

HAYDEN CENTER

SPECIAL EVENT AGREEMENT

Date of Event: _____ Event Start Time: _____

Rental Start Time: _____ Rental End Time: _____

Name of the Event: _____

Description of Activities: _____

Contact Person: _____

Organization: _____

Mailing address: _____

City/State/Zip: _____

Work Phone: _____ Cell Phone: _____

1. SETUP AND CLEANUP TIME MUST BE INCLUDED IN RESERVED RENTAL TIME
2. The attached fee schedule applies to facility use rentals that occur during regular Center hours. Rental requests for meetings/activities extend beyond regular Center hours will require special approval by the Hayden Center events' staff and additional rental fees, deposits and/or requirements may apply.
3. The Hayden Center is open Monday through Saturday. Please contact Rachel at rachel.wattles@haydencolorado.org or (970) 276-0050 to ensure the space is available.

All reservations must include sufficient time for set up/clean up before and after use. A minimum of two (2) hours will be required unless otherwise approved by Hayden Center events' staff.

Use Fee:

Hourly/Day Fee: \$ _____

Set-Up/Cleaning Fees: \$ _____

TOTAL \$ _____

PAYMENT OF FEES AND THIS COMPLETED AGREEMENT MUST BE SUBMITTED TO THE HAYDEN CENTER PRIOR TO THE EVENT, c/o Town of Hayden, P.O. Box 190, 495 W Jefferson Avenue, Hayden, Colorado 81639. Make checks payable to Town of Hayden. Contact Rachel at rachel.wattles@haydencolorado.org or (970) 276-0050 to arrange credit card payments.

USER – PLEASE READ, INITIAL AND SIGN

In consideration of the use of the Hayden Center, 495 West Jefferson Avenue, Hayden, CO 81639, the undersigned agrees to the following:

1. The undersigned indemnifies and holds the Center harmless, as well as, the Center's officers, agents and employees, from and all liability, damage, loss, cost and expenses, on account of any claim, suit, or action made or brought against the Center, its officers, agents or employees for the death of or injury to persons or destruction of property involving the undersigned user, its employees, agents and representatives sustained in connection with the use of the facilities in pursuant to this Facility Use Agreement. _____ (initial)
2. The sale of distribution any food or concession items must be pre-approved. ____ (initial)
3. The undersigned must pay for time reserved. No refunds due to partial use of reserved time. Any time not reserved may be booked for another user. The undersigned must allow adequate set-up and clean-up time when scheduling use within the Center. The undersigned agrees to vacate the premises at the agreed-upon time and also understands that the facility cannot be occupied prior to the contracted time. _____ (initial)
4. In the event of mechanical failure or other unforeseen occurrence, that render the fulfillment of this agreement impossible or impractical, the undersigned waives any claim for damage or compensation other than potential refund of rental and cleaning fees, should this agreement be terminated. _____ (initial)
5. ALCOHOL: The serving and consumption of alcoholic beverages is subject to specific rules and regulations, and not allowed without authorization and approval under a separate agreement. _____ (initial)

I have read this special events agreement and fully understand my rights and obligations in connections with my use of the Hayden Center.

Signed: _____ Date: _____

FEE SCHEDULE
Effective Date: September 20, 2021

SELECTION	ROOM	COST PER HOUR	COST PER DAY	SIZE OR CAPACITY
	Auditorium	\$75	\$375	350 seats
	Gymnasium	\$100	\$500	11,267 sq.ft
	Community Living Room	\$30	\$150	1264 sq.ft
	Music Room	\$20	\$100	1246 sq.ft
	Art Room	\$20	\$100	1675 sq.ft
	Science Lab	\$20	\$100	1309 sq.ft
	Classroom 147	\$20	\$100	590 sq.ft
	Classroom 145	\$20	\$100	506 sq.ft
	Meeting Room 144	\$20	\$100	678 sq.ft
	Dance Studio	\$30	\$150	1138 sq.ft
	Classroom 155	\$20	\$100	660 sq.ft
	Staffing, Set Up and Clean Up (regular Center hours)	\$25	Minimum 2 hours	
	Staffing, Set Up and Clean Up (after regular Center hours)	\$40		

50% off for Non-Profits/Local Community Groups

Rates are negotiable; discounts are available for multiple day use, extra large events, multiple room/facility-wide events, public interest events