



Social Event Contract

Event Space: Fireside Room Carriage House Gazebo

Event Reservation #: _____

Event Date: _____
Day of Week _____ Month _____ Day _____ Year _____

Event Type: _____
(i.e., Wedding Ceremony, Reception, Corporate Party, Auction, Craft Fair, etc.)

Event Name: _____
(i.e., Brides Name/Grooms Name, Company Name, etc.)

Event Guests: _____ Caterer: _____
Approximate # of People (Preferred Caterer, Non-Preferred Caterer, or "Friends and Family" Catering)

Event Times: Free Preparation Time _____ to _____
Paid Time _____ to _____
Cleanup/Depart _____ to _____ Out of Building/Off Grounds _____

Event Fees (Office Use Only):

Description	Rate	Quantity	Extended Total
Fireside Room	\$ _____ per hr	x _____ hrs	\$ _____
Carriage House	\$ _____ per hr	x _____ hrs	\$ _____
Gazebo	\$ _____ per hr	x _____ hrs	\$ _____
Room Fees Total			\$ _____
Deposit (paid at time of reservation)			\$ _____
Room Fees Balance			\$ _____

- Due Date: _____
- Due Date: _____
- Due Date: _____
- Due Date: _____
- Due Date: _____
- Due Date: _____
- Due Date: _____

Security/Damage Deposit (Fee based on choice of Caterer.)			\$ _____
Kitchen Usage Fee (Fee based on choice of Caterer.)			\$ _____
Additional Time	\$ _____ per hr	x _____ hrs	\$ _____
Additional Time	\$ _____ per hr	x _____ hrs	\$ _____
Late Fees	\$ _____	x 10%	\$ _____
Late Fees	\$ _____	x 10%	\$ _____
			\$ _____
Conf _____ Cxl _____ Ref _____			\$ _____

Final Event Total

Event Contact: _____
(Person signing contract) Name Title (Bride, Mother of Bride, Groom, Manager, etc.)

Address _____ City _____ State _____ Zip code _____

Home Phone _____ Mobile Phone _____ Work Phone _____

Fax _____ Email _____

Alternate Contact: _____
Name Title (Bride, Mother of Bride, Groom, Manager, etc.)

Home Phone _____ Mobile Phone _____ Work Phone _____

Fax _____ Email _____

Event Notes (Office Use Only): _____



Social Event Contract

Event Reservation #: _____

The undersigned has thoroughly read the "SOCIAL EVENT INFORMATION BOOKLET" and agrees that the Applicant is responsible for and will adhere to all policies stated therein, which are incorporated into this Contract by reference.

Initials

The Applicant agrees to the above payment per hour plus kitchen fee and security/damage deposit. The Applicant understands the security/damage deposit refund procedures as explained in the "SOCIAL EVENT INFORMATION BOOKLET" and knows under what conditions a security/damage deposit can be refunded.

Initials

The Applicant understands that a 10% late penalty fee will be automatically assessed if the balance is unpaid after the due dates.

Initials

The undersigned has read the **Cancellation and Refund Policies** in the "SOCIAL EVENT INFORMATION BOOKLET" and understands what monies the Applicant will forfeit due to a cancellation, change of date or change of time frame.

Initials

The Applicant agrees to pay for any damages arising from this event, even if in excess of the security/damage deposit. The Applicant agrees to defend, indemnify and hold harmless Jefferson County, and its officers, agents and employees, from and against all liability, claims, demands, and expenses, including court costs and attorneys' fees, on account of any injury, loss or damage, which arise out of or are in any manner connected with the Contract, if such injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the acts, errors, or omissions of the Applicant or any officer, employee, or agent of the Applicant.

Initials

The Applicant understands that parking at the Mansion is limited and as the contact for this event the Applicant will inform all guests of the need to carpool three or four per car and/or use group transportation. The Applicant agrees to provide all guests & vendors the Boettcher Mansion Map (included with the confirmation letter) to inform them of the need to carpool/use group transportation.

Initials

If the Applicant is a company or other separate organization, the undersigned hereby represents that he/she has the authority to execute this Contract on behalf of the Applicant. If the Applicant is an individual, place 'N/A' on the Initials line to the left.

Initials

The Applicant authorizes the Boettcher Mansion to charge the following Visa/MasterCard for any above rental fees or deposits.

_____ - _____ - _____ Expires: _____

Name as it appears on the card is: _____

Relationship to Event Contact: _____

Initials

The Applicant authorizes the Boettcher Mansion to disclose the Applicant's personal contact information (including name, address, phone number and email address) to the Boettcher Mansion's list of Preferred Vendors. A copy of such list shall be provided to the Applicant by Boettcher Mansion upon request. Alternatively, if you decline to have your personal contact information disclosed, please do not initial this section, and the Boettcher Mansion shall not disclose such information.

Initials

General Provisions~

- (1) This Contract may not be assigned by the Applicant.
- (2) By entering into this Contract the Applicant is not acting as an agent, servant or employee of Jefferson County. If applicable, the Applicant is solely responsible for necessary workers' compensation insurance and shall be responsible for withholding and paying all federal and state taxes. The Applicant is not entitled to unemployment insurance benefits from Jefferson County.



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- (3) The Applicant shall observe and comply with all applicable laws, including but not limited to, federal, state and local laws, regulations, rules, or ordinances that pertain to this Contract.
- (4) The rights and duties of the parties hereunder shall be interpreted in accordance with the laws of the State of Colorado and the courts of this state shall have sole and exclusive jurisdiction of any disputes or litigation arising hereunder. Venue for any and all legal actions arising hereunder shall lie in the District or County Court in and for the County of Jefferson, State of Colorado.

Applicant Signature: _____

I certify that I am 18 years of age at this date of signature. Date

Name (please print)

Title (Bride, Mother of Bride, Groom, Manager, etc.)

Acceptance of Agreement: _____

Boettcher Mansion Director

Date

Marketing Source: _____

How did you hear about the Boettcher Mansion?

Permission to Serve Alcohol (This is Not a License)~

Event Name: _____ Event Date: _____

Type of alcohol to be served: None Champagne (toast only) Champagne Beer/Wine Full Bar

Name of Professional Bartender (required): _____

I _____ (please print full name), request permission to serve alcoholic beverages at the event specified on this Contract. I hereby affirm that the event is a private function and that there will be no fee charged (i.e., no cash bar, tips or event fee) for the consumption of alcoholic beverages. I agree that if permission to serve alcohol is granted, no liquor, including 3.2 beer, will be served on the premises to persons under 21 years of age. Further, I agree that no alcoholic beverages will be served to intoxicated persons. I understand that the granting of permission to serve alcohol does not constitute a liquor license, and that the Applicant is solely responsible for compliance with the liquor laws of the State of Colorado. I also agree that the Applicant is solely responsible for any claim or liability that arises as a result of the serving of alcohol at the event, and I agree to indemnify and to hold harmless Jefferson County, its elected officials, employees and agents from any liability, cost or expense, including attorney's fees arising therefrom including negligence by Jefferson County, its elected officials, employees and agents.

Applicant Signature: _____

I certify that I am 18 years of age at this date of signature. Date

Name (please print)

Title (Bride, Mother of Bride, Groom, Manager, etc.)

Permission granted by: _____

Boettcher Mansion Director

Date

Revised: February 14, 2008