

PITKIN TOWN HALL USE/RENTAL FORM

- I. AUDITORIUM USE ONLY
- II. AUDITORIUM AND STAGE USE
- III. DOWNSTAIRS MEETING ROOM USE
- IV. CHAIR RENTAL ONLY

Town Hall Commissioner: Juliet Serrato #970-275-4353  
 Assistant: Kathleen Rose #970-901-6009



Type of Use (Numeral): \_\_\_\_\_ Date(s) of Use: \_\_\_\_\_

Individual or Organization Name: \_\_\_\_\_

Phone/Mailing Address: \_\_\_\_\_

Purpose: \_\_\_\_\_

Practice/Rehearsal Time(s) and Date(s) \_\_\_\_\_

Use of Lights or heat/Approved? \_\_\_\_\_ / \_\_\_\_\_

Spotlight(s) to be used/Approved? \_\_\_\_\_ / \_\_\_\_\_

Use of Sound System/Approved? \_\_\_\_\_ / \_\_\_\_\_

Will there be food or drink? (Auditorium Only): \_\_\_\_\_

NON-REFUNDABLE AUDITORIUM/STAGE or DOWNSTAIRS MEETING ROOM RENTAL FEE is \$350 PER EVENT (no personal checks). ANY EVENT THAT LAST LONGER THAN 3 DAYS will be \$350 per WEEK.  
 (Initial) \_\_\_\_\_

NON-REFUNDABLE CLEANING FEE is \$150 per EVENT (no personal checks). Please leave the space the way you found it to avoid more charges. (Initial) \_\_\_\_\_

Refundable Key Deposit \$50 per Key up to 3 keys (no personal checks) (Initial) \_\_\_\_\_

Refundable Space Deposit \$150 per Event in ADVANCE (no personal checks) (Initial) \_\_\_\_\_

Refundable Chair Rental Deposit \$150 per Event (no personal checks) (Initial) \_\_\_\_\_

Amount of Chairs to be used (up to 50) \_\_\_\_\_

\*If chairs are being used at an event in another locale in Pitkin, chairs must be returned within 24 hours of event in the condition that they were found. If there is any damage to chairs, refundable deposit may be forfeit and other charges may be incurred. ALL DEPOSIT CHECKS ARE MADE OUT TO TOWN OF PITKIN.

PITKIN TOWN HALL CONTRACT USE RESPONSIBILITY AND RULES:

1. No Food or Beverages without prior approval. NO FOOD on Stage or Back Stage. Bottled Water only Back Stage.
2. Please stay off the STAGE unless part of the use.
3. Top windows in the Hall are NOT to be opened.

4. All Electrical Uses must be pre-approved, including but not limited to the use of Spotlights, Sound System, Lights and Heat.
5. Please protect the FLOOR when moving furniture or heavy equipment; if the floor is damaged during your use, you may incur charges for repair of damage. (IE.) NO SKATING.
6. Keep all Exits clear, keep the storage room outside door clear for fire exit use.
7. Space must be left as it was found BEFORE your event, cleared within 24 hours after the completion of your event.
8. Keys must be returned AFTER your cleaning, but within 24 hours of your event.
9. The Keys, Space your event was held in or Chairs that were borrowed will be inspected with you before and after your event. All deposits will be immediately returned after walk-thru or inspection is found to be satisfactory by Commissioner or Commissioner's Assistant and keys are returned.
10. If your event space is not cleared within 24 hours of the end of your event and the keys are not returned within 24 hours of the end of your event, clean-up fees of \$25 dollars per hour and late Key fees of \$25 per day may be incurred and all deposits may be forfeit.
11. If you CANCEL your event and give 30 days written notice, your SPACE deposit will be refunded 100%. If you CANCEL your event and do not give at least 30 days written notice, your SPACE deposit will be kept and put into the TOWN HALL FUND.
12. Keys may be picked up 24 hours before your EVENT rehearsal/practice dates and Key Deposit must be received at that time.

- All fees go into the dedicated TOWN HALL FUND, for preservation and continued enjoyment of our beautiful, historical TOWN HALL est. 1900.
- The dedicated Town Hall fund is used to pay for propane, electric, cleaning, fire servicing, pest control and additional HISTORICAL GRANT REQUIRED MAINTAINENCE and projects.
- We have more work to be done and the dedicated fund must be replenished with donations from fundraisers and rental of the Town Hall or Meeting Room.
- All business checks or money orders must be made out to THE TOWN OF PITKIN.

REFUNDABLE DEPOSIT Received?/DATE:\_\_\_\_\_ Refund?\_\_\_\_\_

RENTAL Fee Received?/Date:\_\_\_\_\_ / \_\_\_\_\_

CLEANING Fee Received?/ Date:\_\_\_\_\_ / \_\_\_\_\_

Paid Fee and Date:\_\_\_\_\_ Refund?/ Date:\_\_\_\_\_

Paid Fee and Date:\_\_\_\_\_ Refund?/ Date:\_\_\_\_\_

No Fires, No Alcohol, No Smoking, No Violation of Any State, Federal or Court Ordered Statutes of Regulation

SIGNATURE of RESPONSIBLE PARTY:\_\_\_\_\_ DATE:\_\_\_\_\_

PRINTED NAME:\_\_\_\_\_

\*COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PITKIN TOWNHALL USE FORM / ADDENDUM

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- IV. CHAIR RENTAL ONLY

Commissioner: Juliet Serrato #970-275-4353  
 Temporary Assistant: Kathleen Rose #970-901-6009



**THIS FORM IS FOR TOWN SPONSORED/SANCTIONED EVENTS. THERE WILL BE NO FEES OR DEPOSITS FOR OFFICIAL TOWN USE. FILLING OUT THIS FORM AND GIVING ADVANCED NOTICE FOR ANYTHING OTHER THAN A REGULARLY SCHEDULED TOWN EVENT (I.E. TOWN COUNCIL MEETING) IS GREATLY APPRECIATED TO ENSURE THAT WE DO NOT DOUBLE BOOK AN EVENT SPACE.**

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Use of Sound System/Approved? \_\_\_\_\_ / \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_