



# Eaton Area Park & Recreation District

1675 3rd Street, Eaton, CO 80615

Phone: (970) 454-1070 | Website: www.eaprd.com | Email: eaccrentals@eaprd.com

## EACC Facility Reservation Request Form

Applicant Name:		Business/Organization:	
Phone:	Email:	DOB:	/ /
Address:	City:	State:	Zip:
# of guests:	Event date:	*Start time:	am/pm *End time: am/pm (*rental time includes setup/cleanup)

Community Rooms	Pool Party & Gym Rental
<b>1 Room (70 max capacity):</b> 4 hours or less: <input type="checkbox"/> District \$160 <input type="checkbox"/> Non-District \$200  9 hours or less: <input type="checkbox"/> District \$320 <input type="checkbox"/> Non-District \$400  <b>2 Rooms (140 max capacity):</b> 4 hours or less: <input type="checkbox"/> District \$285 <input type="checkbox"/> Non-District \$360  9 hours or less: <input type="checkbox"/> District \$525 <input type="checkbox"/> Non-District \$700 *Rates listed are per package, not per hour.	<b>Party Room (40 max capacity):</b> 2 hours: <input type="checkbox"/> 11:30am-1:30pm <input type="checkbox"/> 2:30pm-4:30pm  <input type="checkbox"/> District \$140 <input type="checkbox"/> Non-District \$180  4 hours 11:30am-3:30pm: <input type="checkbox"/> District \$270 <input type="checkbox"/> Non-District \$340  <b>Gym Rental:</b> <input type="checkbox"/> District \$45/hr <input type="checkbox"/> Non-District \$60/hr  *Half gym only. Rentals only available during full open gym schedule

Add-on's (see back for additional information)
<input type="checkbox"/> Kitchen: <input type="checkbox"/> Partial \$25 <input type="checkbox"/> Full \$50 <input type="checkbox"/> Cleaning: \$60/room <input type="checkbox"/> After hours: additional \$40/room/hr <input type="checkbox"/> Coffee cart: \$30/room <input type="checkbox"/> *Alcohol : security fee \$60/hr per 100 guests *Alcohol allowed only with Community Room rentals.

Community Rooms Large Event - Full Ballroom
<input type="checkbox"/> Half day (6hrs): *\$1000.00 (after-hours charges may apply if portion of party is outside of business hours) <input type="checkbox"/> After hours: \$90/hr (*Mon-Thurs 5am-8pm, Fri 5am-7pm, Sat 7am-5pm, Sun 11am-5pm) <input type="checkbox"/> Full day (10am-11pm): \$1800.00 <input type="checkbox"/> *Alcohol: security fee \$60/hr per 100 guests <input type="checkbox"/> Cleaning: <input type="checkbox"/> \$200 (full day) <input type="checkbox"/> \$150 (half day) *Alcohol only served for four consecutive hours, typically from 6pm-10pm with security on-site when alcohol arrives until after last call and alcohol is locked up.

Credit card information:
Name on card: _____ Credit card # (last four digits only): _____ CVC/CCV # (security code): _____  <b>*All reservations must be paid in full at time of booking to ensure confirmation with the exception of large event rentals.</b>  <i><b>Cancellation Policy:</b> Once reservation and payment are made, a cancellation up to 15 days in advance will result in a 10% charge or \$25 charge, whichever is less. Cancellations made within 14-7 days in advance will result in a 50% charge. Cancellations made 7 days or less will result in all charges being forfeited and held by the Eaton Area Community Center.</i>  <i><b>Disclaimer:</b> For pool party rental policy, the first half of the rental is swimming, second half is food in the party rooms. It is an inconvenience and health concern for all guests and staff if there is a pool closure due to fecal/vomit in the pool. In the event that those attending your party choose to eat before swimming, increasing the risk of fecal/vomit incidents in the pool, causing a pool closure, the rental fee WILL NOT be refunded.</i>

If my application is approved, I agree to the following:  All persons to whom permits have been granted must agree in writing to hold the district, its employees and agents harmless, and indemnify same from any and all liability for injury to persons or property occurring as a result of the activity sponsored by permittee and said person shall be liable to the district for any and all damage to parks, recreation facilities and equipment owned by same, which results from or during the activity of permittee of is caused by participant in said activity. All persons agree to comply with the Town of Eaton Municipal Code and Parks Regulations.  Printed name: _____ Signature: _____
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Office use only:
Date form was received: _____ Date form was approved: _____ Initial of staff: _____

**Eaton Area Community Center additional information**

**Kitchen usage:** Kitchen cannot be rented on its own, must be rented in conjunction with another community room rental.

- ◆ Partial use: Includes use of ice maker, microwave, counter space.
- ◆ Full use: Includes use of ice maker, microwave, counter space, refrigerator, freezer, warmer, oven, stove top, coffee pot (must supply own coffee).
- ◆ EACC does not provide drinking/eating utensils or cooking supplies.
- ◆ Cleaning fee: if opting for the cleaning fee for your rental, kitchen is included as a room cleaning charge of \$60.

**Coffee cart:**

- ◆ EACC offers the rental of a hot beverage cart that consists of coffee and tea. Rentals for multi-rooms require two carts and will be charged \$30 per cart.

**Alcohol:**

Alcohol must be purchased at time of booking rental (for interested parties), it cannot be added on later.

- ◆ Alcohol must go through Quality Mixology with additional fees for bartender service. All alcohol is purchased through Maplewood Wine & Spirits (please see Quality Mixology flyer for information).
- ◆ Security charge is \$60/hr for up to 100 guests. 100+ guests will require additional security for added fee of \$60/hr.
- ◆ Security will be staffed at arrival of alcohol/Quality Mixology on site of EACC (one hour before guests arrive) until alcohol is done being served and is locked in facility storage. Alcohol is only served for four hours consecutively with the last hour being "last call." Leftover alcohol from the event will be placed in locked storage for the party to pick up the next day. No glass bottles are permitted except for the bartenders to use.

**Day Pass Options *\*for groups of 10+ who wish to use facility before or after rental time:***

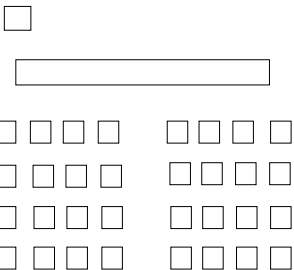
- ◆ District: Youth \$3.00 | Adult \$5.00
- ◆ Non-District: Youth \$3.50 | Adult \$7.00

**Media Options**

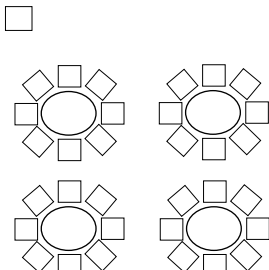
- ◆ Sound system & microphone
- ◆ Projector & screen
- ◆ Televisions
- ◆ Podium

**Community room set-up options:**

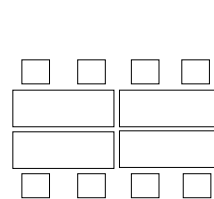
Theatre Style:



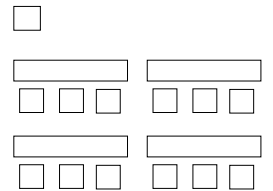
Banquet Style:



Conference Style:



Classroom Style:



Number of Round Tables: \_\_\_\_\_

Number of Rectangle Tables: \_\_\_\_\_

Number of Chairs: \_\_\_\_\_

\*Round and rectangle tables are 5ft

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_