

Today's Date	Organization Name	
Contact Name(s)		Email
Mailing Address		
Phone	Fax	Number we can reach you at <b>during</b> event

Date of Event	Number of people expected:	Type of event (meeting, birthday party, etc.)
<b>Start Time</b> You will <u>not</u> be able to get into the room until this time; includes any set-up time.		<b>End Time</b> (What time will you be cleaned up and gone?)
Is this a public event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what number can we give out for more information?	Is admission being charged? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be food at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	What business will be preparing food? (Please see #4)	

Event details (timeline-please be detailed and specific, activities planned, equipment being set up, etc.):
Special requests:

**Fees**

**Barn Rental:** Per Hour/\$70    Non-Profit Fee: \$35 per hour with a valid 501C3.

**Security:** \$25/hour (per officer) 1 Officer per 100 people will be scheduled for events deemed necessary. Final number of security officers and length of their stay is up to the discretion of the City of Grand Junction.

**Cleaning Fee:** \$100 – Any event deemed necessary by the City will be required to pay the cleaning fee at the time of reservation.

\*Please note that we are not collecting a damage deposit prior to your event, however, if there are any damages or excessive cleaning, you will be billed for repairs, replacement costs, and or labor.

## Policies and Guidelines

- 1) **JANITORIAL SERVICES AND CLEANING:** Tables must be left out to be cleaned by our staff. All chairs must be stacked and placed on the provided chair racks. Put all trash in a trash can. Dumpsters are located to the east of the barn if you should have excess trash. Reminder, if there are any damages or excessive cleaning required, you will be billed for repairs, replacement costs, and labor.
- 2) **ALCOHOL:** Alcohol may not be brought into the Lincoln Park Sports Complex. In order to have alcoholic beverages at an event open to the public a liquor license is required. All applications for special event liquor licenses are handled through the Grand Junction City Clerk (970)244-1510. Go to [www.gjcity.org](http://www.gjcity.org), under Administration choose City Clerk, for more information. A copy of the permit is to be provided to Grand Junction Parks and Recreation, and labor.
- 3) **BOOKING POLICY:** Reservations may be made once all School District & Colorado Mesa University. Booking time must include any set-up and tear down time the lessee would want. This would include any time that caterers, florists, cake delivery, or other party suppliers would need access. Time available for reservation is between 5:00 a.m. and 12:00 a.m. Payment in full and a completed Barn Request are required at the time of reservation.
- 4) **FOOD:** All food must be from an approved vendor from the approved Concessionaire List. This list can be found at <http://bit.ly/GJFOOD>.
- 5) **INSURANCE:** All public events must supply the City of Grand Junction with a Certificate of insurance including an Additional Insured Endorsement naming the City as an additional insured on the General Liability policy. Coverage Certificate must provide combined single limits of at least \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Certificate with Additional Insured Endorsement must be received by the Parks and Recreation Department from Lessee's carrier or broker at least 48 hours prior to beginning date of Lessee event(s). Each new event within the calendar year will require an updated Certificate and Endorsement. The issuance of a Certificate of insurance is a formal process on the part of the Lessee's insurance company, and must be sent directly from the insurer or broker the Grand Junction Parks and Recreation Department. Only original Certificates and Endorsements issued directly to the City of Grand Junction will be acceptable.
- 6) **PROHIBITED ACTIVITIES AND MATERIALS:** Painting, penetrating the walls, pre-storing any items, animals, open flames (including candles), glitter or confetti, floor graphics, motorized vehicles, bicycles, scooters, skateboards, wheelie-shoes, propane, blocking any exits. Painter's tape is allowed for hanging decorations. The provided tables and chairs are not to be removed from the Barn.
- 7) **SECURITY:** Required security services will be arranged for by the City of Grand Junction Parks and Recreation Department for all events which are deemed necessary. Any person whose conduct is objectionable, disorderly or disruptive to the facility's use or is in violation of any law shall be refused entrance or shall be immediately ejected from the premises. Lessee assumes full responsibility for the acts and conduct of its guests.
- 8) **SMOKING:** The Lincoln Park Barn, Lincoln Park, and the Lincoln Park Sports Complex are non-smoking.
- 9) **SOUND REGULATIONS:** Noise levels may be controlled by the City of Grand Junction staff with final discretion for guest comfort and city noise requirements.
- 10) **NON-PROFIT FEE:** A 50% reduction in fees is available ONLY for the Barn for all non-profit organizations with a 501c3 certificate, a letter from the Secretary of State, School District 51, other governmental agencies, and Colorado Mesa University. A copy of the letter or certificate is required at the time of reservation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_