

# HAYDEN CENTER

## Facility Rental Agreement

Name of the Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

Approx # of Attendees: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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 Friday, excluding holidays.

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 the Hayden Center at (970) 276-0500 to pay by credit card.



# HAYDEN CENTER

## Facility Rental Agreement

### 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. To the extent allowed by law, 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. The undersigned acknowledges that exceeding the reserved time is subject to additional fees. 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)
6. KITCHEN: You must supply your own small wares, cookware, utensils, flatware, pots and pans, and any other special equipment for the purpose of food and beverage preparation and service. \_\_\_\_\_(initial)
7. KITCHEN: A thorough cleaning of all equipment, surfaces, counters, floors, stove hoods, etc. is required. You will be charged an additional cleaning fee up to \$250 if the cleaning requirements are not met. Please refer to the checklist located on the mop wall. \_\_\_\_\_(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: \_\_\_\_\_



# HAYDEN CENTER

Facility Rental Agreement

## FEE SCHEDULE

Effective Date: February 29, 2024

SELECTION	ROOM	COST PER HOUR	COST PER DAY	SIZE OR CAPACITY
	Auditorium*	\$125	\$750	280 seats
	Gymnasium (half gym/whole gym)	\$60/\$100	\$360/\$600	11,267 sq.ft
	Gymnasium Event**			
	Concession Stand (In lobby)	\$25	\$150	75 sq. ft
	Kitchen*	\$50	\$300	670 sq.ft
	Magnolia Room	\$50	\$300	1264 sq.ft
	Pine Room	\$50	\$300	1245 sq.ft
	Cottonwood Conference Room	\$50	\$300	1145 sq.ft
	Art Studio*	\$75	\$600	1300 sq. ft
	Birch Room	\$45	\$270	590 sq.ft
	Cedar Room	\$25	\$150	105 sq. ft
	Oak Room	\$35	\$100	678 sq.ft
	Willow Room	\$35	\$210	135 sq. ft
	Aspen Room	\$35	\$210	250 sq. ft
	Olive Room	\$35	\$210	135 sq. ft
	Maple Room	\$45	\$270	660 sq. ft
	Dance Studio*	\$50	\$300	1138 sq.ft
	Yampa River Room	\$45	\$270	660 sq.ft
	Fitness Room A	\$35	\$210	700 sq. ft
	Fitness Room B	\$35	\$210	660 sq. ft
	Mat Room	\$35	\$210	700 sq. ft
	Staffing, Set Up and Clean Up (regular Center hours)	\$25	<b>Minimum 2 hours</b>	
	Staffing, Set Up and Clean Up (after regular Center hours)	\$40		

\*Depending on use, subject to an additional fee

\*\*requires an additional fee of \$200

