

Annex & Kitchen Rental Agreement

Organization / Individual Name: _____

Mailing Address: _____

Phone Number: _____

Date(s) & Time(s) Requested: _____

Purpose of Event: _____

1. Will alcohol be served? Y N
2. If yes, please provide a copy of your insurance.
3. Will food be served? Y N
4. Is an admission fee being charged? Y N
5. Do you want your deposit returned to you by mail? Y N
6. If yes, where should it be mailed to?
7. If not, please tell us how you would like us to handle your deposit return?

Please note: Full day rental time must be discussed at the time of booking. If the space is rented for ½ day this is 4 hours. Set-up, tear down and cleaning must happen in 4 hours or less. If you surpass the time frame rented your deposit will be charged the additional hours based on the rental rate agreed to.

IT/Technology: Senior Services will be happy to walk you through the equipment available. If you require further assistance a fee will be charged.

Rental Fees

Annex Deposit	\$150	
Kitchen Deposit	\$150	
Annex & Kitchen Deposit	\$300	
Annex hourly rate	\$45	
Annex non-profit rate	\$35	
Annex half day rate	\$155	
Annex non-profit ½ day rental	\$125	
Annex full day (over 4 hours)	\$310	
Annex full day non-profit (over 4 hours)	\$250	
Technology setup	\$80	
Kitchen 4 hours or less use	\$45 per hour or \$155	
Kitchen nonprofit 4 hours or less use	\$35 per hour or \$125	
Kitchen full day use	\$310	
Kitchen non-profit full day use	\$250	

***Kitchen rental does not include utensils, pots, pans, or serving items.**

Payment Summary

Deposit (cash or check): \$_____

Hours Used: \$_____

Rental Charges: \$_____

Technology / IT Setup: \$_____

Kitchen Rental: \$_____

TOTAL AMOUNT DUE: \$_____

Terms & Conditions

1. All agreements for the use of the Annex must be signed and fees paid 14 days in advance of your event. If the event is cancelled 14 days in advance of the rental all fees collected will be returned. If the event is cancelled for any reason 13-7 days before the event 25% of fees shall be retained to cover the cost of handling, inconvenience, and the unavailability of the facility for others to use. Any cancellations between 6-1 days 50% of fees will be charged. Cancellations of the event within 24 hours 75% of fees will be retained.
2. Responsible Party must clean the facility and parking lot. Failure to clean, damages, or failure to return the key card will result in forfeiture of deposit. You agree to complete the checklist provided at the time the fees for use were paid.
3. The use of the fee schedule is subject to revisions but in no way will affect events already scheduled and paid for.
4. Responsible Party is liable for costs exceeding the deposit.
5. The kitchen is not accessible unless rented. Any use of the kitchen requires a rental: this includes use of fridge, use of ice maker etc.
6. Catering must meet Montezuma County food service requirements.
7. Events must conclude by 2:00 A.M.
8. Responsible Party agrees to hold harmless Montezuma County and its employees.

Additional Requirements

- Waiver requests must be approved by the Board of County Commissioners.
- Reservation is not confirmed until deposit is received.
- Full payment required before key card issuance.
- Alcohol service requires City of Cortez liquor license and \$1,000,000 liability insurance.

Signatures- by signing below you agreed to all the above conditions & fees.

Responsible Party Signature: _____ Date: _____

Senior Services Representative: _____ Date: _____