



## FACILITY RENTAL POLICIES and PRICING

**LOCATION:** 318 Walking Mountains Lane, Avon, CO 81620

**ABOUT US:** Walking Mountains is a non-profit Science Center on private property nestled in a wooded valley located next to a quiet neighborhood. All events on site will only be approved if deemed a match to our mission and community outreach goals. Please be thoughtful about the type of event you are looking to hold on this special site. We reserve the right to determine if an event is suitable for our site and mission. Availability for your rental will be determined by the Facility Rentals Manager.

### **CAPACITY:**

- **Field Studies Base Camp West** (projector, computer and screen, microphones, speakers, connected to kitchen, 50 seated auditorium style, 36 at round tables, 2 single stall bathrooms)
- **Field Studies Base Camp East** (projector, computer and large screen, microphones, speakers, 50 seated auditorium style, 36 at round tables, 2 single stall bathrooms)
- **Field Studies Base Camp Whole** (both sides open to large room, 100 seated auditorium style, 72 at round tables, 2 single stall bathrooms, connected to kitchen)
- **Kitchen** (only if FSBC is rented, use of appliances only, no dishes, glasses, linens or tablecloths, silverware or platters available)
- **Meadow Learning Studio** (projector, computer and screen, speakers, standalone classroom with outdoor deck, 48 at round tables with small stools, single bathroom)
- **Lawn and Solar Courtyard** (only available if FSBC or MLS is rented, food and drink allowed during day time hours, no automatic lighting at night)
- **Patio and Entryway** (only available if Whole Campus is rented, no food and drink allowed to be served on the tile pavers, very minimally lit at night)
- **Whole Campus** (8:00 am – 10:00 pm which includes set up and break down times. Available for full day rentals only on Saturdays and Sundays. The Center will be closed to the public for Whole Campus Rentals. Limited hours of the gift shop, Exhibit Hall and multiple stall bathrooms available. You may not set up the day or evening prior to your event. If additional event items are left to be picked up the following day by a third party renter, including but not limited to dishware or stemware, linen bags, and/or table rentals, a \$100 charge will be added to the full day rental cost. All items must be neatly packed away outside next to the trash bins and ready for pick up. Unplanned, additional cleanup and break down for the event on the day following the event will result in a full or partial loss of the Deposit. You will not have access to indoor spaces the following day unless you rent the space at the published price.)

**EVENT INSURANCE:** If your event is taking place after or outside of business hours, or if you are serving food and or alcohol, you must provide a Certificate of Insurance for Liability (minimum of \$1,000,000 coverage). If you are also serving alcohol, we also ask you to obtain Liquor Liability Coverage naming Walking Mountains Science Center as a covered entity for your event. If you are serving food or alcohol, your caterer may already be covered for liability and liquor liability, and they can provide the Certificate. If you are planning on serving sit down meal(s) and alcohol, we request you have an insured caterer provide the services and staffing for your event. If you are providing your own food and beverage without the assistance of a caterer and their staff, your event may not be approved at the discretion of Walking Mountains.

**PARKING:** During business hours (8:00 am – 5:00 pm on days the Center is in operation) the two upper parking lots are reserved for Center visitors, staff, and handicapped parking. Event parking is only allowed on West side of Walking Mountains Lane, downhill facing South. After business hours (events beginning at or after 5:00 pm on days the Center is in operation and weekends), event participants may park in the two upper lots, but overflow parking must be on the West side of Walking Mountains Lane, downhill facing South. Absolutely no parking on the East side of the driveway, in the roundabout, or along the driveway North of the pond will be tolerated. There are approximately 29 spaces in the upper two lots, and about 30 spaces of parallel parking down the driveway. If you have guests parked at the bottom of the driveway, they will have to walk up about a quarter of a mile to get to the site. There is no lighting along the driveway after nightfall and we have a plow service that comes in the morning, but it may be a treacherous walk if it snows. There is no overnight parking, however, we do not want anyone to drive under the influence. If you think that there is any chance you might need to have overnight parking, please discuss this in advance.

**ALCOHOL POLICY:** It is the responsibility of the user to obtain a liquor license from the Town of Avon if liquor is to be SOLD on the premises by you or your caterer. If alcohol is to be served at your event, all Colorado State Liquor Laws apply including:

- Alcohol must be served by TIPS trained staff.
- Alcohol must be consumed during FUNCTION ONLY. Consumption of alcohol is prohibited during event set-up and tear-down.
- Alcohol must be consumed on the Walking Mountains' premises only.
- Walking Mountains Science Center reserves the right, at their discretion, to discontinue alcohol service at your function at any time based on renter and guest behavior.

To obtain information on the State of Colorado liquor laws, please access the State of Colorado website at: [www.state.co.us](http://www.state.co.us).

**AMPLIFIED SOUND:** It is the responsibility of the user to obtain an Amplified Noise Permit from the Town of Avon if any music is to be played through outdoor speakers (iPod, DJ, or live music) provided by musician or renter. Walking Mountains Science Center does not have or provide outdoor speakers.

**EVENT LOAD-IN/LOAD-OUT/SET UP/BREAK DOWN/CLEANING:** Load-in of all rental equipment and subcontractors is allowed only beginning at the rental start time. Due to our program calendar and facility usage schedule, no early load-in is allowed. Subsequently, there is no overnight storage inside the facility for any event supplies or rentals. All rental items may be stored overnight by the trash receptacle area outside of the Field Studies Base Camp for pick-up the next day. If items are to be left out for pick up the next day, a \$100 charge will be added to the rental fee as we are often open to the public or have other events the subsequent day. Walking Mountains Science Center and its staff are not responsible for items left overnight or outside of the premises.

**EVENT CONCLUSION:** Walking Mountains closes promptly at 10:00 pm. Thus, all events must be torn down, cleaned, and loaded out of the facility by that time. Failure to comply with your agreed rental timeline will result in partial or full loss of your Deposit. If you or your subcontractors arrive before or stay after your approved times, there is a \$100 fee per hour. Please allow ample time for you or your caterer to remove rental items and complete the cleaning checklist by 10:00 pm.

**EVENT CONFIRMATION/PAYMENT POLICY:** To confirm your event, 50% of the total rental charge must be received within 15 days of the event confirmation by credit card or check. The remaining 50% must be received 30 days prior to the event date.

**DEPOSIT POLICY:** If the event takes place during business hours (8:00 am – 5:00 pm on days the Center is in operation), a credit card number is required for the Deposit, but will not be charged unless need is determined after the event takes place. The buildings and facility must be left as originally found, within the agreed time limits of the event, in order for the card not to be charged. If the event takes place outside of business hours (goes past 5:00 pm on days the Center is in operation or takes place when the campus is closed) the Deposit of \$500 must also be received within *15 days of the event confirmation*. \$500 will be deposited by check or charged on the provided card. Within 3 days after the event date, the Deposit Agreement will be completed by the Facility Rentals Manager and shared with the renter(s). Within 30 days, a deposit check refund will be mailed to the renter. The amount will be \$500 or less the amount of damages, cleaning fees, trash fees, any additional Walking Mountains Staff hours, additional hours billed if Set Up begins before approved times or Clean Up goes past approved times, etc. as indicated by the Deposit Agreement. The buildings and facility must be left as originally found, within the agreed time limits of the event, in order for your full deposit to be returned. Please see Deposit Checklist.

**CANCELLATION or CHANGES OF THE POLICY:** CANCELLATIONS MUST BE MADE PRIOR TO 30 DAYS BEFORE THE EVENT DATE FOR A REFUND TO BE GRANTED. ALL REFUNDS WILL BE MAILED AND A 25% CANCELLATION FEE OF THE TOTAL AMOUNT PAID TO DATE WILL BE APPLIED. NO REFUND WILL BE ISSUED FOR CANCELLATIONS WITHIN 30 DAYS OF THE EVENT DATE. \*Any changes to details on your contract made after it has been signed and the deposit processed will still result in adjustment of the price for your rental if applicable.\*

**EVENT DECORATIONS:** No tape, nails, staples, thumbtacks, etc. are to be placed on walls, doors, windows, ceiling or furniture indoors or on the stucco outdoors. Candles are allowed as table decorations only if the candles are in a container and the flame is lower than the top of that container. No sidewalk chalk anywhere on campus. No confetti or flower petals. No fire pits can be brought or created on site.

**SMOKING:** Walking Mountains Science Center is a no smoking facility. It is the policy of Walking Mountains Science Center that tobacco and marijuana products are prohibited on its property. The user is responsible for alerting event participants of this and is responsible for picking up all cigarette butts if this policy is broken.

**BREAKING POLICY:** If you as the renter (and your guests) break any of the policies or agreements as laid out in this form and the Facility Rental Request Form, you are liable to lose some or all of your Deposit.

**RIGHTS RESERVED:** Walking Mountains Science Center and its staff reserve the right to adjust, change, edit, and update any aspect of the rental based on campus changes in needs or staffing.

**CLEANING:** Trash bags and basic cleaning supplies are provided for renters.

Renters (or their caterers) are responsible for:

- Washing any dishes, utensils, and surfaces of Walking Mountains' kitchen items used.
- Emptying all trash bins used in all buildings, including bathrooms, and replacing with fresh bags.
- Removing and disposing of all event decorations.
- Depositing all trash bags in the trash bins outside the kitchen. No bags may be left outside, any overflow will be left indoors until next available trash pickup.
- Breaking down and wiping tables, wiping down and stacking chairs, and replacing all items in the storage closet.
- Removing all event items from indoor spaces.

- If items are rented from a third party, all of the rental items must be organized and stacked neatly outside next to the trash bins for pick up the following day. No items can be left inside any of the buildings for clean up the following day. All event items must be taken from the premise at the culmination of the event. Only rental items may be left, neatly put aside, for pick up by the third party. If rental items are to be left on site for pick up the next day, a \$100 charge will be added to the rental fee. If more clean up needs to take place, or other event items or decorations need to be picked up the following day, it will result in a partial or full loss of the Deposit.

**ITEMS AVAILABLE:** All items below are available, but all set up and break down of these items are the renter's responsibility. We do provide:

- Kitchen space with basic oven, stovetop, microwave, toaster oven, two dishwashers, two sinks, and shared standard size refrigerator and freezer. Everything is standard what you'd find in any home kitchen. We are not a catering facility for high capacity use. Evaluate your need to rent additional ovens or stovetops, and understand the cost is the renter's responsibility.
- Gas Grill, if needed. (We do not provide the propane for its use.)
- 9-60" brushed brown steel round tables that seat up to 8 people. (Must stay indoors.)
- 100 stacking black chairs. (Must stay indoors.)
- Up to 6 folding plastic rectangular tables (must be reserved ahead of time, so programs don't reserve them).
- Each room (FSBC East, FSBC West, and MLS) has a computer tower, projector and screen, internet access, and speakers (indoor only, no outdoor speakers).
- The FSBC East and FSBC West have hand held or handless microphones available.

We do not provide:

- Any outdoor tables or chairs. There are three large and heavy outdoor picnic tables that seat 8. If you move these, you do so at your own risk and take responsibility for yourself and your guests in the case of injury. These tables must be returned to their original locations by the close of the event at risk of losing some or all of the Deposit.
- Outdoor trash or recycling receptacles (aside from our 6 bear proof receptacles that are to stay in the trash receptacle area only. All trash deposited into these bins must be bagged. All recycling must not be bagged.)
- Ladders, step stools, dollies, or equipment of any kind.
- Keys to buildings. You will receive a unique, temporary lock code to open doors. After your event ends, the buildings will be locked and armed and use of your code will result in the alarm company calling the police.
- Decorations or fasteners of any kind.
- Food, drink, condiments or ice.
- Propane for the gas grill on site.
- Coolers, hot pads, thermal boxes or bags, cambros, chafing dishes, etc.
- Utensils, plates, dishes, bowls, mugs, glasses, linens, napkins, silverware, etc.
- Additional dish towels. There will be several available in the kitchen but we do not provide additional towels for cooking or cleaning.
- Outdoor speakers or outdoor extension cords.
- Childcare or programming (you can request programming for \$125 an hour based on availability).

**BOOKING PROCEDURE:** Visit our website and fill out an Inquiry Form to get more information or start the booking process. <http://www.walkingmountains.org/facility-rentals/>. Availability will be determined and booking information, including the price quote, will be sent out based on the availability

of the space and type of event requested. Your use of the facility will **ONLY BE CONFIRMED** upon receipt of the specified deposit, signed contract and waivers.

**RENTAL SPACES AND FEES:**

	<b>During Business Hours</b> (8:00 am–5:00 pm. No rental availability before 8:00 am)	<b>After Hours</b> (Between 5:00 pm–10:00 pm on Weeknights and all day Saturdays and Sundays)
<b>East Half Field Studies Base Camp</b>	\$50 an hour (Two hour minimum)	\$100 an hour (Two hour minimum)
<b>West Half Field Studies Base Camp</b>	\$50 an hour (Two hour minimum)	\$100 an hour (Two hour minimum)
<b>Whole Field Studies Base Camp</b>	\$100 an hour (Two hour minimum)	\$200 an hour (Two hour minimum)
<b>Meadow Learning Studio*</b>	\$75 an hour (Two hour minimum)	\$150 an hour (Two hour minimum)
<b>Full Campus</b>	Available Saturdays and Sundays only and Campus will be closed to the public.	\$2,500 8:00 am – 10:00 pm
<b>Second Day Item Pick Up</b>	If you have subcontracted some items that need to be picked up the day after your event.	\$100
<b>Additional Programming</b>	Based on availability and timeline, staff is available to create and present an educational program.	\$125.00 an hour
<b>Additional Staffing</b>	If your event needs more than one staff member present, there is pricing per hour with a 6 hour minimum.	\$25.00 an hour

There is a 2 hour minimum for all rentals. There are no smaller portions of time available (for example, no 30 minute increment rates). We are open 7 days a week (Sun-Sat) from mid-June to Labor Day and open 6 days a week (Mon-Sat) for the remainder of the year. Business Hours Availability is between 8:00 am to 5:00 pm and After Hours Availability is between 5:00 pm to 10:00 pm\*\*. If your event starts before 5:00 pm but ends after 5:00 pm, it is considered a full after hours rental at the After Hours Rate. Fees do not include any set up or break down of items by Walking Mountains. Each space is in a neutral state upon the arrival of the user, and it is responsibility of the user to set up the spaces as needed, then break down, clean up, and put away all items after all participants are gone. This must be finished before the end time of the rental.

\*Meadow Learning Studio does not have access to kitchen.

\*\*All events must be finished and cleaned up. No renters or guests may be on property past 10:00 pm.

**SPECIAL RATES:** Non-profit rentals are offered at 50% of the fee for events happening during business hours (8:00 am–5:00 pm). If an event is after business hours, or starts before 5:00 pm but ends after 5:00 pm, no discount applies.