

OLDE TOWNE CARRIAGE HOUSE (On the Historic Riverwalk)

102 South Victoria Ave. Pueblo, CO 81003 Telephone 719-543-1012 or John @ 719-252-0976

Email: otchpueblo@socolo.net Web Page: www.oldetownepueblo.com

Rental Details If there is any conflict between these terms expressly set forth in Rental Contract, the provisions set forth on the Rental Contract prevail. These terms are subject to change without notice.

Item	Description	Initial
Capacity	The Reception Hall seats up to 300 people	
Hall Cost	Friday, Saturday, Sunday charges are (\$1,600.00 2018) (2017 \$1400.00) including (\$250) set up and cleanup, Monday through Thursday charge is \$900.00 including set up and cleanup. <u>Hourly pricing Optional: Full payment required 45 (forty-five) days prior to event.</u>	
Food Service	You may choose your own licensed and insured catering company to serve food at your event. The Olde Towne Carriage House has catering available for your service. All food is served on dance floor. All Trash is the responsibility of rental party or your catering company. Red, Grape or colored punch is not allowed.	
Security Cost	There will be a minimum of 2 security staff. Security guards are required for every event @ a cost of \$30.00 per hour each. Security is mandatory with or without alcohol served. The Olde Towne Carriage House Staff will make all arrangements.	
Liquor Cost	Bar Set up fee is \$50.00. Olde Towne Carriage House supplies bartenders for all events @ \$25.00 per hour each. 2 bar staff are required, some events may require 3 bar staff at the management discretion. You or your party may not bring any alcoholic beverage on to the premises as per Colorado State Liquor law. The Olde Towne Carriage House will serve all alcoholic beverages. The bar will operate as a cash bar unless prior arrangements are completed.	
Deposit	A damage deposit of \$500.00, as well as a signed rental contract, is required to book the venue. Deposit will be returned with in thirty days of event upon satisfactorily completion of contract.	
Cancellation	If you cancel your event before 90 (ninety) days prior to the event you lose 50% of payments received. If you cancel within 90 days of event, 100% of payment is lost.	
Decorating	You may decorate the Hall after 11:00 am on the day of your event. There can be no use of nails and other fasteners anywhere . In addition, no candles and or open flames are allowed, Hurricane containers with floating votive candles are allowed. We ask that you take all your decorations at the end of your event. Any decorations that are left in the facility will be assumed trash. No confetti or glitter allowed. You are responsible for removing of all trash.	
Usage period	You may use the Hall for up to 8 (eight) hours on the day of your event (decorating time included) Music and bar must stop by 12:00 a.m. If bar closes before 12, you have one hour to clean & vacate the venue The hall must be totally vacated by 1:00 a.m. Day before event usage is an additional fee	
Minors	Minors must be supervised at all times and are not allowed any alcoholic beverages.	
Property Damage	We reserve the right to inspect and control all functions. By signing this rental detail and contract, you agree to pay for, and replace any object of our property that is destroyed, damaged, or stolen during your period of Hall rental. Such payment must be made with-in five (5) days following our notification to you. All vendors must be licensed and insured, and proof thereof is required.	
Personal Items	We assume no responsibility for any damage, loss or disappearance of any merchandise or personal items that are brought into our facility. Please make sure that valuables are properly attended to during your event.	
Payment Type	We accept payments by check or cash No Credit Cards are accepted.	

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Release, waiver and Indemnification

In consideration of Olde Towne Carriage House, LLC agreeing to enter into this Rental Contract, the Renter named below, and any undersigned personal guarantor does hereby agree to indemnify, hold harmless and defend Olde Towne Carriage House, LLC, its members, agents or employees from any claims or causes of action, however stated, arising out of or related to the rental of the Hall by the Renter, including, but not limited to, claims of the Renter, its servants, vendors, agents employees, licensees, invitee, as well as any other party claiming to be injured as the results of Renters occupancy of or presence in the Hall and immediately adjacent areas.

Guaranty

The undersigned hereby does personally guarantee the payment and performance of the terms of this Rental contract.

Guarantor: _____

Date: _____

RENTAL CONTRACT

Renter's Name	Day time Telephone Number	Date of Event
Address, City, State, Zip		Mobile Telephone:
Type of Event:		Number of guests
Fax Number:	Email address:	Rental time: From: ____ to ____

FEE SCHEDULE

Hall Rental including Clean-up / Set up _____	Due _____
Deposit	Due _____
Security Guards (____ @ \$30.00 per hour ea.) _____	Due _____
Liquor Set up \$50.00	Due _____
Bar tenders (____ @ \$25.00 per hour ea.) _____	Due _____

Total Rental Costs

Terms

1. All fees will be paid by the dates specified above 45 Days prior to the event.
2. All city, state and federal laws and fire regulations will be obeyed
3. Damage and/or loss of articles will be the responsibility of the Renter.
4. The renter must arrive and depart from the rented area by the time specified above in this contract.
5. The Renter agrees to indemnify and save harmless and defend the Olde Towne Carriage House LLC as specifically set forth in the attached release, Waiver and indemnification, which is expressly incorporated into this rental contract.
6. Olde Towne Carriage House, LLC reserves the right to cancel or alter the rental should conditions arise which necessitate schedule changes.
7. Please use Mailing Address Olde Towne Carriage House, 102 South Victoria Ave, Pueblo, CO 81004
8. I/We have read, understand, and agree to all terms in the attached "Rental Details". I/We understand this Rental Contract is not binding upon Olde Towne Carriage House, LLC until signed by and authorized person for Olde Towne Carriage House, LLC.

Renter's Signature	Printed Name	Date Signed
Olde Towne Carriage House		Date Signed