

NIWOT HALL

Rental Fees:

Mon-Thurs: 2 hr min, \$65 per hour per floor

Fri: 2 hr min, \$85 per hour per floor

Sat/Sun: 4 hr min, \$85 per hour per floor

Saturday and Sunday - \$1200 Flat Fee for the day, both floors included

We require a minimum \$500 security/damage deposit on all rentals

Time reserved must include time needed for setup, breakdown, and cleanup.

Alcohol Policy:

1. If alcohol will be served, there will be an additional insurance policy that is required by our insurance company. This policy must be requested by the renter and provided to the Niwot Hall at least 14 days prior to the event. The fee for this policy is at the sole discretion of the insurance company (typically between \$115-150). We need this document no later than 14 days prior to the event.

2. Any public event where alcohol will be served or sold, will require a Boulder County Special Event Liquor Permit. Applications must be submitted to Boulder County at least 30 days prior to the event date or they cannot be accepted. Applications can be accepted up to 90 days prior to the event.

3. All *public* events serving alcohol must be reviewed and approved by the Niwot Hall Board to ensure the event is appropriate for the Niwot Hall venue.

- All rentals include the use of all (65) chairs and 12 six-foot tables. Wifi is available.
- Audio equipment is available at an additional fee.
- Depending on event, it may not be possible to schedule your event if there is another one going on simultaneously on another floor - we want to be sure it is a good experience for all renters. Most often we prefer to rent both upstairs and downstairs together.

NIWOT HALL HOUSE RULES

1. No Smoking of any kind/type inside the building or on Niwot Hall property.
2. **No open flames allowed** (e.g., candles), with the exception of stove/range when in use in kitchen.
3. No Alcohol allowed, unless a supplementary agreement is signed and approved, an additional insurance has been purchased.
4. With the exception of guide dogs, animals are not permitted inside the building.
5. 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 assure that all rules are complied with.
6. Alterations to the building or fixtures are not permitted. No pins, tacks, staples or nails shall be placed in the walls, ceiling or floors. Only blue painters tape or artists tape may be used to affix decorations, and must be carefully removed immediately after use.
7. Furnishings, displays and/or artifacts in the building are not to be removed or moved.
8. Excessive noise shall be confined to the inside of the building and shall be held to a level that does not disturb the neighbors.
9. In accordance with fire codes, no means of egress may be blocked at any time.
10. All spills onto any floors must be cleaned up immediately. No solvents or harsh chemicals are to be used at any time.
11. Illegal activities are prohibited on the premises. Renter shall abide by all local ordinances and state/federal statutes and laws.
12. Niwot Hall Users/Renters are responsible for the behavior of their members and guests.
13. Damage to the building structure, grounds, furniture, exhibits, artifacts, piano, A/V equipment, or kitchen equipment during a function is the responsibility of the Niwot Hall User/Renter.
14. Niwot Hall User must inform Niwot Hall officer/member of any damages occurring during their rental period. Niwot Hall user is responsible for any repairs/replacements as necessitated by such damage.
15. Niwot Hall User/Renter is responsible for set up prior to event and cleanup after event. This includes removal of all trash as there is no trash pickup.
16. When you leave the Niwot Hall, please confirm that shades are left up, trash is removed, all lights are turned off, spills are cleaned up, heat/AC is turned down and all doors are locked, and that facility is ready for the next user
17. Thank you for helping us take care of this wonderful building!