



The Barn @ Evergreen Memorial Park
& Recreation Association
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EMPRA is now requiring all Vendors assisting events at **The Barn** to review and acknowledge receipt of EMPRA's Policies. Your company as a Vendor who assists events hosted at **The Barn**, is required to review, sign and return the attached EMPRA Policies. Please keep a copy on file for your reference and records. Please review the enclosed Policies with each Renter that has booked an event at **The Barn** to make sure that you all understand and will abide by these policies. If you as a vendor chose to ignore EMPRA's Policies, it will be the Renter who is penalized and pays for the breaking of EMPRA's policies.

We wish to thank you for assisting Renter's during their special events at **The Barn**.

ALL VENDOR AGREEMENTS MUST BE RECEIVED BY EMPRA NO LESS THAN 30 DAYS PRIOR TO EVENT.

TIME BLOCK POLICIES

- o RENTER AGREES THAT THE HOURS STIPULATED WILL BE STRICTLY ADHERED TO. NO EARLY ARRIVALS.
- o The **TIME BLOCK** includes set up, and cleanup **within the rented time**. EMPRA recommends the event concludes at least one hour before the end of the time block to allow time for cleanup. RENTERS, CONTRACTORS AND THEIR EQUIPMENT MUST BE COMPLETELY OUT OF THE FACILITY BY THE END OF RENTAL TIME.
- o Rental includes use of The Barn facility, use of The Barn's tables and chairs inside, and The FIELD.
- o **The EMPRA staff will arrange the initial set-up of EMPRA's chairs and tables per the approved floor plan for (1) of the following: The FIELDS or The Barn, before the Renter's scheduled arrival time. Any furniture rearrangement required after the original setup by EMPRA's staff is the Renter's responsibility.** For outside events, please have a "Plan B" ready in case of inclement weather. Any floor plan changes due to inclement weather need to be discussed with EMPRA's staff at least 2 hours prior to scheduled arrival time. Last minute changes to the setup up to 2 hours prior to scheduled arrival time and after arrival are the responsibility of the Renter. If EMPRA's staff is requested to assist with last minute changes, there will be a \$100.00/hr charge for their services. **LIFT** all tables to move, **DO NOT PULL** across the wood floor. Only plastic tables may be placed outside or on decks and they must be brought inside after event.
- o If you **request EMPRA's staff** to assist with changes or decor during your set-up time, there will be a **charge of \$75.00/hr** for their services.
- o It is the **RENTERS RESPONSIBILITY** to inform all caterers, musicians, florists, contractors, guests and family members of the specific times and nature of this rental agreement, and of all loading/unloading and parking areas. Renter is responsible that **ALL EVENT PARTICIPANTS** observe all aspects of this agreement and all facility rules.

RENTAL EQUIPMENT POLICIES

- o Renter is advised that EMPRA will not be responsible for any items brought by rental companies. It is the Renters responsibility to receive, set, move, tear down, and load as received for pickup.
- o A fee of \$200.00/½ hr. will be charged to the Renters damage deposit for early drop-off or arrivals. A \$200.00/½ hr. will be charged for anything left overnight for morning pick-up. It is the Renter's responsibility to coordinate with all rental drop-offs and inform rental companies of EMPRA's policy. Since other EMP events may be held prior to or after Renter's scheduled time block, The Barn cannot receive early drop-off's, and all early drop-offs will be refused. If rental equipment must be moved by EMPRA's staff due to an event following Renter's event, Renter will be charged \$75.00hr.

CLEANING POLICIES

- o Renter is required to leave the building clean and ready for the next use. This includes tables wiped free of debris, folded and stacked along the wall; chairs wiped free of debris, folded and stacked along the wall; floors spot mopped and swept; kitchen area floors swept and mopped, restroom area floors swept and mopped and all trash removed from the building.
- o An additional fee of **\$75.00/hr.** will be charged for any excessive cleaning needed due to the event.
- o Any trash left behind will be charged \$8.00/bag.
- o All furniture placed outside, on the deck, or on grass must be brought inside.
- o Renter is the responsible party for any damage to the facility or grounds arising from the event, whether or not in excess of the damage deposit.

ALCOHOL POLICIES

- o Maximum time alcohol service may be available at any event—
 - * 4 hour maximum for 6-8 hour time blocks
 - * 6 hour maximum for 10-12 hour time blocks
- o Special arrangements must be made with EMPRA and Bartender if Renter desires alcohol to be available to wedding party prior to event and Bar Open time.
 - ❖ If the Renter plans to have ANY alcohol available to the Wedding Party in the Bride's Room and/or Groom's Room, or available to the Bridal Party and/or family members during the setup time at The Barn, it must contract with their "insured bartending service" to serve ALL alcohol during the specified time of _____ to _____ in addition to the "Open Bar" time listed below.
- o **Failure to abide by EMPRA's Alcohol policies may result in the event being immediately terminated by EMPRA's staff, forfeiture of damage deposit, and offender's being asked to leave EMP grounds.**
- o **A renter hosted, No-Cash Bar may be provided to your guests. A pre-approved, insured bar tending service must dispense ALL alcoholic beverages, kegs and all poured drinks (including any toasts) must be under supervision of a bartender at all times.**
- o Renter understands that it is the Renter's responsibility to assure that the dispensing of alcoholic beverages is in compliance with Colorado State Liquor Laws. No alcoholic beverages may be removed from the building, or must not leave the grounds. (Please refer to the "Indemnification" form).
- o **It is the Renter's responsibility to procure a bartender and or a bar tending service for the event, and to submit the name of the bartending company and a copy of their Liquor Liability Insurance to EMPRA at least 90 days prior to the event date. If Liquor Liability is not received alcohol will not be allowed at the event.**

o No alcohol may be brought on to EMP grounds that is not dispensed by the contracted insured bartender during open bar time (including during setup and cleanup). If EMPRA Staff observe the consumption of alcohol by anyone on the grounds before or after it is permitted or any alcohol not served by the “insured bartending service”, a warning will be given. If further consumption is observed, EMPRA reserves the right to withhold the Rental Party’s damage deposit and/or the immediate termination of the event. This also includes any alcohol in the Brides Dressing Room, the Groom’s Dressing Room, and any vehicle on EMP grounds. **Self-Service of any alcohol at any time and in any form during Renter’s Time Block is NOT permitted.**

o Alcohol service may not start until after ceremony ends.
o Alcohol service must be shut down 45 minutes before the end of event prior to cleaning time. NO EXCEPTIONS. No “Last Call” will be allowed. EMPRA reserves the right to change the alcohol service availability times.

o **No shots are allowed at any time.**

o Mats must be used under bar/beverage areas to protect floors.

o Kegs are only allowed in the downstairs basement walkout area and must be enclosed in leak proof containers.

o **Alcohol service must be shut down 45 minutes before the end of event prior to cleaning time. NO EXCEPTIONS.**

o If you are planning a cash bar, a special use permit issued by Jefferson County is required. Please note that this process takes at least 90 Days.

THE SERVING TO AND/OR THE CONSUMPTION OF ALCOHOL BY PERSONS UNDER 21 YEARS OF AGE IS NOT PERMITTED.

DRUNKENESS WILL NOT BE TOLERATED, VIOLATORS WILL BE ASKED TO LEAVE THE PROPERTY.

IT IS THE RENTER’S RESPONSIBILITY THAT ATTENDEES ARE AWARE OF EMPRA’S ALCOHOL POLICIES.

DÉCOR POLICIES

o Interior decor – all items currently in The Barn are secured and are not to be moved or removed, including storage areas. You may add **PRE-APPROVED** items for decor. If assistance is needed in decorating, or requests for decor alterations, a fee of \$75.00/hr. will be applied. Outside decor must be weighted/secured to prevent flyaway. The best way to secure/attach items is with flower wire. Please call us in the planning process if you are unsure of what's acceptable and what's not.

o The Barn reserves the right to have advertising displayed and visible through brochures, business cards and signage at all times, during any event.

SPECIAL REQUESTS POLICIES

o Any special requests that extend beyond provisions of this contract need to be presented to EMPRA for approval in advance of the event, preferably at the time of contract signing. If additional requests need to be made after the contract is signed, those requests need to be presented to The Barn Management for approval in writing no later than 24 hours prior to the event itself. All last-minute requests must be presented to EMPRA for its approval. **Additional fees may apply for special requests.**

RENTER’S ADDITIONAL REQUIREMENTS

o The Renter is required to submit the floor plan and time schedule for the day’s events no less than 30 days prior to event.

o Renter must supply EMPRA’s Staff with names and phone numbers of Event Planner, Day of Event Coordinator, and all subcontractors at least 90 days prior to the event. This includes, but is not limited to, caterers, bartenders, musicians, florists, bakers, rental companies, liquor stores, etc.

CODES, ORDINANCES, PARKING, FINES

o Fire Department Exit Codes will be strictly enforced for table and chair placement, keeping Fire Lanes open. Only approved floor plans can be used. Common floor plan samples are available.

o To be in compliance with the Jefferson County Noise Ordinance, EMPRA recommends that events end by 11:00 pm. Renter understands EMPRA’s Staff will have complete control over the volume of any music or noise-making device. If event proceeds past 10:00 pm., all music must be moved inside The Barn and all outside doors must be closed at that time. The EMPRA’s Staff has the authority to open and close any windows and doors at any time.

o The speed limit inside Evergreen Memorial Park grounds will be limited to 20 MPH. Violators will be asked to leave the grounds and EMPRA has the right to terminate the event without refund.

o Parking may be limited. Parking in fire lanes, handicap parking or other posted "no parking" areas may result in vehicles being towed at the owner’s expense.

o Any vehicle left overnight must be removed by 9:00AM the following morning. EMPRA has the right to tow any vehicle remaining after 9:00AM at the vehicle owner’s expense.

o No activity at The Barn can interfere with the fire alarm sensors/lasers or Renter will be charged for the “false alarm” Fire Department response fees and/or any fines incurred.

o Renter understands that Evergreen Memorial Park, The Barn and the surrounding grounds are under 24 hour video surveillance.

NOT PERMITTED AT THE BARN

o **THE FOLLOWING ITEMS ARE NOT PERMITTED AT THE BARN – NO CANDLES, NO glitter, table glitter stars, or anything of the like may be used, only existing wall plugs may be used. No rewiring for any reason. NO fireworks, luminaries or tiki torches are permitted on the premises. NO cardboard chafing dishes or oil lamps. NO smoking, fog, bubbles, or bubble machines are permitted in the building or on the balcony area. NO helium balloons, confetti or glitter may be used as decoration in or outside of the facility. NO fish, birds, or insects may be brought to or released into the park. NO feeding or harassing of wildlife.**

o **Sparklers** are only permitted when pre-approved by EMPRA Staff and a written approval is provided from the local Evergreen Fire District.

o **Only** birdseed and flower petals (not silk) may be thrown outside of the building (no rice). **Renter MUST sweep** off sidewalks and walkways. Failure to do so will result in a cleaning fee of \$75 to be deducted from the damage deposit.

o **Barbecue grills and gas-cooking devices** may only be used on the **gravel road outside the facility**, and are not permitted on decks. If grease or any other fluid is left and stains, there will be a minimum clean-up fee of \$75.

ADDITIONAL INFORMATION

o Renter understands there is NO alternate power source available at The Barn, and EMPRA is not responsible for any loss of power to the building at any time, due to circumstances beyond our control.

o Evergreen Memorial Park and Recreation Association reserves the right to modify interior and exterior fixtures, settings and landscapes at any time.

o Any photos taken by staff become property of EMPRA, and may be used for promotional materials.

- o Renter acknowledges that Evergreen Memorial Park and its surrounding acreage serves many functions (Funeral Home, Cemetery, Crematory, Pet Cemetery, Wild Game Ranch and Event Center). The grounds are open to the public, and Renter may not be the only event held at Evergreen Memorial Park on the reserved date. The Renter will be the only Event in progress at The Barn and The FIELD area (if reserved) during the reserved time block, however, other uses and events may and will continue as necessary on the surrounding acreage.
- o Renter understands that the buffalo, elk, fallow deer, yak, water ways, reservoir and pond enclosures are off limits to the Renter, all event participants, vendors, sub-contractors and attendees.
- o Renter understands that any animal brought on to EMP grounds by Renter or attendees must be on a leash at all times and under control of owner at all times. Renter and/or attendees are responsible for any damages as a result of said animal and responsible for cleaning up any messes made by said animal.
- o Renter agrees that smoking of any kind (including but not limited to cigarettes, cigars, pipes, or any other types of smoking or smoking devices) is not permitted within The Barn building or within a 15ft perimeter surrounding The Barn. Smoking is only allowed in "Designated Areas".
- o Renter agrees that consumption of marijuana in any form is prohibited at Evergreen Memorial Park or its surrounding acreage.
- o Renter agrees that no illegal activities (state or federal law) are allowed at Evergreen Memorial Park or its surrounding acreage.

Catering Vendor's Responsibility – Vendor Company Name _____
 Vendor Company Main Contact Name (Printed) _____ Phone _____

- I have been requested by the Renter to assist with the furniture flip/transition between the ceremony, reception, and/or dance floor – YES NO
- I have been requested by the Renter to assist with the cleanup of The Barn after the event – YES NO
- I have been requested by the Renter to remove all trash from The Barn after the event – YES NO
- I have provided a copy of my Catering License and Insurance Liability to EMPRA – YES NO

As Representative of the above stated Company, I have read the above Policies for The Barn at Evergreen Memorial Park & Recreation Association and I agree to said Policies and to assist the Renter in following said Policies. I understand that any use of EMPRA's equipment, supplies, and/or special requests not previously agreed to by the Renter, may incur additional charges to the Renter or payment may be required at the time of usage. I also understand that violations of EMPRA'S Policies may lead to immediate termination of the Event and/or additional charges to the Renter.

Vendor Company Main Contact Signature _____ Date _____

Bartending Vendor's Responsibility – Vendor Company Name _____
 Vendor Company Main Contact Name (Printed) _____ Phone _____

- I have provided a copy of my Liquor Liability to EMPRA – YES NO

As Representative of the above stated Company, I have read the above Policies for The Barn at Evergreen Memorial Park & Recreation Association and I agree to said Policies and to assist the Renter in following said Policies. I understand that any use of EMPRA's equipment, supplies, and/or special requests not previously agreed to by the Renter, may incur additional charges to the Renter or payment may be required at the time of usage. I also understand that violations of EMPRA'S Policies may lead to immediate termination of the Event and/or additional charges to the Renter.

Vendor Company Main Contact Signature _____ Date _____

Wedding Planner's Responsibility – Vendor Company Name _____
 Vendor Company Main Contact Name (Printed) _____ Phone _____

- I have been requested by the Renter to be present to receive and sign for all deliveries to The Barn for this event – YES NO
- I have been requested by the Renter to be present throughout the Contractee's event and make sure the building is clean and ready for the next event and check out with the EMPRA Staff on duty at the end of the event – YES NO

As Representative of the above stated Company, I have read the above Policies for The Barn at Evergreen Memorial Park & Recreation Association and I agree to said Policies and to assist the Renter in following said Policies. I understand that any use of EMPRA's equipment, supplies, and/or special requests not previously agreed to by the Renter, may incur additional charges to the Renter or payment may be required at the time of usage. I also understand that violations of EMPRA'S Policies may lead to immediate termination of the Event and/or additional charges to the Renter.

Vendor Company Main Contact Signature _____ Date _____

DJ & Live Band Responsibility – Vendor Company Name _____
 Vendor Company Main Contact Name (Printed) _____ Phone _____

- I have been requested by the Renter to be provide a sound system for the outside ceremony – YES NO
 - I require electrical power outside The Barn during the ceremony (additional fee paid by Renter) YES NO
 - I require electrical power inside The Barn during the ceremony/reception (additional fee paid by Renter) YES NO
- I have reviewed the above referenced Jefferson County Noise Ordinance and EMPRA's policy regarding it, and I agree to abide by it. YES NO

As Representative of the above stated Company, I have read the above Policies for The Barn at Evergreen Memorial Park & Recreation Association and I agree to said Policies and to assist the Renter in following said Policies. I understand that any use of EMPRA's equipment, supplies, and/or special requests not previously agreed to by the Renter, may incur additional charges to the Renter or payment may be required at the time of usage. I also understand that violations of EMPRA'S Policies may lead to immediate termination of the Event and/or additional charges to the Renter.

Vendor Company Main Contact Signature _____ Date _____

Additional Vendor – Vendor Company Name _____ Vendor Type _____
 Vendor Company Main Contact Name (Printed) _____ Phone _____

As Representative of the above stated Company, I have read the above Policies for The Barn at Evergreen Memorial Park & Recreation Association and I agree to said Policies and to assist the Renter in following said Policies. I understand that any use of EMPRA's equipment, supplies, and/or special requests not previously agreed to by the Renter, may incur additional charges to the Renter or payment may be required at the time of usage. I also understand that violations of EMPRA'S Policies may lead to immediate termination of the Event and/or additional charges to the Renter.

Vendor Company Main Contact Signature _____ Date _____

ALL VENDOR AGREEMENTS MUST BE RECEIVED BY EMPRA NO LESS THAN 30 DAYS PRIOR TO EVENT.