

RENTAL RATES & SERVICES

2016 – 2017 Rate Schedule

Rates Effective January 2016

Evergreen Memorial Park
& Recreation Association

26624 N. Turkey Creek Rd.

Evergreen, CO 80439

303-674-0556

Fax: 303-674-9052

www.TheBarnatEMP.com

TheBarn@EvergreenMemorialPark.com



The **Barn**
at Evergreen Memorial Park
& Recreation Association

Cover photo by Kelli Kraynie EMPRA. Back photo by EMPRA.



The Barn & Fields

at Evergreen Memorial Park
& Recreation Association

The Barn and Fields at Evergreen Memorial Park Recreation Association

is a spectacular venue with something for everyone to enjoy during your event. The Barn Chapel, created through the recycling of materials from multiple historic buildings found throughout Colorado, including five old



Photo by Dustin Sheffield Photography

The adjacent Fields at Evergreen Memorial Park can accommodate large or small weddings, ceremonies or parties. With the warm ambience of the Barn Chapel and the picturesque fields, The Barn and Fields at Evergreen Memorial Park is truly a unique and memorable setting for your special event.

General Liability Insurance – The Renter shall maintain commercial general liability insurance, including host liquor liability, in the amount not less than \$1,000,000 combined single limit for bodily injury and property damage. Such insurance shall name Evergreen Memorial Park & Recreation Association and Evergreen Memorial Park as additional insured, and a certificate of insurance with an endorsement must be provided no less than 90 days prior to event date. Please contact your insurance agent for more information or visit these websites for policies - www.markelinsuresfun.com or www.theEventHelper.com

Disclaimers – Acts of God – The performance of the contract is subject to termination without liability upon the occurrence of any circumstances beyond the control of Evergreen Memorial Park & Recreation Association – such acts of God, war, acts of terrorism, government regulations, disaster, rain storms, snow storms, floods, strikes, civil disorder, or other emergencies – to the extent that such circumstances make it illegal or impossible for Evergreen Memorial Park & Recreation Association to provide, or for client in general to use, “The Barn’s” Facilities.

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 (if reserved) during the reserved time block, however, other uses and events may and will continue as necessary on the surrounding acreage.



Photo by Jenni and Bart Photography



Photo by Dustin Sheffield Photography

barns, a church and a resort, makes a unique venue for your next event. The main floor, parlor, loft, and walk-out lower level that provide a rustic Colorado atmosphere for up to 200 guests on three separate levels. The focal point and heart of The Barn Chapel are the beautiful antique stained glass windows. From the Barn and Fields, your guests can take in gorgeous views of the reservoir, pond and the high mountain meadows that are home to our buffalo, elk, yak, goats and fallow deer.



Photo by Rodney Adams

How to Reserve Your Date –

Payments / Reservation Deposits — The Barn @ Evergreen Memorial Park accepts cash, personal checks, Visa, MasterCard, and Discover as forms of payment. At the time of booking, a \$600.00 security / damage deposit** is due. Once this deposit is received, a Rental Agreement will need to be signed and rental fees agreed upon. It is understood that the renter is the responsible party for any damage(s) incurred to the facility, EMPRA's equipment or grounds arising from the event, whether or not it is more than the damage deposit. Payment in full must be made 120 days before the event date. Any late payments will be charged a 10% late fee. If the full payment is more than 30 days delinquent, the reservation will be cancelled and all monies paid will be forfeited. Checks should be made payable to Evergreen Memorial Park and Recreation Association (EMPRA), 26624 N. Turkey Creek Road, Evergreen, Colorado 80439. Credit card payments are accepted over the phone at 303-674-0556.

** The refundable security / damage deposit of \$600.00 will be returned within 30 days after the event, pending the final inspection of the venue for damage to the venue, to EMPRA's equipment or other day of the event charges not previously identified or paid for in advance. If there are any additional charges, they will be deducted from the deposit and/or billed to the "Renter".

Cancellation Policy — The renter may cancel the scheduled event in writing or by email 120 days prior to the event date and forfeit ½ of what was paid for the damage/security deposit. Cancellations less than 120 days, but more than 90 days will forfeit the full amount paid for the damage/security deposit, with the difference refunded. Cancellations less than 90 days will forfeit all monies previously paid. Event reservation may not be transferred to another renter/party. No show events will forfeit rental fee and damage/security deposit. All refunds are processed within 30 days**. If EMPRA must cancel the scheduled event for any unforeseen reasons, EMPRA will refund all monies that have been paid to date.

The Barn and EMPRA reserve the right to make changes at any time regarding pricing, procedures and policies.

The Barn & Fields 2016-2017 Rental Rates

Effective January 1, 2016

Time Block Hours	6 Hours	8 Hours	10 Hours	12 Hours
Monday—Thursday	\$2340.00	\$2640.00	\$3040.00	\$3540.00
Friday—Off Season	\$2940.00	\$3240.00	\$3540.00	\$3840.00
Friday—Peak Season*	\$3540.00	\$3840.00	\$4140.00	\$4440.00
Saturday—Off Season	\$3840.00	\$4140.00	\$4440.00	\$4740.00
Saturday—Peak Season*	\$4540.00	\$4840.00	\$5140.00	\$5440.00
Sunday—Off Season	\$2940.00	\$3240.00	\$3540.00	\$3840.00
Sunday—Peak Season*	\$3540.00	\$3840.00	\$4140.00	\$4440.00
Holidays	\$4640.00	\$4940.00	\$5240.00	\$5590.00

* Peak Season June—October

Set up and clean up need to be completed within the contracted time block.

The Barn's Rental Rates include: Use of The Barn and a one-time setup of EMPRA's available tables and chairs, use of minimal kitchen facilities, trash supplies and usage of the fields for your ceremony if desired. Rates also include on-site Supervisory Staff, Security for the event and Parking Attendants.

The Barn's layout: The Barn can seat up to 200 on the 3 separate levels. The main floor holds up to 150 people service style, less with tables and chairs or if there is a dance area. The loft holds up to 50 people. The walkout lower level holds up to 50 people and has the minimal kitchen, prep area, and a large buffet counter. Sample floor plans are available. Floor plans will be finalized 30 days prior to event date.

Rehearsal Fee: The fee for a 90 minute rehearsal is \$150.00. There is no setup for rehearsals and no decorating is allowed during the rehearsal time. The rehearsals may not be booked more than 30 days in advance and is based on availability of The Barn and The Fields.



Photo by Rodney Adams

ADDITIONAL SERVICES AVAILABLE

Rehearsal Fee: (90 minutes)	\$150.00
<i>(No setup and no decorating is allowed during the rehearsal time. The rehearsal may not be booked more than 30 days in advance is based on availability of The Barn and The Fields.)</i>	
Video Screen Package (TV Screens, Video Hookup / Streaming Hookup)	Starting at \$150.00 ***
Outside Power Hookup	Starting at \$15.00 ***
D.J. / Band Hookup	Starting at \$25.00 ***
Early Arrival Fee:	\$200.00 / ½ hr *
<i>*(See Early Arrival description under Time Block information. This cannot be added to time block hours, day of event fee only. Payment due upon arrival.)</i>	
Fee for trash not removed by Renter	\$8.00 / bag (40lb max)
Stainless Steel or Wood Covered Ice Chest	\$15.00 ***each
Special Request for Help with Setup & Decorating	\$75.00 / hr (1 hr min)
Special Field Preparation Fee:	\$120.00
<i>(Special requests by Renter for specific grooming of grounds or special arrangement of field for event.)</i>	
Special Décor Modification Requests	\$75.00 / hr (1 hr min)
Additional Cleaning	\$100.00 / hr (1 hr min)
<i>(Cleaning not performed by Renter after event, day of event only charge)</i>	
Removal Fee for Outside Source Rental	\$250.00 minimum
Removal Fee for EMP Rental Items	\$125.00 + \$1.50 / each item removed

***Taxable

PLEASE READ THE RENTAL CONTRACT FOR A COMPLETE LISTING OF ALL RENTAL RELATED POLICIES REGARDING PRICING, PROCEDURES AND POLICIES FOR YOUR EVENT.

The Barn and EMPRA reserve the right to make changes at any time regarding pricing, procedures and policies.

Time Blocks are available for
 Non-Wedding related
 Non-Profit Events,
 Celebrations of Life
 Funeral and Memorial Services
 Birthday Parties, Anniversary Celebrations
 Sports / School Banquets, Fund Raisers
 Eagle Scout Ceremonies, Etc.
 Ask EMPRA's Staff for more information
 303-674-0556

Example: A 10-hour time block might be:
 1:00PM Arrive, setup & decorate
 4:00PM Ceremony Starts
 5:00PM Bar & Buffett Open
 9:15PM Bar Closes
 10:00PM Guests Depart
 11:00PM Building clean and vacated

- ⇒ All trash is to be removed from the building and grounds. Any trash left behind will be charged \$8.00/bag.
- ⇒ Additional cleanup after the event that is deemed necessary by EMPRA Staff will be assessed a fee of \$100.00/hr.
- ⇒ All EMPRA's furniture placed outside, on the deck, or on the grass must be brought inside before renter leaves the grounds.
- ⇒ The renter understands that the final decision regarding the damage deposit and cleanup is done by the EMPRA Management, not the EMPRA Staff. EMPRA Staff document all events and report back to the EMPRA Management.
- ⇒ Renter or Renter's day of event representative must check out of the building with EMPRA Staff before leaving the property.

Items NOT PERMITTED in The Barn or on EMP Grounds –

- ◇ NO candles. Ask EMPRA Staff for suggestions and ideas.
- ◇ NO glitter, table glitter or confetti, or anything like it may be used.
- ◇ Only existing wall plugs may be used. No rewiring for any reason.
- ◇ No cardboard chafing dishes, oil lamps, Chinese floating lanterns, fog, fireworks, or bubble machines are permitted in The Barn or on EMP grounds.
- ◇ No helium balloons may be used as decorations inside The Barn facility.
- ◇ No fish or insects may be brought to or released into the Park.

Items permitted in The Barn or on the premises following specific guidelines –

- ◆ Only birdseed and real 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 \$100.00/hr to be deducted from the damage deposit.
- ◆ Barbecue grills and gas-cooking devices may only be used on the dirt areas outside the facility, and then only in the predesignated grilling areas. Due to high fire danger and/or local Fire Bans, the use of any outdoor fire producing materials is prohibited except with prior approval from both EMPRA and the local Fire Department.
- ◆ Sparklers are ONLY permitted when preapproved by EMPRA and the local Fire Department.

PLEASE READ THE RENTAL CONTRACT FOR ADDITIONAL INFORMATION FOR YOUR EVENT.

The Barn and EMPRA reserve the right to make changes at any time regarding pricing, procedures and policies.

RENTER AGREES AND UNDERSTANDS THAT THE TIME BLOCK HOURS STIPULATED IN THE CONTRACT WILL BE STRICTLY ADHERED TO.

IT IS THE RENTER'S RESPONSIBILITY THAT ALL ATTENDEES ARE AWARE OF EMPRA'S POLICIES.

- ⇒ Rental includes use of The Barn facility, use of EMPRA's tables and chairs, and a service in the Fields.
- ⇒ Time block includes setup and cleanup within rented time.
- ⇒ Renter's, contractors and their equipment must be completely out of the facility by the end of the Rental Time Block.
- ⇒ A fee of \$200.00/½hr. will be charged to the Renter's Damage Deposit for early drop-off or early arrivals and a fee will be charged for anything left overnight.
- ⇒ It is the Renter's responsibility to inform all caterers, musicians, florists, contractors, guests and family members of the specific times and nature of the 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 EMP & RMPRA Policies.
- ⇒ The EMPRA Staff will arrange the initial setup of EMPRA's tables and/or chairs for (1) of the following: The Fields for the service, or for the reception in The Barn, before the renter's preparation time. Any furniture re-arrangement required after the original setup is the Renter's responsibility. Lift all tables to move, do not pull across the wood floor. Any EMPRA's tables or chairs placed outside or on decks must be brought inside after event.
- ⇒ If you request the EMPRA Staff to assist with setup and/or decorating, there will be an additional charge of \$75.00/hr for their services.
- ⇒ Renter is advised that EMPRA will not be responsible for any items brought by rental companies nor will EMPRA Staff sign for deliveries. It is the Renter's responsibility to receive, setup, move, tear down, and load all rentals as received for pickup.
- ⇒ To be in compliance with Jefferson County Event Permit & State of Colorado Noise Ordinance, EMPRA's Staff will have complete control over the volume of any music or noise-making devices. At 10:00PM, all outside doors and windows must be closed and all music or other noise making devices must stop.
- ⇒ 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.
- ⇒ Renter is required to leave the premises clean and ready for the next use. This includes but is not limited to:
 - ◆ Tables wiped free of debris
 - ◆ Chairs wiped free of debris
 - ◆ Taking down of all tables and chairs
 - ◆ Floors spot mopped and swept
 - ◆ Kitchen & bar are floors swept and mopped
 - ◆ Restroom area floors swept and mopped

TIME BLOCK HOURS, SETUP / CLEANUP, DÉCOR & RENTALS

Table & Chair Placement –

Basic floor setup is included in the Rental Rate. EMPRA Staff will provide minimal initial setup before the time block begins. Any moving or adding of furniture chairs, tables, etc. from the original setup is the renter's responsibility.

Décor – Interior & Exterior Décor –

All items currently in The Barn are secured and may not be removed. You may add pre-approved items you would like for the décor. Outside décor must be weighted/secured to prevent flyaway. Please contact EMPRA Staff if you are unsure what is acceptable and what is not.

Special Requests –

Any special requests that extend beyond provisions of this contract need to be presented to EMPRA Management 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 must be presented to the EMPRA Management in writing, no later than 24 hours prior to the scheduled event itself. All last-minute requests must be presented to EMPRA Management for approval. A fee of \$75.00/hr will be charged for requested Special Décor modifications.

Outside Source Rentals –

You are welcome to rent chairs, tables, tents, or any other equipment from an outside source. No delivery of rental items will be received prior to the renter's time block. The renter is responsible to receive, setup and take down all rental items, and to haul away such items after the event. A Rental Removal fee will be assessed on any items left at The Barn after the event.

Early Arrival Fee –

If anyone from the wedding arrives prior to the contracted rental start time and wishes to have access to the Barn and/or Fields, the Renter will be contacted for approval. If approved, and the Barn and/or Fields are available, extra time will be billed at \$200/hr minimal and payment will be required at the time access is requested.

Clean & Exiting Policy's for the Barn & Fields –

Renter is required to leave the premises (The Barn and/or The Field's) clean and ready for the next event. This includes taking down of tables and chairs, food spills and debris removed from floors, walls and chairs; floors swept and mopped and all trash cans emptied and trash removed from the grounds.

Additional cleanup after the event that is deemed necessary by EMPRA Staff will be assessed a fee of \$100.00/hr. If wedding party does not take down EMP tables and chairs, a tear down fee of \$125.00 plus \$1.50 per chair/table will be assessed.

Exit Time— All events must end by 10:00PM, cleanup and out of building by 11:00PM. **Renter must check out of building with EMPRA Staff before leaving the property at the end of the event.**

PLEASE READ THE ENTIRE RENTAL CONTRACT FOR ADDITIONAL INFORMATION REGARDING YOUR EVENT.

ALCOHOL POLICY

It is Renter's responsibility that
ALL attendees are aware of EMPRA's Alcohol Policies.

Alcohol Availability during any event—

- ⇒ Maximum time alcohol service may be available at any event—
 - * 4 hour maximum for 6-8 hour time blocks
 - * 6 hour maximum for 1-12 hour time blocks
- ⇒ 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.
- ⇒ 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.
- ⇒ A Renter-hosted, no-cash bar may be provided to your guests. No cash bars allowed.
- ⇒ A pre-approved, insured bar tending service must dispense **ALL** alcoholic beverages. **ALL** alcohol (bottled and/or poured), kegs and toasts, must be under the supervision of a bartender at all times. It is the Renter's responsibility to procure a bartending 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.
- ⇒ No alcohol may be brought on to EMP grounds that is not dispensed by the contracted insured bartender during event time block, including during setup and open bar time. Self-service of alcohol is **NOT** allowed.
- ⇒ No shots are allowed at any time.
- ⇒ Kegs must be enclosed in leak proof containers with can liners and cannot be placed in the parlor.
- ⇒ Alcohol service may not start until after ceremony ends.
- ⇒ Alcohol service must be shut down 45 minutes before the end of event prior to event cleanup time or no later than 9:15PM. No exceptions. EMPRA reserves the right to change the alcohol service availability times.
- ⇒ Renter understands that it is the Renter's responsibility to assure that the dispensing of all alcoholic beverages is in compliance with Colorado State Liquor Laws. No alcoholic beverages may be removed from the grounds during the Event.
- ⇒ The serving to and/or the consumption of alcohol by persons under 21 years of age is not permitted.
- ⇒ Drunkenness will not be tolerated, violators will be asked to leave the property.

