

FORT COLLINS SENIOR CENTER
RENTAL FEES
224-6113 OR 221-6644

ROOM	NON-PROFIT	COMMERCIAL
Activity Room	\$30/hr.	\$45/hr.
Stage	\$30/hr.	\$45/hr.
Multi-Use (each section)	\$40/hr.	\$60/hr.
Multi-Use All - (3 sections) Includes patio/no set-up	\$120/hr.	\$180/hr.
Courtyard (1 hour minimum)	\$100/hr.	\$100/hr.
Wedding set-up	\$100.00 total	\$100.00 total
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Lounge (no-set-up)	\$30/hr.	\$50/hr.
Lounge (w/set-up)	\$45/hr.	\$60/hr.
Gym: Athletic	\$60/hr.	\$100/hr.+direct costs
Non-Athletic (2 hr. minimum)	\$80/hr.	\$120/hr.+direct costs
Swimming Pool (call pool coordinator, 224-6000 ext. 1025)	Call for rates	Call for rates

All rentals are subject to a minimum one-hour charge.

Rental Hours: (pending Adult Programs/Activities)

Monday – Thursday	6:00 AM – 11:00 PM*
Friday	6:00 AM – 12:00 AM*
Saturday	8:00 AM – 12:00 AM*
Sunday	8:00 AM – 11:00 PM*

***After Hour Charges:** An additional fee for use of the facility after established closing times at the rate of \$75.00 per hour PLUS the established room rental fee

Additional Charges:

\$30.00 additional charge for set-up changes on the day of the event

\$35.00/hr./per person clean-up charge (if applicable)

Equipment:

Flip-chart stand with pad and markers - \$12.00

Portable Sound System - \$35.00

Projection Television - \$35.00

Stage Lights - \$50.00

TV/VCR/DVD - \$15.00

Assisted listening devices (upon request)

*Denotes a flat fee of \$15.00

MU Sound System*

Folding Lectern

Dry-erase Board

Microphones*

Easels

Piano*

Podium

Chalkboard

Portable screen

FORT COLLINS SENIOR CENTER RENTAL POLICIES

**1200 RAINTREE DRIVE
FORT COLLINS, COLORADO 80526**

(970) 224-6113 or (970)221-6644

The MISSION of the Fort Collins Senior Center is to provide a supportive setting for socialization and companionship; to provide educational and recreational programs that ensure meaningful use of leisure time; to promote health and wellness and encourage active lifestyles; to provide information and referral and to support older adults and older adult service providers.

Amenities at this 40,000-square-foot facility include a library/media center, 4-lane lap pool, spa, - gymnasium, locker rooms, administrative offices, billiards room, arts and crafts area, studio, activity room, and a multi-use room with a stage and full-use kitchen.

Space is available to the public for rent at this facility.

PURPOSE OF THIS DOCUMENT:

To establish guidelines for the use of rooms in the Fort Collins Senior Center. Recreation facilities are owned by the City of Fort Collins and managed by the Culture, Parks, Recreation and Environment Department.

PRIORITY OF USE:

First Priority: Programs and activities initiated, sponsored or co-sponsored by the Fort Collins Recreation Department.

Second Priority: Community, and other not-for-profit groups.

Third Priority: Commercial for-profit groups or individuals.

All priorities are based on a first-come, first-serve basis.

PROCEDURE FOR OBTAINING ROOM USE:

All persons or organizations desiring use/rental of a room at the Fort Collins Senior Center must contact the Facilities Scheduler for availability.

USE: The space User is renting ("Facility") may be used only for the event described herein and for no other purposes. The Facility cannot be used to advocate social or political change by violence, or for any use that would interfere with City operations or other uses of the Senior Center. User will confine its activities to the Facility. Under no circumstances is the City of Fort Collins to be named as a sponsor of the event on any mailings, handouts or other promotional materials.

ASSIGNMENT: The User may not assign this contract in whole or in part without the written consent of the Fort Collins Senior Center.

PAYMENTS: Room charges are due at the time of booking. Damage deposits and all other fees involving equipment rentals and other services are due no less than 14 days prior to the event. Make payments to the Fort Collins Senior Center in the form of cash, check, money order, Visa, Mastercard or Discover.

LIABILITY: User acknowledges that there are risks inherent in the activities that will be undertaken pursuant to this rental that may result in bodily injury or property damage to participants or others. The City does not assume any responsibility for lost or stolen articles, damage to User's property, or injury to persons using City Facilities, and User hereby waives any claims against the City related to any such damage or injury. User will indemnify and hold harmless the City, its officers, employees, agents, contractors and volunteers against all claims, causes of action, damages, liability, loss or costs, including reasonable attorney's fees, of every kind and nature, directly or proximately resulting from or caused by any act or omission of the User or any of its officers, agents, employees, representative, assigns, guests, patrons or invitees or by their use of occupation of the Facility, including without limitation any loss or damage to property delivered to the Facility prior to, during or subsequent to the use of the Facility by the User.

DAMAGE DEPOSIT: User must pay a damage deposit. The City may use the damage deposit to pay for any damage to any Senior Center property, beyond ordinary wear and tear, caused by the User or User's guests. This includes any missing or damaged City equipment or linen. Determination of the amount of damage is in the City's sole jurisdiction. The City may also use the damage deposit to cover additional cleaning costs and any additional costs incurred by the User during the event. The amount of the damage deposit to be refunded to User shall be returned through the City's Finance department within 45 days of the event. If User's additional costs exceed the amount of the damage deposit, the City will bill User for the additional amounts, and payment is due within 30 days of the date of the bill.

CANCELLATION:

By the City: The City reserves the right to cancel an event and terminate or suspend this Agreement in the event User or User's guests fail to comply with any of the provisions of this Rental Contract, or in the event of mechanical failure, natural disaster, or other unforeseen circumstances that render the City's performance of this Rental Contract impossible or impractical. The City also reserves the right to reschedule any use on at least 14 days prior notice to User, and to relocate an event to another, comparable room without prior notification. User waives any claims against the city for damages or compensation resulting from such termination, suspension, rescheduling or relocation.

By User: Private Party/Special Event Users: If User cancels the event more than 180 days prior to the event User will be entitled to a refund of one-half of fees. If User cancels less than 150 days prior to the event User will not be entitled to a refund.

Meeting/Seminar Users: If User cancels the event more than 45 days prior to the event, User will be entitled to a refund of all fees. If User cancels more than 7 days before, but less than 45 days prior to the event, User will be entitled to a refund of one-half of fees. If User cancels less than 7 days prior to the event User will not be entitled to a refund.

ALCOHOL AND BEVERAGE SERVICE: User may not bring any alcoholic beverages, sparkling cider or soda onto Senior Center property. If User wants alcoholic beverages or soda to be served at the event, they must be served by the alcoholic beverage licensee for the Senior Center, and no alcohol may be taken out of the Facility. Please contact the office for more information.

YOUTH ORIENTED EVENTS WITH ALCOHOL SERVICE FOR ADULTS: Youth oriented events specifically for youth under 21 years old (i.e. birthday parties, graduation events, college organization events, baptisms, quinceaneras, bar mitzvahs, bat mitzvahs) the Sponsor, individual, group or organization renting the recreation facility will be required to purchase an additional liability insurance policy through the City of Fort Collins insurance. The Senior Center will schedule professional security guards and charge the User/Agent for the guard costs. The number of guards will depend on the number of guests, approximately 1 per 75 guests.

SECURITY: The City may require security personnel at events where the Senior Center determines, in its discretion and in accordance with its policies, that security is needed to reduce the risk of damage to the Facility. The Senior Center will schedule professional security guards and charge the User/Agent for the guard costs. The number of guards will depend on the number of guests, approximately 1 guard per 75 guests. The City will arrange security for User's event no less than 90 days prior to event. The cost of security service will be passed on to the User.

CATERING/CLEANING POLICY: User's caterer must comply with the Senior Center's "Catering Policies and Responsibilities", available from the office. The User must pay all kitchen fees at least 14 days prior to the event. Kitchen and table clean up is the responsibility of the caterer or the User. User must remove all items not owned or arranged for by the City upon completion of the event. User must leave the Facility in a clean and sanitary condition. Food left behind will be thrown away immediately. Items of personal property may be disposed of by the City in its discretion if not claimed within 5 days of the event. **FAILURE TO OBSERVE THE CLEANING POLICY WILL RESULT IN A \$35.00 PER HOUR, PER PERSON CLEAN-UP CHARGE.**

SMOKING: Smoking and illegal drugs are not allowed in the Senior Center.

DECORATIONS: Only mounting clay may be used to hang decorations on painted walls. Where rooms are carpeted, objects can be attached with thumbtacks, t-pins, staples or Velcro. A stepladder is available for use at User's own risk. User must not attach anything to ceilings or block fire exits. Balloons may be floated at the ceiling. All open flames must be enclosed. Confetti may be used on tables only. Confetti left on linens or on floor will result in a minimum cleanup charge of \$35.00. Rice may not be thrown anywhere on the property. Birdseed may only be thrown outdoors. User must remove all decorations and mounting materials at the end of the event.

EQUIPMENT: User must furnish any equipment and materials User needs, except for those items the City has agreed to provide as part of this Rental Contract. User may not bring any furniture, equipment or apparatus of any kind into the Facility without prior approval of the City, and must remove any such items promptly after use.

SET-UP CHANGES: User will be charged \$30.00 for set-up changes requested within seven days prior to the event.

AFTER HOUR CHARGES: Users will be charged an additional fee for use of the facility after established closing times at the rate of \$75.00 per hour PLUS the established room rental fee.

CONTROL OF FACILITY: A City employee will open, supervise and close all facilities, and City representatives are entitled to be in the Facility at any time during User's event. User will not admit more people to User's event than the posted capacity of the Facility. If the posted capacity is exceeded, the event will be shut down. The City reserves the right to eject or cause to be ejected from the premises any person or persons who violate any applicable law, rule or regulation or who interfere with others' use of City property, and neither the City nor any of its officers, agents or employees shall be liable to User for any loss or damages that may be sustained by User through the exercise by the City of such right.

SAFETY: user acknowledges that an open irrigation ditch located adjacent and to the north of the Senior Center grounds may pose certain risks and dangers, and agrees as a condition of this rental to take necessary precautions to avoid injury to User, its invitees or others using the Senior Center pursuant to this Rental Contract.

AREAS AVAILABLE FOR USE:

<u>Area:</u>	<u>Room Size:</u>	<u>Maximum Capacity:</u>
Multi-Use Room 1	29 x 58'	100 *
Multi-Use Room 2	29 x 58'	100 *
Multi-Use Room 3	29 x 58'	80 *
Multi-Use Room/All (includes stage apron)	87 x 58'	300 *
Stage	20 x 30'	20
Kitchen	19 x 30'	--
Wet Crafts	20 x 28'	20
Activity Room 1	19 x 27'	20
Activity Room 2	19 x 27'	20
Activity Room 3	19 x 30'	20
Library	16 x 19'	20
Lounge	29 x 43'	30
Gym	48 x 72'	70
Gym 2	48 x 72'	70

Gym/All	96 x 72'	140
Courtyard	20 x 45'	150
Swimming Pool (4 lanes w/ramp)	32 x 75'	175

*Theater style setup.

*Wedding Reception setup with dance floor – 260 people, w/o dance floor 300 people.

KITCHEN USAGE FEES
Fort Collins Senior Center

KITCHEN FEES:

Option I: Counter space, rolling carts, ice machine ... No fee

Option II: Refrigerator, stove, food preparation space, rolling carts, ice machine, coffee maker:

(Note: User supplies coffee - Facility Attendant will instruct you on how to brew)

Up to 99...\$30.00	100-199...\$55.00	200+...\$80.00
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Option III: Includes items in Option I & II (minus fee) plus items below by count and dishwasher:

BREAKFAST/LUNCH/DINNER: (Per person - (One) dinner plate, cake plate, cup, saucer, dinner fork, knife and teaspoon, two salad forks and (two) glasses.

Under 25 \$ 30.00	50-99.....\$60.00	150-199.....\$120.00	250-299..... \$180.00
25-49\$ 40.00	100-149... \$90.00	200-249.....\$150.00	300-349.....\$210.00

HORS D'OEUVRES: (Per person - (One) dinner plate, cup, saucer, fork, teaspoon and glass.

Under 25 \$22.50	50-99.....\$45.00	150-199.....\$90.00	250-299.....\$135.00
25-49 \$30.00	100-149...\$67.50	200-249.....\$112.50	300-349.....\$157.50

ADDITIONAL ITEMS FOR RENT:

Punch bowl w/ladle .. \$ 6.00	Water carafe ...\$.50	Bud vase.....\$.25
Coffeemaker & pots ..\$10.00	Salt & Peppers ...\$.50/set	Cut crystal votive...\$.35
Chaffer w/sterno	\$18.00	Clear cylinder.....\$1.00
Steam Table	\$20.00	Hurricane lamp....\$1.00
Additional china, glassware or flatware	\$.20 per item	Rose bowl
		\$.25

EXISTING INVENTORY INCLUDES (availability limited to inventory count):

Water pitchers

Bussing tubs

Rolling carts

Convection ovens (2)

Gas range/oven (no grease cooking allowed)

Coffee maker/filters (user to provide own coffee & all other coffee condiments.)

Can opener

Trash cans and liners (see Caterer's Responsibilities)

ADDITIONAL CHARGES:

- Broken or lost china, glassware, flatware and equipment.
- Any clean-up by Fort Collins Senior Center staff will result in a \$35.00 per hour charge per person, minimum of one hour charge per person.

CATERING POLICIES AND RESPONSIBILITIES
Fort Collins Senior Center

- **Fourteen (14) days prior to event:** Complete inventory request form with **Facility Scheduler**.
- **COMMERCIAL:** Provide a copy of current catering food service license to the Senior Center for file. (Failure to provide a copy of a current license will result in non-use of the Senior Center.)
- Caterer/User will provide serving utensils/equipment and all other items not listed on inventory sheet. Other items may include cleaning supplies, paper products, hot pads, dish towels, matches, scissors, tape, extension cords, etc.
- China, glassware, flatware, linen napkins and miscellaneous items requested will be in the kitchen. It is the User's/Caterer's responsibility for placement/set-up of all items.
- No smoking or illegal drugs are allowed in the facility.
- Alcoholic beverages are allowed only in accordance with the regulations of the facility. **Champagne toasts need to be approved and dispensed by our licensed alcohol vender.**
- No grease cooking is allowed.
- Caterer/User must bus all tables within an **hour and a half hour** after the meal. Failure to comply will result in a \$35 charge being assessed. Instructions on bussing will be given by the Facility Attendant. Senior Center staff does not set nor bus tables.
- Scrape all dishes in the large trash cans and stack all dishes and place next to dishwashing machine. **User/Caterer is responsible for their pots, pans and all miscellaneous items.** The Senior Center dishwasher is responsible for washing china, flatware and glassware only.
- All ice must be dumped in slop sink in the kitchen - no ice may be dumped outside the building.
- Clean all floors, counters, table tops, ovens, stoves, refrigerator and sinks.
- Trash from cans in kitchen must be placed in trash receptacle located outside the kitchen area. **Note:** Trash not placed in the appropriate receptacle is subject to a \$25.00 charge.
- **Caterer must check-out with a Senior Center Facility Attendant before departure.**
- **Note: Failure to leave the premises in a clean and sanitary condition will result in a clean-up fee of \$35.00 per hour/per person.** Left-over food and all personal items must be removed immediately following the event. Any food left will be thrown out. Personal items will be kept for 7 day. After that time it will become the property of the Senior Center and disposed of as per state policy.

LINEN SERVICE

Fort Collins Senior Center

Table Linen to Fit:

Banquet and/or round \$3.50 ea.
(Banquet seat 6 people, Round seat 8 people.)

Note: Table linen available in color (see napkin color designated with a *)

Skirting\$3.75 each section
(Sections range from 13 to 18 feet in length and available only in **White**)

Napkins/White\$.20.each

Napkins/Colored\$.35 each

Napkin colors (limited to availability):

*Black	Gray	*Red
*Burgandy	*Ivory	Tan
*Cadet Blue	*Navy Blue	*White
*Evergreen	Pink	
Gold	Plum	

NOTE: Missing and/or damaged linens, napkins and skirts will be billed to the user at the following prices:

White napkins	\$5.00
Colored napkins	\$6.50
Card table linen	\$6.00
Round table linen	\$20.00
Banquet table linen	\$30.00
Skirting	\$200.00 per skirt

Fort Collins Senior Center

Let us do the work for your meeting or seminar

BEVERAGES

Coffee:

Regular and Decaf.

Includes sugar, Sweet-n-Low, creamer, stir stix, cups and napkins

\$6.00 per pot (6 to 8 servings)

Hot tea:

Regular and herbal

Includes sugar, Sweet-n-Low, creamer, stir stix, cups and napkins

\$.50 per serving

Ice water:

Complimentary service upon request

72 hours notice required for items listed above

CATERERS

The following is a partial list of caterers and their phone numbers who have catered events at the Fort Collins Senior Center. The staff can not recommend any one caterer over another.

Your caterer must contact us for details a minimum of two weeks prior to your event.

****Remember, you may use any licensed caterer.****

A Catered Affair with Connie	970-215-0296
A & L Catering	970-224-2074
Albert Pit Barbecue	970-213-7427
All Occasions	970-224-5643
Babette's Feast	970-223-0172
Behind the Scenes	970-229-9183
Boston Market	866-977-9090 (catering hotline)
Canino's Italian	970-493-7205
Catering to You by James	970-593-1606
Fiona's	970-482-2219
Jason's Deli	970-204-9203
Johnny Carino's Italian	970-223-9455
Main Street Catering	970-667-7596
Michael's Plum	970-416-6335
Red Hot Chili Catering	970-330-5163
Running Chef Catering	970-226-6577
Tastebuds Epicurean Catering	970-494-4501
The Rainbow	970-221-2664

BOTTOM'S UP BAR SERVICE

Travis Wilcox or Robin Wilcox, Event Coordinator
Phone - 970-631-8079, E-mail – bottomsupbarservice.gmail.com

Bar Service Price List

Beer

By the Keg

(16 gal. = 170 12 oz. Glasses)

Domestic:

8 Gallon.....\$145.00

16 Gallon.....\$275.00

Micro-Brew:

8 Gallon.....\$165.00

16 Gallon.....\$295.00

By the Bottle

Domestic\$3.00

Imports/Micros.....\$3.50

Non-Alcoholic.....\$2.50

Wine and Champagne

Wine

(1.5 Liter Bottle = 10-12 Glasses)

House Wine: Sutterhome

(Chardonnay, White Zinfandel, Merlot, Cabernet)

By the Glass.....\$4.00

By the Bottle.....\$32.00

Box Wine\$75.00/5.0 ltr.

Special Requests.....Negotiable

Champagne

(Bottle = 5-6 Glasses)

Economy (low).....\$13.00

House (mid).....\$18.00

Premium (high).....\$20.00-\$40.00

Champagne Punch

By the Gallon\$20.00

Liquor and Beverages

Well/House Brands ..\$4.00

Call Brands.....\$4.25

Premium Brands.....\$4.75

Soda \$1.00

Juice \$1.50

Fruit Punch (gallon) \$12.00

Prices are subject to change without notice with authorization from the Senior Center.

- No liquor, sparkling cider or soda may be brought into the Senior Center by the client, the host, their guests, or the caterer. Any outside alcohol or beverages will be removed.
- Bottom's Up Bar Service will determine the number of bartenders required at each event.
- A minimum of \$150.00 in sales is required.
- Plastic ware is used unless glassware is requested. Glasses rent ~\$.45 each - 2 glasses per guest.
- An 18% Service Charge will be applied to all special orders and hosted bars.
- Hosts are responsible for the actions of their guests during function time.
- State Liquor Laws state that no liquor (whole or part) may leave event premises with the exception of wine bought by the bottle, corked and with a receipt from the bartender.
- **Legal age to consume alcohol is 21. Bartenders are required to request a picture ID, and retain the right to refuse service to anyone for any reason.**