



Windsor Parks and Recreation
 250 N. 11th St., Windsor, CO 80550
 Phone: (970) 674-3500 | Fax: (970) 674-3535 | Website: www.recreationliveshere.com

Windsor Community Recreation Center Rental Request

Applicant:		Organization:	
Phone:		Email:	
Mailing Address:		City:	State: Zip:
Activity/Event:		#Attending:	
Date(s):		Days: M T W Th F Sa Su	
Time: from until		<i>(Please indicate any decorating time)</i>	

Room(s) Requested (Fees listed per hour unless otherwise noted*) – Please check all requested rooms			
<input type="checkbox"/> Evergreen Full	\$110	<input type="checkbox"/> Oak Room	\$40
<input type="checkbox"/> Evergreen 2/3	\$85	<input type="checkbox"/> Patio*	\$50 (flat fee)
<input type="checkbox"/> Evergreen 1/3	\$65	<input type="checkbox"/> Party Room	\$50
<input type="checkbox"/> Pine-A or Fir	\$40	<input type="checkbox"/> Fitness Room	\$40
<input type="checkbox"/> Maple Conf Rm	\$40		
<input type="checkbox"/> Evergreen 4hr pkg	\$350+ \$3/setting	<input type="checkbox"/> Gym 4hr pkg	\$650+ \$3/setting
<input type="checkbox"/> Evergreen 8 hr pkg	\$700+ \$3/setting	<input type="checkbox"/> Gym 8hr pkg	\$1300+\$/setting
		<input type="checkbox"/> A&H Center	\$50
		<input type="checkbox"/> Full Gym (banquet)	\$175
		<input type="checkbox"/> Full Gym (athletic use)	\$85
		<input type="checkbox"/> Half Gym (athletic use)	\$60
		<input type="checkbox"/> Kitchen Rental**	\$
** <i>(see back for details)</i>			

Media Package - Please check all requested media equipment Can be added to any room rental		Dance Floor Package- Can be added to Gym rental w/banquet	
<input type="checkbox"/> TV/DVD Cart	<input type="checkbox"/> Screen (only) set up	Price/section = \$20 for 3' x 3' section	
<input type="checkbox"/> Sound System w/mic	<input type="checkbox"/> Overhead Projector/w screen	Ex.- Standard Dance Floor (15'x15') = \$500	
<input type="checkbox"/> Podium	<input type="checkbox"/> High Res. LCD Projector w/screen	Ex.- Large party Dance Floor (24'x24') = \$1280	
<input type="checkbox"/> Lap Top	<input type="checkbox"/> Stage Section 6'x 8'	Ex.- X-Large Dance Floor (30'x30') = \$2000	

Alcohol Service?	No / Yes - Adnl. Staff and/or Security required \$30/hr./staff member (1 security guard/75 attendants)		
Is event being catered?	No / Yes – Name of Caterer:		Phone#:
Bringing own food?	No / Yes – Bringing in own food – no access to kitchen		
Is anyone at this event selling merchandise or services?	No / Yes		
Is there a cover charge for admission to this event?	No / Yes		
<i>For sales tax requirements, please contact the Sales Tax Administrative Specialist at 970-674-2486</i>			
<i>If required you must possess a Windsor sales tax license at least 7 days prior to your event.</i>			

Credit Card Info:		Set up/Special Requests:	
Reservation Deposit: \$250 or 50%	\$	<p style="text-align: center;">*Important Legal Document. Please read carefully*</p> <p>In consideration of the issuance of a requested use permit the applicant on behalf of himself/herself and all individuals using said facility, agrees to defend, indemnify and hold the Town of Windsor, its agents, officers, and employees harmless from any claims or demands arising from any act, omissions or negligence of the applicant, their licensees, agents, servants or employees, arising from any occurrence or accident causing or allegedly causing bodily injury or death or damage to whomsoever belonging of whatever kind or nature resulting from the use of said facility.</p> <p>The undersigned hereby assumes personal and individual liability for himself and on behalf of applicant for any damages to said facility or equipment occurring through or during the occupancy or use of said facility by the applicant. The undersigned will leave said facility in a condition as good as, or better than originally found. The undersigned personally and individually and on behalf of the applicant accepts liability for all repairs to the facility and/or repair or replacement of equipment in the event of damage.</p> <p>Cancellations 90 days in advance will receive a full refund. 60 – 89 days in advance will forfeit 50% of the Reservation Deposit. 30 – 59 days will forfeit 75% of Reservation Deposit. 2 – 29 days in advance will forfeit entire Reservation Deposit. Less than 48 hours notice are responsible for the entire reservation fee.</p>	
Received by: Date:			
Payment Method:			
Room Fee: \$ x hr(s)	\$		
Room Fee: \$ x hr(s)	\$		
Kitchen Fee:	\$		
Setting Fee: \$ x settings	\$		
Other Charges:	\$		
Discounts (non-profit / long term):	\$-		
Total Reservation Fee:	\$		
Minus Deposit Paid:	\$-		
Amount Due (14 days prior to event)	\$		
Received by: Date:			
Payment Method:			

I have received a copy of the Facility Rental Guidelines for the Community Recreation Center and agree to follow said guidelines.

Signature: _____

Date: _____

This receipt/request must be signed and filed with the Scheduling Coordinator

WINDSOR COMMUNITY RECREATION CENTER KITCHEN USAGE FEES (Renting Kitchen does NOT guarantee exclusive use, nor can the kitchen be rented on its own, must be rented in conjunction with another room rental)

KITCHEN FEES:**

Partial Use: \$25 (flat rate)

Includes counter space, rolling carts, ice machine, microwave, 100 cup coffee pot (user needs to supply coffee)

Full Use: 200 guests or under: \$60(flat rate)

Over 200 guests \$90(flat rate)

Includes refrigerator 1/2 unit, freezer 1/2 unit, stove, ovens, convection oven, food warmers, microwave, steamers, food preparation space, rolling carts, ice machine, 100 cup coffee pot (user needs to supply coffee)

Setting Fees: \$2/setting includes full kitchen use

(per person – dinner plate, salad plate, coffee mug, fork, knife, teaspoon, and two glasses.)

4hr/8hr Pkg: \$3/setting includes full kitchen use

(per person – dinner plate, salad plate, coffee mug, fork, knife, teaspoon, and two glasses)
Plus table cloths and napkins

Additional Items Available: (included in Partial & Full Use Kitchen rental)

- 100 pot Coffee Maker (user must supply coffee)
- Water or Coffee Pitcher
- Salt and Pepper Set
- Additional china/glassware/flatware

Additional Charges:

1. Broken or lost china, glassware, flatware and equipment will be billed to Tenant.
2. Clean-up by Windsor Community Recreation Center staff will result in \$55/hour charge per person.

CATERER POLICIES AND RESPONSIBILITIES

1. Fourteen (14) days prior to the event:
 - a. Provide a copy of current License to Operate a Retail Food Establishment issued by the Colorado Department of Health to the CRC for file. (Failure to provide a copy of current license will result in non use of the CRC kitchen and facilities.)
 - b. Complete inventory request form with the Facility Scheduler.
 - c. Caterer must sign an agreement to abide by the CRC Catering Policies prior to use of the kitchen.
2. No grease cooking allowed
3. No smoking or illegal drugs allowed in the facility.
4. Alcoholic beverages are allowed only in accordance with the regulations of the facility.
5. China, glassware, flatware and miscellaneous items requested will be in the kitchen. It is the Caterer's responsibility for the placement/set-up of all the items.
6. Caterer/Tenant will provide serving utensils/equipment and all other items not listed on inventory sheet. Other items may include cleaning supplies, paper products, hot pads, dish towels, matches, scissors, tape, extension cords, etc.
7. Caterer must bus all tables within one hour after the meal, or a \$35 charge* will be assessed to the Caterer.
8. The reserving party is responsible for all Community Recreation Center dishes, glassware, flatware or any other items rented on the checklist. Caterer must scrape all dishes in the large trash cans and rinse or soak prior to using dishwashing machine. Dishes must be washed, dried and stacked accordingly. Instructions on using dishwasher will be given by the facility attendant. Directions are also posted in the CRC Kitchen. The CRC is not responsible for Caterer's pots, pans or any miscellaneous items.
9. Wipe all spills and excess waste off all counters and serving carts.
10. Wipe all counters, table tops, ovens, stoves, refrigerator and sinks, and all other equipment used.
11. Sweep and mop kitchen floors.
12. Left-over food and all personal items must be removed immediately following the event.
13. Trash from cans in the kitchen must be placed in trash receptacle location outside the kitchen area. NOTE - A \$25 charge* will be assessed to the Caterer if the trash is not taken out.
14. Caterer must check-out with the CRC Facility Attendant before departure. NOTE - failure to leave the premises in a clean and sanitary condition will result in a clean-up fee of a \$55 charge* per hour per person to the reserving party.

***Failure of Caterer to pay fees charged will result in denial of future use of the Community Recreation Center Kitchen.**