



# ARVADA COMMUNITY ROOM

## EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Agreement made on \_\_\_\_\_, by and between The Community Room, LLC and \_\_\_\_\_ referred to as “Client”. Client agrees to hire and The Community Room, LLC agrees to make available the use of The Arvada Community Room, LLC located at 7601 Grandview Ave, Arvada, CO 80002 with the following terms and conditions.

Client Name/Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event starting at: \_\_\_\_\_

Event ending at: \_\_\_\_\_

Total Hours: \_\_\_\_\_

The Arvada Community Room has 1,150 square feet space with seating for ~35, accommodates 60 standing/seating comfortably. Due to the historical age and nature of our building and its architectural features, accessibility, decorations, events, and hours of operations will be handled on case-by-case bases. All rental fees listed below are subject to change due to time of year, number of attendees, and event hours.

- A signed contract and date-hold deposit of ½ the total fee is due on day of booking.
- The balance of your space rental fee is due 14 days prior to your event.
- ***The Community Room LLC requires a credit card to be on file during the entirety of your event.***

**Cancellation:** Deposit is refundable up to 4 weeks (28 days) in advance of reservation; 50% refundable up to 2 weeks (14 days) prior to reservation date, and non-refundable less than two weeks before the reservation date. No refunds of the space rental fees thereafter will be refunded if canceled 14 days prior to an event, as your agreement to rent The Community Room LLC may cause the loss of additional bookings or business. If circumstances beyond the control of The Community Room LLC force us to cancel your reservation, The Arvada Community Room will refund all sums paid. If the full rental payment is not received 14 days prior to your event, The Community Room LLC reserves the right to cancel your reservation without a deposit refund. Payments should be made via the online reservation system at <https://thearvadacommunityroom.as.me/schedule.php>. If for any reason you cannot use this system, please email [hello@arvadacommunityroom.com](mailto:hello@arvadacommunityroom.com) for assistance.

**Client Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping The Arvada Community Room maintained and available for future use.*

**Deposit/Rental Fees:** A signed contract and date-hold deposit of ½ of the total event price must be received to reserve your date(s) and time(s). This is 100% refundable 28 days in advance, 50% refundable 14 days in advance, and nonrefundable thereafter unless The Community Room LLC is forced to cancel and the full deposit will be refunded. The balance of your space rental fee is due fourteen (14) days prior to your event. No terms are implied or granted and the code for your entry to the space will not be activated until full payment is received. Anyone who stays beyond their allotted time will be charged \$60 hour. There are often several events in the space a day. It is important that events start and end at their designated times. Please contact the owner with questions about extending the length of your contract.

**Smoke-Free Facility:** The Arvada Community Room is a smoke-free facility. Because The Arvada Community Room is located in a potentially flammable historic building, there is no open flame or frying allowed on site or any cooking that will create a large amount of smoke as our facility is not ventilated. No smoking in any restroom. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises by business owner. Any smoking in the facility will result in a fee charged to professionally clean the space.

**Lost and Found:** The Community Room LLC takes no responsibility for personal effects and possession left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

**Promotions and Copyright:** It is important to us that you have a fantastic and successful event. We are happy to provide professional created images and logos of The Community Room LLC for promotional needs. We also reserve the right to take pictures of your event and use them for our marketing and promotional purposes.

**Catering, Cleaning, Trash and Equipment Removal:** The Arvada Community Room will be in a clean condition prior to your event. Upon additional planning with The Community Room LLC, you will need to incorporate your set-up time and clean up time into the rental agreement, you are required to return the space to the same clean condition in which it was found, unless payment (\$45) for clean-up was made. Otherwise, all trash must be collected, properly bagged and removed by the renter or the caterer and the furniture must be rearranged. Trash can be deposited in the dumpsters outside the building (in the alley). The floors must be swept and any spills cleaned. Tables, sinks, and countertops should be wiped clean. All glass should be free of handprints. All rental equipment must be removed that day/night unless approved otherwise by The Community Room LLC. If the room is not in the condition in which it was found, a minimum \$45 fee will be charged following the event, increased if additional hours are required.

**Site Decorations:** The Community Room LLC wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items should be used on our walls, brick or fine wood. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, the card on file will be charged. No confetti or glitter is allowed in the space.

**Client Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Damage to the Property:**

Care should be taken to avoid any damage to any part of The Community Room LLC. Should any such damage or disfigurement occur, the Client shall be liable for any reparation charges incurred. Any damage to the property that occurs while the client is using the space, including but not limited to the physical space (e.g. walls, floors, ceilings, glass doors, windows, and lights) and the items in the space (including but not limited to the TVs, appliances, chairs, and tables) will be the sole responsibility of the Client to repair or replace (if the damage is irreparable). Please alert The Community Room LLC staff to any known or visible damage prior to your event. Client will be alerted of any damage or repair costs, and given 7 days to respond with payment, or the credit card on file will be charged.

- To protect the property, no flying or swinging objects (such as balls or bats) are allowed.
- To protect the glass from damage or cracking, we request that care is taken with the glass door separators (limited moving, no chairs rolling back and forth over the entry, and no slamming). Please be sure that children are not allowed to play with the glass doors, and we request that they are moved by their black frames and not by putting hands directly on the glass. The fee to replace these doors can exceed \$4500, so please be extra careful not to slam or play with them.

**City, County, State and Federal Laws:**

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a non-smoking facility at all times. Client may have and serve, but shall not **sell** alcohol on premises at any time. Client may not serve alcohol to minors on the premises at any time. Client agrees, for everyone’s safety, to ensure alcoholic beverages are consumed in a responsible manner. The Community Room LLC reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of The Arvada Community Room or the safety of its staff, guests, or building contents.

**Liability:**

Renter agrees to indemnify, defend, and hold The Community Room LLC, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client, its employees, and agents of alcoholic beverages at The Community Room LLC.

**Conduct:**

There is no smoking of any kind permitted on premises or within 25 feet of the building. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of The Community Room LLC staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.

**Client Signature:**

\_\_\_\_\_

**The Community Room LLC Signature:**

*Danielle Varda*

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_