

The Pavilion is equipped with:

- 140 Folding Chairs
- 4 3x8 ft. Rectangle Tables
- 1 3x5 ft. Rectangle Table
- 19 6 ft. Round Tables

Catering Kitchen:

Warming Oven with 10 Pans (5 Large and 4 Small), Refrigerator/Freezer, Commercial Sinks, Dishwasher, Counter Space, and Pass-Through Rolling Window (No Microwave)

Audio:

4 High Quality Speakers, Wall Jacks Around Room, Single Disc CD Player, Projector Screen, 3 Microphones (1 Cordless and 2 Handheld w/cords), and Amplifier & Volume Controls

Coat Closet:

4x6 Room with Hangers

Bathrooms:

Men's: 2 Stalls & 2 Urinals, Women's: 4 Stalls

The Studio is equipped with:

- 40 Folding Chairs
- 4 3x8 Rectangle Tables

Bathrooms:

Men's: 2 Stalls, Women's: 2 Stalls

Cleaning Supplies for Both: Mop, Mop Bucket, Broom, Dust Pan, Vacuum (Not Studio), Small & Large Trash Bags, Cleaning Products, Paper Towels, Toilet Paper

Credit Cards NOT ACCEPTED.

Cashiers Check, Money Order, Company Check, Personal Check, or Cash Only.

Deposit Fees

Payment required no later than 48 hours after inquiry in order to secure reservation.

Pavilion	\$500
Studio	\$250

Rental Fees

Photo ID and proof of residency required (water bill, lease, etc.)

Minimum age of 21 for lessee.

All non-profit (NP) organizations must provide proof of non-profit status.

Payment required no later than two weeks prior to date of event.

Pavilion

	<u>Mon-Thurs</u>	<u>Fri-Sun</u>
Eagle Resident	\$ 125	\$ 250
Non Resident	\$ 175	\$ 400
Resident NP	\$ 50	\$ 100
Non Res NP	\$ 100	\$ 200

Studio

	<u>Mon-Thurs</u>	<u>Fri-Sun</u>
Eagle Resident	\$ 40	\$ 100
Non Resident	\$ 60	\$ 150
Resident NP	\$ 25	\$ 50
Non Res NP	\$ 50	\$ 100

The Studio at Brush Creek Park



For More Information, Contact:

The Town of Eagle
 200 Broadway • PO Box 609
 Eagle, Co 81631
 Phone: 970-328-9655
 Fax: 970-328-9656
www.townofeagle.org




 The Brush Creek
 Pavilion
 & Studio

**0909 Capital Street
 Eagle, Colorado 81631**



Brush Creek Pavilion Guidelines

Booking Procedure

Contact the Town of Eagle at 970-328-6354 during normal business hours (8:00am–5:00pm). Availability will be determined and booking information will be provided, including contracts. Use of the facility will be confirmed upon receipt of the specified deposit, rental fees, signed contract, and waivers and/or insurance certificate, if applicable. All fees, contracts, deposits and insurance must be received by the Town of Eagle at least two weeks prior to event. **The Town of Eagle will retain the deposit fee if cancellation occurs less than thirty (30) days prior to the event.**

Access to Center

Lessee is to be accompanied by a Town of Eagle Public Works Employee for an inspection before and after each event. Lessee shall obtain a key to the leased premises at the time of check in. **Failure to check in or out on time will result in a minimum fine of \$125.00 and may result in the cancellation of the event.**

**All Check-In & Check-Out Inspections at:
8:00 am**

Please understand that it is your responsibility to have the pavilion cleaned and ready for the next party at 8:00 a.m. the day after your event. Please inform all people in your party, including caterers, of check-out time.

Securing the Building & Key Return

Lessee will return the key to the inspector after final inspection. **A penalty of \$30 per day will be retained if the key is not returned at check out.** In the event the key is lost or stolen the deposit will be held to cover costs to change the locks and any additional fees above the deposit shall be assessed to the renter. **Failure to secure the building will result in a \$100 fine retained from the deposit (Including all doors and windows.)**

Capacity

There is a maximum of 140 occupants (indoors).

Parking

Users are to park in the parking lot provided. Parking on Capitol Street is not allowed.

Hours

Functions are to be over by 11:00pm, however the lessee may stay longer for clean-up.

Weddings

Residents of the Town of Eagle may book the Pavilion up to one year in advance and nonresidents six months in advance.

Required Liability Insurance

Liability insurance of \$1,000,000 naming the Town of Eagle as an additional insured is required. Forms and rates for insurance coverage are available at the Town Office or you may contact your own insurance agent.

If Lessee obtains coverage through the Town of Eagle, payment must be received no later than two weeks prior in order to assure coverage.

Town of Eagle Insurance Rates through CIRSA:

Low Hazard Events:	1-50 People	\$99.01
	51-550 People	\$144.33
Medium Hazard Events:	1-50 People	\$144.33
	51-500 People	174.20

*Hazard level to be determined by Town staff.



Damage Clause

It is understood that any damage to the property of The Brush Creek Pavilion and Studio will be the responsibility of the lessee. It is agreed that the lessee acknowledges liability for any damages incurred during the event, which are the result of carelessness or negligence on the part of any guest. Rice or birdseed is not allowed on the premises; however natural flower petals are acceptable. Lessee agrees to require unruly or intoxicated guests to leave the premises if the situation arises. Driving on the grass or putting tent stakes in the ground is prohibited; unless approved by buildings and grounds staff at least one week prior to the event. Please contact the Town of Eagle Public Works at 970-328-6678 if you are erecting a tent. Failure to comply will result in fines and any damage to grounds will be taken out of your deposit.

Liquor

It is the responsibility of the lessees to obtain a liquor license, if liquor is to be SOLD on the premises. The Town reserves the right to deny the service or sale of alcoholic beverages to any individual or group for any reason and in its sole discretion.

NOTE: According to Colorado State Liquor Licensing Laws, weddings and all other private parties may not sell alcohol, therefore cash bars are not permissible.

Cleaning & Maintenance

Lessees will be responsible for setting up and cleaning up after their events pursuant to the "Check in Sheet".

If cleaning is not satisfactory a fee of \$125 per hour (minimum one hour) will be deducted from the deposit. Repair to the facility will also be billed at \$75 per hour plus 1/4 times the cost of parts.

Lessees are responsible for all set up and take down procedures for their event!

The Pavilion maintenance personnel will inspect the building after function to determine if it is cleaned satisfactorily to return deposit. There are to be no nails or tacks put into any of the walls or blinds. Renter will be responsible for inventory of equipment at the pavilion that is on the back of the check in sheet. The Town reserves the right to deny use of the Pavilion to any individual or group whose deposit has previously been withheld due to damage or lack of adherence to clean-up procedures.

The Town of Eagle reserves the right to refuse future service to any individuals who do not abide by these guidelines.



Inside the Brush Creek Pavilion with rustic wood beam ceiling and custom chandeliers.