



Welcome to the Wheat Ridge Recreation Center! The Recreation Center is operated by the City of Wheat Ridge Parks and Recreation Department. Please be advised, it is the renter's responsibility to inform all caterers, rental companies, musicians, etc. of the following policies.

****Weekday (Monday through Friday 5PM) rental groups are limited to 150 people.***

BALLROOM RENTAL AGREEMENT

Renters using the ballroom must complete the Ballroom Rental Agreement prior to use. Only the rooms reserved are available to the renter. Guests must pay a facility admission fee to use other areas of the Recreation Center (i.e. gymnasium or pool).

DAMAGE DEPOSIT

The damage deposit is due at the time the reservation is made. **Reservations are not confirmed until the damage deposit has been paid.** The damage deposit acts as a safeguard against damages incurred and also guarantees the reservation of the room. Damage deposits may be paid by cash, check or credit card. The deposit payment is processed immediately; the deposit fee is kept separate from rental fees and is refundable approximately three weeks after the event, provided there is no damage to the facility or excessive cleaning required.

CANCELLATION POLICY

Deposits are forfeited unless notice is given six (6) months prior for a weekend event, (Friday after 5:00P.M. Saturday & Sunday) and one (1) month for a weekday/weeknight event. This policy applies to the damage deposit only; rental fees that have been paid will be refunded in full. This policy applies even if reservations are made during the one month/six month notice timeframe.

RENTAL FEE

The total balance of the rental fee must be received two weeks prior to your event, as well as the completed Ballroom Rental Agreement, the Alcohol Agreement and proof of liability insurance (if required). ***Fees paid less than two weeks prior to your booking must be paid by credit card or cash.*** If fees are not paid ten days prior to the booking, the reservation may be cancelled by the City of Wheat Ridge. All fees must be paid before accessing the rental space.

LATE FEES

The room must be entirely vacated by the contracted ending time. This includes renters, attendees,

and vendors. If not vacated on time, late charges are applied and deducted from the damage deposit at the appropriate hourly rate. Friday and Saturday rentals that are not vacated by 12:00a.m. are charged a late fee of \$350 per hour.

POLICE COVERAGE

Police coverage is required for Friday and Saturday evening events that run past 8:00P.M., have more than 100 people and are serving alcohol. Coverage is provided by a Wheat Ridge Police Officer for a flat fee of \$160.

CHECK IN/CHECK OUT

You must check in with the Facility Assistant at the front desk when you arrive. At the conclusion of your scheduled time, the Facility Assistant will note your departure time, any damages, and request your signature on the Check In/Check Out form. Failure to sign this form may result in the delay of the damage deposit refund.

DELIVERIES

Vendor deliveries need to occur during your rental hours. The City will not accept responsibility for items delivered before or left after the agreed rental time. Deliveries may be unloaded from the curb near the catering kitchen. Vehicles must be promptly removed; as this is a fire lane and no parking is allowed. Actual setup/take down of tables and chairs is done by the Recreation Center staff. Tables or chairs may not be moved outdoors; however, you may bring rental furniture, provided by an external vendor to place on the patio.

ROOM CLEANUP

We recommend you allow the last 30 to 60 minutes of the event for cleanup. Friday and Saturday evening events must end by 11:00P.M. and cleanup must be finished by 12:00A.M. In general, the facility is expected to be left in the condition in which it was found. Vacuuming the carpet and mopping the floors will be done by the Recreation Center staff. Responsibilities are also posted in the catering kitchen.

MUSIC

DJs playing recorded music are permitted, but must rent the entire ballroom, no exceptions. 110 voltage is provided. 220 voltage is not provided and generators are not permitted. As a general rule, live music is permitted, but cannot be amplified. There are some exceptions to this. Please contact rental coordinator for specifics. Drums and drum sets are not permitted. The overall level of music

and noise will neither go beyond a level appropriate for the Recreation Center, nor beyond the limits acceptable to the City's representative, and is therefore, up to their discretion.

DECORATIONS

Decorations are limited to tabletops and free-standing items such as arches and pedestals. All candles must be enclosed in glass for safety. **You may not pin, tape, tack or otherwise affix anything to walls, ceilings, windows, woodwork or lights. No lights, streamers, etc. may be hung from the ceiling, pendant lights, or surrounding wood trim.** No tape or is allowed to secure cords to the wood floor or carpeted areas. Extension cords and cord protector strips can be checked out at no charge from the Facility Assistant. Helium balloons are acceptable, but must be removed at the end of the event.

The following items are prohibited and the use of these items may result in loss of your deposit: Smoke/dry ice machines, piñatas, confetti, glitter, live flower petals, rice, birdseed, and hay bales.

CATERING KITCHEN

There is a fully equipped catering kitchen with a curbside loading area adjacent to the ballroom. The catering kitchen includes: microwave, electric oven with six-burner stove top, holding ovens, commercial refrigerator/freezer, dishwasher, ice machine, beverage station and a rolling utility cart.

Please note that no actual food preparation is allowed in the catering kitchen. You may select any caterer of your choice or provide the food yourself. Utensils, table service and linens are not provided.

SMOKING AND OPEN FIRES

In compliance with Wheat Ridge #1584, smoking and /or vaping is prohibited at the Wheat Ridge Recreation Center; including all outdoor areas on facility grounds (i.e. outside entrances, the patio & parking lot). No fires are allowed on the patio, such as tiki torches, barbecue grills or candles. Sparklers are also prohibited.

PARKING

The Recreation Center parking lot has 266 standard spaces and 13 handicap spaces. Carpooling is recommended for large groups. The facility is typically open to the public, so parking may be limited.

GENERAL CONDUCT

The Renter or representative of the renter's group is responsible to remind all guests to be respectful of the facility and for keeping conduct and noise appropriate for the Recreation Center. The renter is responsible for the conduct of the renter's guests. Minors must be supervised at all times by an adult over 21 years old for the entire rental period. The City's representative has complete authority

throughout the event as to the suitability of the conduct of guests and reserves the right to ask disorderly guests to leave. If the behavior persists, the police may be called. Use of the facility may be terminated at any time if the guidelines are violated or the conduct of the group or any of its members is abusive or dangerous to the Recreation Center, its furnishing, or any individuals therein. Decisions to terminate use are at the discretion of the City. If termination is deemed necessary, payment of the entire rental fee will still be required.

ANIMALS

With the exception of certified assistance dogs, no animals are allowed inside the Recreation Center.

INJURIES AND LOSSES

It is understood that the Wheat Ridge Recreation Center and the City of Wheat Ridge or its representative(s) are not responsible for any injuries or losses sustained to the person or property of any member of the renter's group. The renter will hold harmless and indemnify the foregoing entities for any such loss arising out of the use of the Wheat Ridge Recreation Center by the renter or any member of the renter's group. In the event of the need to hire counsel for any litigation or for the purpose of collection, the renter will pay all reasonable attorney's fees of the City of Wheat Ridge and the Wheat Ridge Recreation Center.

VIOLATION OF GUIDELINES

The renter will be responsible for any violations of these guidelines by any member of the Renter's group during the rental event. A fine, to be determined by the violation, will be assessed for:

- Attendance in excess of room capacity
- Refusal to abide with closing time
- Use of nails, staples, tacks, tape, or any type of decorations affixed to walls, windows, doors or woodwork
- Unnecessary use of fire extinguishers
- Improper disposal of trash
- Disregard of cleanup procedures
- Use of telephone for long distance calls
- Failure to remove rental furnishings from the Recreation Center immediately following the event

Any charges assessed are due and payable immediately. The damage deposit may be used by the City of Wheat Ridge to pay all or a portion of such charges. Notwithstanding these provisions, the City of Wheat Ridge will be entitled to all damages in accordance with the paragraph concerning damages.

REQUESTS TO USE THE FACILITY

You must be 21 or older to rent the facility. Organizations or groups may use the facility on a limited basis. Regular weekly or monthly schedules are not accepted for any individual, group or organization for a period exceeding three months without prior approval. The Facility Supervisor must approve exceptions. The Department of Parks and Recreation reserves the right to deny or cancel any request made for the use of the Recreation Center facilities.

SALES TAX

Renters who are selling items during their event are required to pay sales tax according to Wheat Ridge City Code Sec. 22-57. Tax information and sales licenses can be obtained at the City of Wheat Ridge Sales Tax Office, 303-235-2820.

FUNDRAISERS

Fundraising events are taxable according to the City Tax Code described above. If alcohol is served at an event Liquor liability coverage is required if liquor, beer or wine is available for consumption and money changes hands in any way, shape or form, between the event host and those who participate/attend the event (i.e. a tip, a donation, a ticket, a meal, a beverage, entry to the event). The premium for Liquor Liability coverage is \$20.00.