

Chautauqua Conditions for Use: Community House and Terrace

Event name: _____ Date: _____

The Community House dates from 1917, and we are proud to say that it holds special status as a National Historic Landmark. The Community House is just that: a building whose use is shared among many different individuals and groups. We ask that all who are privileged to use the Community House share in its upkeep and care.

Chautauqua's National Historic Landmark district features buildings that date from as far back as 1898. Many years and dollars have been spent restoring and maintaining these structures so that they are available for you, our guest, to enjoy. The Colorado Chautauqua Association is entrusted with caring for these delicate historic landmark buildings and with maintaining a balance between use and overuse. We look forward to working with you toward that goal. Please respect and help us care for these historic facilities by strictly adhering to these Conditions for Use.

GENERAL PROVISIONS (client: please initial _____)

No smoking is allowed inside the Community House or on the Community House porch. Smoking is allowed on the ground level to the east and north of the Community House. Events may be scheduled between 8:00am and 10:00pm. Music will be turned off and guests out of the venue by 10:00pm; cleanup must be concluded and the venue locked by 11:00 pm. The maximum number of persons allowed at private events in the Community House or Terrace is 75 people, including vendors.

Your rental of the Community House includes use of our banquet tables and folding chairs. Services available at additional cost may include room setup, beverage service, and audiovisual equipment rentals. You must make prior arrangements with the Private Events Department for any additional services or rentals. Final details about your group's timeline, setup, or equipment and services needed must be given to Chautauqua Private Events at least 30 days prior to your event. Although we will make reasonable efforts to accommodate changes and new requests on short notice, we cannot guarantee the availability of any services or supplies without 30 days' prior arrangement.

The Chautauqua Terrace is generally covered with a canopy from mid-May to mid-September. Dates for setting up and taking down the canopy for the season are at the sole discretion of Chautauqua's Preservation staff and may not be known when you book your event. The canopy is subject to many factors, including damage from storms, and Chautauqua makes no guarantee to provide a canopy for any specific Terrace event.

The gardens and lawns on the Chautauqua grounds are public spaces, intended for individual use as quiet, contemplative spots. Private gatherings of any kind or size are strictly prohibited on these spaces. You are welcome to take wedding photos, etc. in these areas, but they are not available for exclusive use.

FOOD AND ALCOHOLIC BEVERAGES (client: please initial _____)

No food or beverages may be served in the Community House or Terrace unless provided by a licensed commercial caterer, baker, or restaurant. We recommend that you select from Chautauqua's list of preferred caterers, but you may use other caterers if they meet with our approval. They will be required to contact us to schedule a pre-event on-site meeting so that we can explain our policies and expectations.

There is no alcohol allowed inside the Community House without prior arrangement with the Private Events Dept. and in compliance with all applicable rules and regulations. The serving of alcohol at Chautauqua is intended as an enhancement to your event (e.g., to toast your wedding), not as the central focus of a party. Events serving alcohol must strictly adhere to the following guidelines:

- All alcohol must be served by a licensed bartender provided by the Caterer and hired specifically to work your event. A friend attending your event who is employed elsewhere as a bartender is not acceptable.

- No alcohol bottles or cans are allowed in tubs or on dining and/or serving tables allowing for individual access or pouring. No open bottles of wine or beer may be left on serving or dining tables.
- Alcoholic beverage service will be limited to four (4) hours during the event. This time period begins with the serving of the first alcoholic beverage and will not be exceeded for any reason.
- Only beer, wine, and sparkling wines may be served at Chautauqua. No kegs are allowed.
- Alcohol may be served only with food: a full meal or heavy hors d'oeuvres, or to toast with wedding cake.
- Alcohol must be purchased by the Client and given to the catering bartender or representative during setup, or as prearranged by the Private Events Department.
- Bar setup must be approved by the Private Events Department. Location, number of stations, placement of alcohol, condiments, glassware, a list of start and end times, as well as expected number of guests must all be documented by the Caterer before the event.
- The Caterer is to recycle all bottles and cans *off-site*.
- Alcohol may not be stored at Chautauqua before or after any event. No *open* containers of alcohol are permitted to leave the venue premises under any conditions.
- Cash bars or the sale of alcohol is not allowed.

NOISE (client: please initial _____)

Chautauqua is situated in the midst of a quiet residential neighborhood, and visitors are often surprised at how far sound carries through our mountain air. Guests come to Chautauqua for the purpose of finding quiet, calm, and tranquility, and we cherish our identity as a place of retreat and respite. Your desire to have your event here means that you share this sensibility and will work with us toward this goal. Music at Chautauqua private events should provide a subtle background for your gathering, not be used as the primary entertainment.

Noise is subjective and is difficult to measure or quantify. In deciding how loud is too loud, please keep in mind the following guideline: Normal conversation should always remain possible at your event. This means that if people have to lean closer to a companion, put their mouths closer to someone's ear, and/or raise their voices in order to converse with each other, then your event is probably too loud. In order to help you keep noise levels down, we prohibit the use of drums, amplified live music, or live combos of more than three (3) pieces.

All DJs and live music must be approved by the Private Events Department in advance of your event, and all music must be turned off at 10:00pm sharp. Chautauqua staff members are responsible for ensuring that your event will not disturb other guests or compete with other events in the Park. Our staff members, therefore, have final authority to judge how loud is too loud and to control noise levels at your event. *If there are persistent problems with music or noise at a private gathering, it will be shut down.* Summer clients: Please be aware that the Chautauqua Auditorium may be in use during your event. These Colorado Music Festival and Chautauqua concerts will have priority over any other events in the Park.

Dating back to the days when Chautauqua guests slept in canvas tents, we have maintained our cherished tradition of quiet hours from 10:30pm until 8:00am daily. From June 15 to August 15, we have additional quiet hours from 1:00 to 3:00pm. Although noise is a concern here at any time of the day, please be especially cautious during these times to avoid loud music, outdoor partying, children shouting, and loud conversation. Please note that there is much potential for noise violations (especially after evening events) as partying guests leave your event and walk to their cars or cottages. Please make your guests aware of quiet hours and ask them to respect our policy.

FINANCIAL TERMS (client: please initial _____)

Down Payment: Half of your total rental fee is due when the signed contract is returned to the Chautauqua Private Events Department. Final payment for your event is due 30 days prior to your event date. (Events booked less than 45 days out will need full payment when the signed contract is returned.) We accept payment in the form of cash, check, and Visa/MC/AX credit cards.

Cancellations: If for any reason you need to cancel your event, you must notify the Chautauqua Private Events Department in writing. There will be no refunds on Saturday or Sunday events booked for the months of May through September, or when two or more consecutive dates have been reserved. For other events, cancellation penalties are as follows:

- (a) Cancellation 60 or more days prior to event date: refund of rental fee and security deposits, less 10% of down payment or \$100.00, whichever is greater.
- (b) Cancellation 15–59 days prior to event date: refund of rental and security deposits, less 50% of down payment.
- (c) Cancellation 15 days or less before event date: refund of security deposit and forfeit of all of rental payments.

Security Deposit: A \$500 security deposit is required at the time of booking and will be returned in full within four weeks post-event, unless there are damages or violations of the Conditions for Use. Conditions that may lead to forfeiture of your security deposit may include, but are not limited to: deviation from the promised nature of your event; significant (by Chautauqua’s determination) increase from the promised number of guests; damage to Chautauqua property, equipment, or structures; littering; noise violations; or failure to comply with Chautauqua policy or with the instructions of Chautauqua staff. Chautauqua reserves the exclusive right to interpret these Conditions for Use and to determine when it is appropriate to keep your security deposit. If any charges are assessed, you will receive written notification of these charges.

Final Payment: Final payment must be made thirty (30) days prior to event. No payment reminders will be sent; it is the Client’s responsibility to make all payments on time. Events not paid in advance are subject to cancellation and lockout without notice; Chautauqua accepts no responsibility for any loss of business, forfeiture of deposits to event vendors, or other losses to the Client as a result of such cancellation or lockout. Any services or rentals ordered on an incidental basis during your event must be paid for at the time they are provided.

If desired, you may place a credit card number on file with us. With your permission Chautauqua will, if you fail to make other arrangements, apply your security deposit and event payments to this card.

Credit Card (circle one): Visa MC AX

Cardholder Name: _____

Card Number: _____ Exp. Date: _____

I authorize Chautauqua to use this credit card to pay (check all that apply): my \$500 security deposit my rental down payment my final rental payment incidental charges incurred during my event.

Signature: _____

PARKING (client: please initial _____)

Parking is very limited at Chautauqua; all parking is on a first-come, first-served basis. If your event is held October–April, you can tell your guests to look for any available space on the streets in the Park.

During our summer concert series, vehicle access to the Park is prohibited on concert evenings. Your guests will have to park outside of Chautauqua, or you will need to provide shuttle service for them at your expense. Our summer concert season runs from early May through early October, and although you may book your event months or years in advance, we do not know our concert schedule until late April of each year. We realize this poses uncertainty and the risk of additional expenses; your willingness to book your event during concert months means that you understand and will comply with our parking policy.

DECORATIONS (client: please initial _____)

Due to the historic nature of our buildings, these guidelines are to be strictly followed when decorating:

- Tacks, staples, pins, nails, duct or masking tape, or other sticky adhesives may not be used to apply decorations to any surface, including doors, windows, and floors. Items that may be used to attach decorations include gaffers tape, ribbon, string, fishing line, pipe cleaners, covered wire, and miniature light strings.
- Flower arrangements, candles, and potted plants must have waterproof containers beneath them. Candles must be enclosed in glass. Votive candles, floating candles, and candles covered with hurricane lamps are acceptable. Possible exceptions include a unity candle that is not in a holder and may remain lit during a wedding ceremony. Any luminaries on the porch or the gardens must be made with flashlights.

- Glitter, confetti, rice, birdseed, feathers, and potpourri are strictly prohibited. Fresh or dried flower petals may be scattered along a wedding aisle or during the bridal party's departure, but they must be swept up immediately following the ceremony.
- The ringing of bells, or the releasing of doves or butterflies, is prohibited.
- Please do not disturb the existing photographs, paintings, and other wall hangings that might be in your rental venue. If you have a legitimate reason to need to move these, please coordinate with the Private Events Department to arrange to have Chautauqua staff do it for you.

All decorations must be removed at the end of your event. The Client is responsible for coordinating with florists and the Private Events staff to arrange timely delivery and cleanup.

DELIVERIES, PICKUP, AND PERSONAL PROPERTY (client: please initial _____)

Please note that Chautauqua is located in a natural mountain setting, and dirty dishes, glassware, and silverware left outdoors awaiting pickup can attract bears, raccoons, etc. These items may not be left outside under any circumstances, and as we often host back-to-back events, your rentals may be in the way of the next customer if you leave them in the venue. For this reason, **it is imperative that all deliveries and pickups of rental equipment be arranged through the Event and Venue Coordinator in advance of your event.** Failure to do so may result in forfeiture of your security deposit. We will make every effort to arrange for a place where you may leave your rentals for pickup after the event, but no guarantee is made that space will be available.

Although we do take reasonable precautions, Chautauqua will not be responsible for loss or damage to any of your personal or rented property, or for any vendors' equipment left on Chautauqua premises before, during, or after your event. Any non-Chautauqua property left behind after your event is subject to immediate disposal without notice.

CONDUCT AND VIOLATIONS (client: please initial _____)

You agree to be responsible for any misuse of Chautauqua furnishings and property inside and outside the venues, as well as any violations of these Conditions for Use and any additional conditions in the event contract. This responsibility includes the conduct of your catering staff, florists, musicians, other vendors, and guests. Any damage replacement costs exceeding the \$500 damage deposit will be your responsibility, and you will be notified following the event.

Chautauqua staff members are responsible for the safety and preservation of our venues and grounds and for the security of all our guests. You, your vendors, and your event guests must comply with the requests of Chautauqua representatives at all times. Failure to do so may result in the forfeiture of your security deposit or in your event being shut down. Our staff has the authority to ask disorderly guests to leave the Park and will notify the police if necessary. If clients, vendors, or guests become unruly, are belligerent, or refuse to abide by Chautauqua instructions, a Chautauqua staff member, event caterer, or licensed bartender may close the bar, stop the music, or shut down the event. Should such action be deemed necessary, both your security deposit and rental fee will be forfeited in their entirety.

I (we) have read and understand the terms and conditions specified above and agree to abide by these terms. I (we) assume responsibility for any accidents or injuries that occur during the rental time.

Client Signature

Date