



## ***Event Policies***

### **Ancillary Services:**

All A/V needs must be ordered through outside vendors, a list of which can be provided. Rental and furniture needs may be ordered through our rental partner, Event Rents at the user's sole expense. No electrical equipment or extension cords may be used without Cottonwood Glen's prior approval. Cottonwood Glen will not assume liability for such items delivered or stored on the premises. All equipment and materials brought in must be removed immediately following an event, unless other arrangements are made with the Event Manager. Cottonwood Glen will not be responsible for personal property, displays, exhibits, equipment or other items lost, stolen, or damaged in or around Cottonwood Glen.

Ancillary Services include any services the client chooses Cottonwood Glen to provide that are not included in the facility rental fee. If added within 30 days of the event, these service fees will be on the final invoice and/or deducted from the security deposit.

### **Animals:**

Pets, with the exception of certified Guide Dogs, are not allowed at Cottonwood Glen. Dogs must be on leash at all times, including during ceremonies and all owners must pick up after their pets, as necessary.

### **Beverage Services:**

The Venue partners with Peak Beverage services for all beverage items. Peak Beverage will provide all necessary labor, rentals, and beverages. The client will arrange all needs with Peak Beverage directly. Cottonwood Glen reserves the right to refuse or stop alcoholic beverage service to any individual or group at any time. The facility is required to enforce liquor laws as regulated by the state of Colorado. Any event serving alcoholic beverages must also provide adequate food service. The Venue reserves the right to prohibit events providing only alcoholic beverage service.

Peak Beverage - Andy Klosterman

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### **Booking:**

A date will be placed on hold for up to fourteen (14) days for the following year(s) and seven (7) days for the current year. This will give the client first right of refusal on the date and space. Should another customer inquire about the date within this time, the client will be given 2 business days to secure or release the hold. To secure any date, a signed contract along with a deposit must be received. An event is not considered confirmed until the contract is duly signed and deposit is received.

50% of the total facility rental plus the Security Deposit is due at the time the contract is signed. The balance 50% is due 45 days prior to the event.

A site visit will be conducted upon signing the contract, if it hasn't already taken place. Then, 30-45 days prior to your event a final walkthrough with your event manager will be scheduled. At this time a diagram of the room will be mapped and all details aside from guest count guarantees will be determined. Food and Beverage guarantees will be due 7 days prior to the event with the final guarantee due 3 days prior to the event. If changes are made within three days of the event, additional change order fees may be incurred.

The signing of the contract indicates that the contracting party understands and accepts the full venue policies. The client and all guests, vendors and associates only have access to the space contracted.

### **Cancellation and Refund Policy:**

A change of date is equivalent to a cancellation. All monies paid will be non-refundable for events cancelled within 30 days of the contracted event date. Cancellations 31 – 89 days prior to the event, the client will forfeit 75% of the Total License Fee. An event cancellation 90 days or more prior to your event will forfeit 50% of the Total License Fee. For events that fall in our Prime Season, Holidays, Saturdays or within 30 days of your written cancellation notification, 100% of all monies due will be retained by venue.

### **Catering:**

Catering Services may be provided by one of the approved, full-service caterers. Food and beverage minimums may apply. Full service catering with catering staff is required for groups over 25 attendees. All caterers must haul away all trash from the event. The select caterer will be responsible for setting any tables and chairs. PEAK Beverage is required to provide all beverage service staff. Cottonwood Glen, PEAK Beverage and catering partners reserve the right to refuse alcohol service to anyone. Any event serving alcoholic beverages must also provide adequate food service. Cottonwood Glen reserves the right to prohibit events providing only alcoholic beverage service.

### **Damage and Liability:**

Cottonwood Glen and their agents and partners assume no responsibility for damages or loss of any merchandise or materials brought on the property at any time. The client is liable for all damages, expenses and losses including theft and property loss, caused by any person attending, or providing services connected with the client's use of the facility. Costs will be assessed and charged to the client and /or deducted from the Security Deposit. Replacement value may be used by Venue to determine the damage. Any loss or damage to the facilities caused by guests and/or staff hired by the client may result in additional damage fees.

### **Decorations:**

- The facility must approve all decorations that are supplied by the client.
- Anything that is taped, nailed, pinned or attached to walls, floors, ramps or doors must be done by Venue staff or approved vendors only. All attachments to the buildings, trees or structures are to be done using the provided tacks strips, rigging points or attachment hooks.
- Banners are permitted in limited areas and must be hung by Venue Staff for an additional charge.
- No hanging decorations or signage is allowed to be hung from the ceiling.
- No displacement of fixtures, displays, exhibits or other Venue items is allowed without prior approval from Cottonwood Glen. Property of Cottonwood Glen and exhibits therein may be repositioned only by an authorized employee.
- No rice, bird seed, confetti, glitter, silly string, etc. is allowed on site.
- Decorations must be removed at the end of the event.
- All setup must meet fire safety codes.
- A basic cleaning fee is included in this facility rental rate. For additional services, fees will be billed at actual plus 20%. Additional clean up and tear down will be billed as additional pre-arranged setup/tear down hours.
- For events with a fog, haze or mist machine, additional fees may apply based on fire/smoke regulations by the Denver Fire Department.
- No fires, fireworks, open flames, or heating elements of any kind may be used inside the facility. BBQ grills and any open flame may not be used without prior written approval.
- All decorations, flowers and entertainment must be pre-approved by the facility.
- Candles can be used at Venue as long as they fall within these guidelines:
  - Only flameless candles are allowed for decoration.
  - Ceremonial candles and birthday candles are permitted.
  - Ceremonial candles must be dripless and are required to be contained.
  - Votive candles are permitted on dining tables as long as they are contained.
- Venue will not be responsible for decorative items left after an event

### **Deliveries & Pick Ups:**

Deliveries to Cottonwood Glen relating to the scheduled event must be scheduled within the contracted event setup and strike times.

### **Electrical:**

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Cottonwood Glen

Electrical requests should be made to your Event Manager. All electrical work needed on the property of Cottonwood Glen must be completed by a Venue electrician or a third party that has been approved by the facility's management.

**Exhibits:**

There is no moving or displacing of exhibits or furniture allowed without prior approval from Cottonwood Glen. Only an authorized Cottonwood Glen employee may reposition such items and fees may be assessed to do so. The user will be responsible for additional costs for last minute changes.

**Insurance:**

On or before 30 days prior to your event, Cottonwood Glen requires you to provide a certificate of insurance for your event. **The certificate must name Cottonwood Glen as an additional insured** and is required to have at minimum of \$1,000,000 in general liability. The licensee insurance will cover all vendors' liability, please select professional service companies that can meet this requirement. If a certificate of insurance isn't received 14 days prior to your event, Venue will secure one for you and you will be given a copy of the policy and billed \$250.00 on your final invoice.

**Licenses and Permits:**

Venue strictly adheres to the NFPA and the local Bennett Fire Department fire codes and regulations. Required permits must be obtained from the Bennett Fire Department.

**Load In/Out:**

Event load in/out should take place during the time specified in the Event License Agreement and be completed no later than the agreed upon time. Additional charges may be applied if the events load in/out takes place outside of the specified time. Specific areas will be designated for deliveries, unloading/loading, parking and event set up. Vendors of the event must arrange delivery time in advance of the event set up or they may be delayed due other scheduled activity.

**Noise Limits:**

Venue must approve all entertainment vendors 14 days prior to the event. The company providing entertainment must meet or coordinate with Venue management at least 14 days prior to the event to review any special accommodations. Amplified music must be kept at a reasonable level. Volume control will be at the discretion of Venue management. Venue reserves the right to inspect and control all private events, including the right to monitor and control noise levels.

**Parking:**

Venue offers complimentary on-site, self-parking on the property. Please note cars will be parked in non-paved areas. Valet parking may be arranged for the event by the client. If valet is confirmed, the valet company will need to provide all applicable signage.

**Payment Schedule:**

- A completed signed packet to include contract, deposit, and venue policies is required to secure an event date.
- Payment may be made by check or credit card.
- A \$1,000.00 Security Deposit is due upon the signing of a contract. This deposit is fully refundable 60 days following the event provided no damage was incurred by you, your guests, caterer, or other vendors assisting with the event, or additional services were added. Liability is no way limited to the amount of your security deposit.
- 50% due at signing of contract with the balance of 50% due 45 days prior to the event.
- Should there be a remaining balance from your event, it will be returned within 60 days of your event date.
- The final invoice is considered past due if not received within 30 days of the event date. A charge of 1.0% will be assessed per day of the total unpaid balance.
- For Multiple-Event contracts, 50% of the total contract amount is due at the signing of the contract with the balance 50% due 60 days prior to the first scheduled event.

**Photography:**

For promotional purposes, Cottonwood Glen reserves the right to take a limited number of royalty-free photographs of the user's activities at Cottonwood Glen. Such photographs shall be Cottonwood Glen's sole and exclusive property for the full copyright term, and Cottonwood Glen shall have the right to copy, exhibit, display, and otherwise exploit such photographs by any means and media throughout the world; provided,

however, that Cottonwood Glen shall have the sole responsibility for obtaining any third party clearances, release and consent necessary for Cottonwood Glen's use of such photographs.

### **Rental Fee:**

- Cottonwood Glen rental fee is based on 8 hours for general events and 10 hours for weddings of consecutive use which can be up to 4 hours for general and 5 hours for weddings (including ceremony) of event time. Additional hours may be secured for an extra, non-prorated hourly rate and this cost is determined by number of hours and use of the space.
- Rental rates are inclusive of a 4-hour event (general) or 5-hour event (wedding) with 3 hour for general events to setup / 4 hours for weddings to set up and 1 hour to tear down. Additional time may be purchased at the rate of \$250.00 per hour for set and strike and \$500 per hour for event time. All prices are subject to change without notice.
- A 10% discount will be applied for non-profit groups that can provide a determination letter from the government identifying them as a 501C(3) status.
- Facility Rental Fees at Cottonwood Glen are inclusive of the following: self-parking, on-site manager, housekeeping services, and applicable tax. Audio/visual requirements, specialty staffing, event rentals and food/beverage service may be provided for additional fees through our event partners.

### **Restrictions:**

Cottonwood Glen shall not be used for any unlawful purpose. Cottonwood Glen reserves the right to refuse use of the facility and grounds to any organization or individual in the event that a program or its content does not comply with Cottonwood Glen's policies and guidelines. Plans for facility use must be discussed and/or submitted by the user to the Event Manager prior to contracting. The user must agree that it will not practice, advocate or permit discrimination or segregation based upon race, creed, color, sex, age, disability or national origin.

### **Safety & Security:**

- For the safety of the client, all guests and guests of the client's are permitted to have access to the contracted use space only. Any non-contracted spaces are off-limits at all times.
- Venue reserves the right to require the client, at client's expense, to hire additional security personnel for the event should Venue determine it would helpful to ensure safety and traffic control.
- Any loss or damage to the facility caused by guests, associates and/or staff may result in a damage assessment fee.
- Children must be supervised at all times and staffing may be required in designated areas.
- Cottonwood Glen exercises the right to inspect and control all guests, vendors and associates, including but not limited to monitoring noise levels.
- Venue prohibits the use of any illegal activity or actions deemed inappropriate.
- Cottonwood Glen will not be responsible for personal property, displays, exhibits, equipment or other items lost, stolen, or damaged in or around Cottonwood Glen.

### **Set-Up/Clean Up:**

- All personnel/vendors connected with the event may not be on the premises prior to or after scheduled setup/ clean up times, unless previously arranged with Venue. Additional costs will be incurred for additional set-up or rehearsal times.
- Clean-up is the responsibility of the client.
- Items not removed immediately following the event, will be disposed of with no liability to Venue and could result in charges against client's damage deposit. Venue is not responsible for any lost or stolen items.
- After an event, users must leave the building and grounds clean, and clear of debris and trash and in at least as good condition as it was found at the commencement of the event.
- Trash must be removed by caterer.
- All rental equipment and materials must be removed from the event area. Charges for clean up and removal may be assessed or deducted from the security deposit if premises are not left clean and clear.

### **Smoking:**

Venue is a non-smoking facility. Smoking may be permitted only in a designated outdoor area and is dependent upon current fire hazard conditions. Smoking of marijuana is not permitted at any time.

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**Specialty Staff (Optional):**

A minimum of one event staff is required for all events and is included in Cottonwood Glen rental fee. Additional personnel may be required based on the event activity and/or layout of the event. Venue can provide specialty staffing services to assist in the success of your event. The rates range from are \$25.00 - \$150.00, per hour, per person and are based on a four-hour, consecutive minimum. Staff may include: coat check staff, docents, additional security staff, A/V technicians, electricians, and directional greeters.

**Storage:**

Venue has no event storage available. Cottonwood Glen will not assume liability for such items delivered or stored on the premises. All equipment and materials brought in must be removed immediately following an event, unless other arrangements are made with the Event Manager. Cottonwood Glen will not be responsible for personal property, displays, exhibits, equipment or other items lost, stolen, or damaged in or around Cottonwood Glen.

**Timing:**

All events must conclude by contracted event end time. Vendors need to begin tear down no later than event end time and completed as per the contracted time. All equipment for event must be removed immediately following event, unless prior arrangements have been made.

**Vendor Management:**

- Venue must approve all vendors. The client is responsible for all vendor activity during the sites, setup, event and removal.
- All deliveries must be arranged prior to the event day and the delivery time approved if it falls outside of the contracted event use time.
- All vendors and supplies must be picked up at the conclusion of the event, unless prior arrangements have been made.
- Trash removal is the responsibility of the caterer.
- All vendors must load in via designated access points.

*Any additional questions about policies and procedures on having an event at Cottonwood Glen, please reach out to our event managers!*

*Thank you for considering booking your event at Cottonwood Glen.*

*Upon selecting Cottonwood Glen for your event, you will be assigned to one of our event managers who will work with you through the fruition of your event!*

***Policies are subject to change without notice.***