BOETTCHER MANSION

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): Marketing Source: _____

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: _____

Security/Damage Deposit (Fee based on choice of Caterer.)			$_____	❑ Due Date: _____
Kitchen Usage Fee (Fee based on choice of Caterer.)			$_____	❑ Due Date: _____
Additional Time	$_____ per hr	x _____ hrs	$_____	❑ Due Date: _____
Additional Time	$_____ per hr	x _____ hrs	$_____	❑ Due Date: _____
Late Fees	$_____	x 10%	$_____	❑ Due Date: _____
_____	$_____		$_____	❑ Due Date: _____
Conf _____ Cxl _____ Ref _____			$_____	Final Event Total

Name of Applicant (company/organization): _____

Event Contact: _____
Name of person signing contract 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): _____

SAMPLE

900 Colorow Road, Golden CO 80401 720-497-7630 303-526-5519 (fax) www.jeffco.us/boettcher

Event Reservation #: _____

_____ **Initials** 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 party 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:_____ Verification Code:_____

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.

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

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: June 1, 2012

SAMPLE