am-11pm)

\*The hours reserved should include time for set-up, breakdown, and cleanup.

### **INCLUSIONS**

Rental of the first floor includes the use of the full-service catering kitchen, audio/visual system, ten 6' rectangular tables, five 36" round high-top tables, and 65 folding metal chairs. Rental of the second floor includes the use of the private lounge room, stage room, and 70 vintage theatre seats.

### **PAYMENT**

A non-refundable “rental deposit” equal to 25% of the entire rental fee is required to secure a reservation. The remaining 75% of the rental fee and the security/damage deposit described below are due 60 days prior to the reserved date.

### **SECURITY/DAMAGE DEPOSIT**

A \$500 damage, cleaning, and key deposit is required to be paid 60 days in advance of the event. The deposit is subject to retention by Niwot Hall for damage, cleaning required after the event, or lost keys. If none of those issues are applicable, the deposit is refunded within 45 days of the event via a mailed check.

### **EVENT CANCELLATIONS**

We will make every effort to accommodate requests to change an event date, subject to availability, at no additional cost. If an event is completely cancelled greater than 30 days in advance of the reserved date, we will retain the 25% rental deposit and return the balance of the fee paid and the Security/Damage deposit within 45 days of cancellation. If an event is cancelled 30 days or less from the reserved date, we will retain the entire rental fee and will return the security/damage deposit to the Renter within 45 days of cancellation. If the venue is re-rented after a cancellation, the amount received from the re-rental will be credited up to a maximum of 75% of the rental fee paid by a renter who cancels 30 days or less from the reserved date.

### **ALCOHOL AT PRIVATE EVENTS**

You are allowed to bring your own alcohol to Niwot Hall for your private event, but an endorsement to Niwot Hall’s insurance policy is required by Niwot Hall’s insurance company, adding you to the policy as an additional insured party. This endorsement must be requested by the renter from Niwot Hall’s insurance company and the premium paid and the certificate of insurance provided to Niwot Hall at least 30 days prior to the event. The fee for this policy is at the sole discretion of Niwot Hall’s insurance company, but is typically about \$125. Once paid, the fee is non-refundable.

### **ALCOHOL AT PUBLIC EVENTS**

All **public** events serving alcohol must be reviewed and approved by the Niwot Hall Board of Directors to ensure the event is appropriate for the Niwot Hall venue. Any public event where alcohol will be served or sold, will require a Boulder County Special Event Liquor Permit, available only to non-profit organizations. Applications must be submitted to Boulder County at least 45 days prior to the event date or they cannot be accepted. Applications can be submitted 90 days prior to the event.

## NIWOT HALL HOUSE RULES

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1. Alterations to the building or fixtures are not permitted. **No hooks, nails, staples, pins, or tacks of any kind** should be attached to the walls, ceiling, floor, or furniture in Niwot Hall or on the outside of the building (including adhesive hooks.) Only blue painter's tape or artist's tape may be used to affix decorations, and all of it must be carefully removed after use. Any damage resulting from removal is the responsibility of the renter.
2. No smoking of any type, including vaping, is permissible in Niwot Hall or on Niwot Hall property.
3. No open flames of any type are allowed, including candles, in Niwot Hall or on Niwot Hall property with the exception of the kitchen stove when in use.
4. Alcohol is not allowed at private events unless the supplementary alcohol agreement is signed and approved, and the additional alcohol insurance endorsement has been obtained and paid for by the Renter. Public events require a liquor license issued by Boulder County.
5. Furnishings, displays, and other artifacts in Niwot Hall cannot be removed or moved without prior consent from the Niwot Hall Event Director.
6. Damage to the building structure, grounds, furniture, exhibits, artifacts, piano, audio/visual equipment, or kitchen equipment during an event is the responsibility of the Renter. Niwot Hall will charge \$50/hour plus the cost of materials for any repairs performed by its staff. If a contractor is required to perform the repairs, the contractor's cost will be passed on to the Renter. Any and all repair costs will first be deducted from Renter's Security/Damage Deposit. If the repairs exceed the deposit, the Renter must reimburse Niwot Hall.
7. All spills on the floor must be cleaned up immediately using soap and water. No solvents or harsh chemicals are to be used at any time.
8. Renter must notify the Niwot Hall Event Director of any damage occurring during their rental period. Renter is responsible for any repairs/replacements as necessitated by such damage.
9. Renter is responsible for the behavior of their guests
10. Renter is responsible for set-up prior to the event and cleanup after the event, including removal of all trash, unless other arrangements have been made with Niwot Hall. (Please note: There is no trash pickup service at Niwot Hall.)
11. Illegal activities are prohibited on Niwot Hall premises. Renter and guests shall abide by all local ordinances and state/federal statutes and laws.
12. In accordance with fire codes, no means of egress may be blocked at any time.
13. Parents or legal guardians must be continuously present for the duration of any event planned for children/young adults under the age of 21 and must ensure all rules are complied with.

14. Excessive noise must be confined to the inside of the building and shall be held to a level that does not disturb the neighbors. Music upstairs must end by 10:00pm. Music downstairs must end by 11:00pm.
15. When you leave Niwot Hall, please confirm shades are positioned half-way up the window height, trash, recycling and compost are removed from bathroom, hall and kitchen, all lights are off, spills are cleaned up, all your items are removed from the refrigerator and freezer, all chairs and tables are returned to where you found them, and all doors are locked.