

Prospect Hall - Active Adult Center



Facility Rental Guidelines

**Wheat Ridge Active Adult Center
6363 W. 35th Ave.
(35th & Marshall)
Wheat Ridge, CO 80033
303-205-7500**

www.ci.wheatridge.co.us

Welcome to the Wheat Ridge Active Adult Center. The facility is under the supervision of the City of Wheat Ridge Parks and Recreation Department. Prospect Hall is available for weddings, receptions, parties, dinners, business meetings and community gatherings. Please note it is the Renter's responsibility to inform all caterers, rental companies, musicians, etc. of the following guidelines.

Prospect Hall Capacity:

The maximum occupancy of Prospect Hall is 150 people.

Hours of Availability:

Prospect Hall is available to rent: Monday - Friday from 5pm – 10pm and on Saturday and Sunday from 8:00am-10:00pm, with the exception of some holidays.

Rental Rates and Deposits:

The facility rental fee for Prospect Hall is \$60 per hour for Wheat Ridge Residents and \$75 per hour for non-residents plus 3.5% rental tax. The damage deposit of \$100 (an additional \$100 for rentals serving alcohol) is due at the time the Facility Rental Application is submitted. **No reservations are confirmed until the damage deposit has been received.** The damage deposit acts as a safeguard against damages incurred and also guarantees the reservation of the room. Payment of the damage deposit is processed when submitted and is not applied toward the rental fee. It is refundable within three weeks after the event, provided there is no damage to the building or excessive cleaning required. Payment may be made by cash, check, or credit card.

Rental Fees:

The total balance of the rental fee must be paid in full two weeks prior to your event. Fees paid less than two weeks prior to the event date must be paid by cash or credit card. If fees are not paid ten days prior to the booking, the rental may be cancelled by the City of Wheat Ridge.

Rental Agreement:

Renters using the Active Adult Center must complete the Rental Agreement and the Agreement for Serving Alcohol (if applicable) prior to use. Please keep in mind the Center adjoins a park that is owned by the Highland Senior Living Facilities, so please also be respectful of their property. The rental fee also includes payment for a building supervisor who will remain on the premises during the entire rental period.

Building Supervisor:

A building supervisor is on the premises for the entire duration of your rental period to oversee the event. Labor for loading and unloading equipment and rental items, etc., setup and takedown is the responsibility of the Renter. In order to facilitate the scheduling of the building supervisor, the agreed upon rental time must be finalized 14 days prior to the date of the event.

Set Up/Deliveries:

The setup time needed for each event must be included in the actual rental time. Deliveries and pick-ups for party rentals, caterers, decorations, etc. must be scheduled during the rental period.

All rental items must be removed from the building at the end of the event. The City cannot store rental items and will not accept responsibility for items delivered before or left after the agreed rental time.

Check In/Check Out:

You must check in with the Building Supervisor at the Front Desk when you arrive. At the conclusion of your scheduled time, the Building Supervisor will note your departure time and any damages, and request your signature on the checkout form. Failure to sign the checkout form may result in the delay of the damage deposit refund.

Late Fees:

Prospect Hall must be entirely vacated by the contracted ending time. This includes all guests, caterers and disc jockeys/musicians, etc. If the Hall is not vacated on time, late charges are applied and deducted from the damage deposit at a rate of \$75 per hour.

Parking:

The Active Adult Center parking lot has 53 spaces and limited on-street parking is available. Parking in any private lots or driveways is not allowed. Parking is not allowed in the circular driveway on the west side of the property as this must be kept open as a fire lane at all times.



Alcohol/Liquor:

A liquor license is not required to serve alcohol as part of your event; however, the following conditions must be met:

- Alcohol is only permitted for Weddings and Anniversary celebrations. (Additional \$100 deposit is required)
- Renters serving alcohol must sign an Agreement for Serving Alcohol and comply with its terms and conditions.
- Renters serving alcohol must provide proof of liability insurance or obtain such insurance through the City of Wheat Ridge.
- Alcohol may be served only; no cash bar is allowed.
- Alcohol is limited to can and bottles. Beer kegs are prohibited.
- The serving of alcohol is limited to five hours.
- Alcohol must remain in the building.
- Alcohol is to be provided by the event host only. Guests are not permitted to bring their own alcohol.
- No alcoholic beverages may be served to intoxicated persons.
- All guests must have proper identification in order to consume alcohol.
- No alcoholic beverages may be served to persons under 21 years of age. Any evidence of underage drinking will result in immediate shutdown of the event.

Note: The City's representative cannot advise in regard to liquor consumption and the responsibility lies with the Renter to comply with Colorado Liquor Laws in regard to the dispensing of alcohol. The Renter is responsible for the compliance of all pertinent laws, statutes, ordinances, governmental and quasi-governmental regulations, without limitation, pertaining to liquor.

Additional Costs:

The City of Wheat Ridge requires special events liability insurance for any group serving alcohol that rents Prospect Hall. The liability insurance must name the City of Wheat Ridge as an additional insured for the amount of \$1,000,000 (one million dollars). Proof of this insurance is required two weeks prior to your event. If insurance is not available through your caterer or private insurer, it can be obtained through the City of Wheat Ridge. The Facility Rental Coordinator will submit the necessary forms and add the cost to the rental fee. Cost of this insurance is \$101 for groups of 50 people or less and \$126 for groups of 51 or more people.

Music:

Musical instruments, disc jockeys, recorded music, etc. are acceptable; however, amplification is to be used indoors only. Protective floor coverings must be used for musical groups.

The overall level of music and noise will neither go beyond a level appropriate for a residential neighborhood, nor beyond the limits acceptable to the Building Supervisor. 110 voltage is provided; 220 voltage is not available. Generators are not permitted.

Wifi:

Free wifi is available throughout the building using the COWR4 network, no password needed.



Catering Kitchen:

There is a small catering kitchen equipped with a refrigerator/freezer, an industrial microwave, 2 sinks and countertops, running water and electrical outlets. **Additionally, there is a Steam Table in the kitchen that is *not* included in your rental fee; it may be rented for your party for an additional cost of \$35.** The kitchen may be used for storage and serving of food, including heating pre-cooked foods. Please note that no actual food preparation is allowed. Food must be catered in or prepared at an outside location. You may select your own caterer or provide your own food. Utensils, table service and linens are not provided; you must provide these items on your own.

Furnishings Available:

The Hall is furnished with the following

- 4 8 ft. rectangular tables (seat up to 10 people)
- 18 oval tables 60" x 72" (seat 6 - 8 people)
- 150 stackable chairs
- Catering Kitchen
- Elevated Stage (12' x 20')
- 4 compartment steam table (\$35 charge)
- Free Wifi throughout the building

Decorations:

In general, decorations are limited to tabletops and any free-standing items such as arches and pedestals. Flower arrangements and potted plants may be used; however, water should not be allowed to accumulate on floorings or table top surfaces.

All candles must be enclosed in glass for safety. Smoke/dry ice machines are not permitted. You may pin or tape decorations to the walls providing you remove all tape residue when cleaning up.

Helium balloons are acceptable, but must be removed at the end of the event. Confetti, glitter, rice, bird seed, hay bales, flower petals, etc. are not permitted inside or outside the building.

Tents/Outdoor Decorations:

No tents, canopies, or inflatable devices shall be erected upon any park, open space or recreation-facility except as part of a department-sponsored activity, or unless a permit authorizing the same is issued by the department director. Stakes may not be driven into the ground. Open flames such as candles and tiki torches are not allowed outside.

Smoking/Open Fires:

In October of 2015 the Wheat Ridge City Council enacted a new smoking ordinance. This ordinance prohibits smoking on or in any city property, including all city-owned facilities, public parks and city owned vehicles. The policy does not apply to private property or in a private vehicle parked on city property. Rentals that occur on city property are expected to adhere to the no smoking ordinance. Smoking is not permitted in the building or outside the building while on city property unless an individual is in their private vehicle. Building supervisors will remind renters and rental parties of the ordinance. Building supervisors will contact the individual responsible for the rental party if violations of the ordinance occur. Repeated violation may be referred to the Wheat Ridge Police Department. Signage is posted in and around the facility to remind visitors of this ordinance.

Animals:

No animals are allowed inside the building, with the exception of certified assistance dogs.

Post Event Cleanup:

We recommend you allow the last 45 to 60 minutes of the rental time for cleanup. The Renter is responsible for completing the following:

- Wipe off tables, break them down and return them to their respective storage areas.
- Restack all chairs into their original position. (see notes in storage area)
- Pick up all trash, inside and outside.
- Dispose of all trash bags in the dumpster adjacent to the parking lot.
- All foods must be disposed of or taken away.
- Extra ice must be left in the sink, not dumped on the grounds.
- All rental items or furnishings must be removed from the building immediately following the event.
- Guests must vacate the building and parking lot immediately following the event

Cancellation Policy:

The deposit will be returned in full for cancellations if notification is given at least one week prior to your event. Should you cancel after the notification deadline has passed, the rental fee will be refunded; however, the City of Wheat Ridge may retain the full deposit. The City of Wheat Ridge reserves the right to deny or cancel any request made for the use of the Recreation Department facilities.

General Conduct:

The Renter or representative of the Renter's group is responsible to remind all guests to be respectful of the building and for keeping conduct and noise appropriate for the surrounding neighborhood. The Renter is responsible for the conduct of the Renter's guests. The Building Supervisor 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, and if the behavior persists, the police may be called. Use of the Center 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 Center, its furnishings, or any individuals therein. Decisions to terminate use are at the discretion of the City through any authorized agent. If termination is deemed necessary, the entire rental fee will still be required plus the damage deposit.

Injuries and Losses:

It is understood that the Active Adult 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, and the Renter will hold harmless and indemnify the foregoing entities for any such loss arising out of the use of the Active Adult 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.



Supervision of Minors:

You must be 21 or older to rent the Center. Minors must be supervised at all times. Supervision must be provided by an adult at least 21 years of age for the entire rental period.

Violation of Guidelines:

The following set of violations has been established to clearly define for all Renters the importance of proper conduct at the Center. The Rental 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 150 people.
- Refusal to abide by 10pm closing time or going beyond paid rental time.
- Use of nails or staples for decorating which could cause damage to the building.
- Unnecessary use of fire extinguishers.
- Improper disposal of trash.
- Disregard of cleanup procedures.
- Failure to remove rental furnishings from the building.
- Unauthorized serving or sale of alcohol.

Any charges assessed in accordance under the preceding paragraph 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 these Guidelines.

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. Fundraising events are also taxable according to the city Tax Code described above. Fundraising events are taxable according to the city Tax Code described above.



Items you may want to bring: (commonly forgotten items)

- Paper Towels
- Knife/Cake Spatula
- Serving Spoons
- Dish Towels/Clean-up supplies
- Hot Pads
- Extension Cords
- Coffee supplies
- Salt & Pepper
- Can Opener, Corkscrew