



EVENT SPACE GUIDELINES

THANK YOU | Thank you for considering Colorado Photographic Arts Center (CPAC) for your upcoming event. CPAC is a Section 501(c)(3) public charity. We offer event space to support our core programs, which include education, exhibitions and community outreach.

AMENITIES INCLUDE | Use of the main gallery with our current exhibition, food prep area, and ADA restrooms. 2,040 square feet that is single level and easily wheelchair accessible.

POTENTIAL USES | Private meetings, VIP parties, Small Weddings, Wedding Rehearsal Dinners, Bridal Showers, Private Mixers, Company Parties and Receptions.

Prices start with a four-hour minimum at \$1,500 and \$100 for each additional hour. A \$500 deposit is required to hold a date and a security deposit is required. The Holiday rate starts with a four-hour minimum at \$2,500 and \$250 for each additional hour.

Facility User agrees to rent the indicated space from the Colorado Photographic Arts Center (CPAC) during the stated dates and times, in accordance with the terms of these Rental Guidelines and the Event Rental Agreement. The space will be available to Facility User during the times stated on the Event Rental Agreement. Facility User should include sufficient time for set up and cleanup. Rental fees are based on a 4-hour minimum for the event, including setup and cleanup in the total number of hours. Extra charges apply for additional time used during the event at the per hour rates for galleries and staff. These charges will be deducted from the Security Deposit and additional fees must be paid in full within 5 business days of event. Reservation is not completed until payment is received by Colorado Photographic Arts Center.

Payment/Cancellation

The Total Rental Fee is due in full no later than 14 days prior to the event date, unless the contract is completed closer to the date of usage, in which case the total fee will be due and payable with the signing of the Agreement. The full deposit will be refunded for cancellations received at least 30 days prior to the event; 50% of the deposit will be refunded for cancellations received less than 30 days prior to the event. Deposits are nonrefundable for cancellations received 15 days or less prior to the event.

Damage Deposit | A damage deposit in the amount of \$500 is also required for all Event Rentals. Damage deposit may be made by separate check or credit card, is due at the time of signing the Agreement. CPAC accepts checks made payable to "Colorado Photographic Arts Center" and all major credit cards. The security deposit will be a separate payment, held and returned back to the Facility Users if no damage is done to the property and if the rented areas are cleaned and left in same condition as found and no additional time or space rental charges were incurred by the Facility User. Facility User will be notified within 3 business days post event as to whether or not the deposit will be refunded in full, partial, or not at all. If some or all of the security deposit is to be refunded, it will be refunded within 5 business days of the event. CPAC's remedies for damage shall not be limited to retention of the security deposit and CPAC may pursue any additional remedies authorized by law to recover its damages or losses.

Set Up, Clean Up, Caterers, Decorations & Rented Equipment

Set Up | Access to the facilities for setting up, including Caterer's set-up, will be during the hours stated on the agreement only. CPAC staff will not be responsible for moving, setting up, or taking down, stacking of tables and chairs and other equipment brought in by the Facility User, Caterer or other. Facility User is responsible for all set-up and break down, including stacking of all tables and chairs and other equipment used during the event.

Clean-Up | All rented areas must be left in as good of condition and repair as found at the beginning of the rental period. The Facility User is responsible for any damage to the Colorado Photographic Arts Center Facility caused by the Facility User and/or its guests/invitees, including damage to walls or artwork on or off the walls in the exhibition areas. The event space must be cleaned after use and all trash removed from the premises. Any items left beyond 48hrs, Colorado Photographic Arts Center reserves the right to remove or destroy based on lack of storage and liability.

Decorations | Except with prior written consent by CPAC, Facility User shall not cause or permit the facilities to be injured, marred, or in any manner defaced or changed. This includes the use of nails, hooks, tacks, screws or other fasteners into any part of the facilities. No decorations such as posters, pictures or banners are to be fastened to walls, woodwork or windows. No items that are difficult to pick up are allowed at CPAC such as rice, glitter, beads, birdseed, confetti, flower petals, silly string, etc. The following items are strictly prohibited: open flame, pets, smoke, fog machine, pyrotechnic equipment and bubbles. Decorations outside are feasible, so long as there is no damage to the exterior or harm the trees, plants, or anything else that affects the appearance of the outside. All decorations must be completed during event total time. If more time is needed, please contact CPAC to see if extra time is available. All tables, chairs, equipment and decorations must be 12 inches away from all walls, and all artwork, at times. There must be four feet of walk space between the walls and tables, chairs, etc. CPAC staff reserves the right to move any objects that interfere with safety or art.

Rented Equipment | All rented equipment and supplies must be delivered the day of the event during the hours specified on the Event Rental Agreement and picked up before 11:00 AM the following business morning, unless special arrangements have been prearranged and approved by CPAC.

Caterers | Caterers must have proper licenses and liability insurance coverage. Caterers are subject to the same terms and conditions of this agreement as the Facility User who hires them. The selected Catering Company for the event must provide to CPAC a certificate of insurance no less than two weeks prior to the event date, showing that the catering company maintains, at its sole cost and expense, insurance coverage for general liability, Worker's Comp. for their employees and property damage with limits in an amount of no less than \$1,000,000.00 per occurrence. In addition, if the catering company will serve alcohol at Facility Users event, the catering company shall provide proof of liquor liability coverage insurance with combined single limit coverage of at least \$1,000,000.00 per occurrence. Such insurance policies must name Colorado Photographic Arts Center as an additional insured. All Caterers must be approved by CPAC. All Caterers' equipment must be removed the day of the event. CPAC is not responsible for any damage, loss or stolen property or equipment of the Caterer or Facility User, or any property rented for use by the Caterer or Facility User. Facility User understands CPAC does not guarantee the performance of any catering company during the event.

Alcohol | Alcoholic beverages may be served in the facilities so long as the Facility User's event is an Invitation Only/Private Party and the alcohol is not being sold. If the event is open to the public, then the Facility User must have his/her own special events permit and must present a copy to CPAC prior to the event. Special Events Permits require a minimum of 30 days to process. No one under the legal age of 21 may be served alcohol. The Facility User is solely responsible

for monitoring all guests, public or private, for excess consumption as required by the State of Colorado and the City of Denver statutes regulating alcohol, in addition to monitoring all guests to ensure that they remain on the CPAC property for the duration of the event. CPAC does not condone the irresponsible use of alcoholic beverages. CPAC disclaims all liability arising from Facility User's sale or service of alcohol during the event.

Food and Beverage | Food and Beverages are permitted in event areas. All beverages and food must be kept at a distance of 3 feet from images on the wall or other artwork. All spills must be cleaned immediately to avoid damage to floor and sub floor. If food or beverage comes into contact with a print, Facility User must contact the CPAC representative immediately.

Sales | No sales of any kind are to take place during the event.

Destruction and Damage

Damage | The Facility User is responsible for any damage to the Colorado Photographic Arts Center Facility caused by the Facility User and/or its guests/invitees, including damage to walls or artwork on or off the walls in the exhibition areas. The event space must be cleaned after use and all trash removed from the premises. Any items left beyond 48hrs, Colorado Photographic Arts Center reserves the right to remove or destroy based on lack of storage and liability. Rentals will need to be picked up within 24 hours from the event ending.

Building Security | CPAC is not responsible for any valuable items left in the facilities. If this event is a public event separate security measures may be necessary please contact CPAC for details.

Smoking | No smoking is permitted in the Colorado Photographic Arts Center building.

Facility Use

Compliance | Facility User agrees that any use of CPAC's Facilities will comply with all statutes, ordinances, rules, regulations issued by Federal, State and municipal governments, including all rules of the City of Denver Police and Fire Departments and the Alcoholic Beverage Commission.

Licenses & Payments | Facility User agrees to obtain or collect and to pay and deliver to proper governmental agency or regulating authority, any and all license fees, permits, royalties, and taxes that may be required in connection with the event. All permits and licenses must be provided to CPAC two weeks prior to the event.

Hazardous Material | Facility User agrees not to bring on the premises any material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to any person or property or which is likely to constitute a hazard.

Responsibility and Indemnity

Conduct | The conduct of all participants while on CPAC's property shall be the responsibility of the Facility User. Facility User also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property or artistic content on CPAC's premises during the rental period, or resulting there from. Failure by any individual or group to follow all applicable rules and regulations will be cause for eviction from the premises. CPAC retains the right to evict objectionable persons from the premises. Repeated violations will result in denial of future reservation requests.

Indemnity | Facility User shall release, indemnify, keep and save harmless, CPAC, and its agents, officers, or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Facility User or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of,

occurring in connections with, the use by the Facility User of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, finds, penalties, claims, costs and expenses, including reasonable attorney's fees.

A staff member from CPAC will walk through with the Facility User before and after with a checklist to review the premises.

NON-DISCRIMINATION AND CONDUCT GUIDELINES

Colorado Photographic Arts Center adheres to strict observation of non-discrimination in all aspects of our organization. We do not discriminate. Improper, illegal, or rude behavior may result in dismissal from the property and legal actions.