



Memorial Hall Public Event Application

Name of Event: _____

Applicant First and Last Name: _____

Phone Number: _____ Email Address: _____

Name of Organization: _____

Type of Organization: _____

Organization Address (Street, City, State, Zip): _____

Date(s) of Event: _____ Time of Event: _____

Set-Up & Clean-Up Times: _____ Number of People Expected: _____

List prior dates/years of same event, if applicable: _____

Purpose of Event: _____

Is this for an organization that is governmental, quasi-governmental, religious, charitable, fraternal, or non-profit?

- No
- Yes

Will alcohol be served?

- No
- Yes (A Special Events Permit Liquor Application Permit must be filled out with the City Clerk's office at least 30 days prior to the event. Please call 719-685-2554 for more information)

Will food be served?

- No
- Yes (The City requires food temporary establishment licenses as well as current health inspections and liability insurance certificates for food vendors. All food served to the public must be prepared in accordance with the El Paso County Department of Health and Environment. The Health Department's phone number is 719-578-3199)

Will anything be sold at the event?

- No
- Yes (A vendor permit is required- \$11 per permit must be paid 10 days before the event)

Will there be an admission, entrance, participant or user fee, cover charge or door charge?

- No
- Yes (City Excise Tax of 5% must be paid on the admission or entry fee unless proof that the organization is exempt as a governmental, quasi-governmental, religious, charitable or fraternal organization is filed with the City.)

Will promotional materials be used?

- No
- Yes (The City Event Coordinator must approve materials prior to distribution)

Will you be hanging a banner?

- No
- Yes (Please fill out a Banner Application form and submit to the City Event Coordinator)

What is your security plan? _____

Memorial Hall Fee Schedule:

\$50 Minor Special Event Application Fee (A public event with 199 or less participants OR one that does not require a liquor permit)

\$150 Major Special Event Application Fee (A public event with over 200 participants OR an event that requires a permit pursuant to the City's liquor licensing requirements)

\$400 Fully Refundable Security Deposit

Resident Fees:

\$375 9am-11:59pm Saturday

12pm-11:59pm Sunday

\$60/2 hours 5pm-11:59pm Monday-Friday

Non-Resident Fees:

\$625 9am-11:59pm Saturday

12pm-11:59pm Sunday

\$125/2 hours 5pm-11:59pm Monday-Friday

\$150 Additional day for set up or clean up

Total Fees Due:

Application Fee: _____

Use Fee: _____

Security Deposit: _____

Total: _____

APPLICANT'S INDEMNITY AND WAIVER

Please Initial:

_____ In consideration of the City of Manitou Springs granting to the applicant permission to use certain City facilities as per the application, the applicant hereby indemnifies the City and agrees to hold the City harmless from all liability, claim or demand for any damage, injury or other loss arising from the Applicant's use of said facilities, and the Applicant will defend the City against any and all such claims and demands and will pay any and all judgments rendered in favor of any such claimants.

_____ The Applicant further acknowledges that the Applicant has assumed the risk of any and all damage, injury or other loss arising from the Applicant's use of said City facilities, and the applicant hereby waives and relinquishes any and all claims for any such damage, injury or loss.

_____ The Applicant will, at the Applicant's cost, furnish such liability insurance as may be required or requested by the City, in advance of the time of the scheduled use of said City facilities. Such insurance shall either name the City as the primary insurance or as an additional named insured.

_____ The Applicant has read and understands the Ordinance as outlined in the Municipal code regarding Noise Nuisance and acknowledges that the Applicant will be held responsible for any violations. 6.08.020 - Unnecessary sound prohibited.

_____ I have read and understand the Policy for Use of Pavilions and Parks within the City of Manitou Springs and agree to comply with all the provisions set forth therein.

By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies, and ordinances of the City of Manitou Springs and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the City for any costs incurred by the City in repairing damages to public property caused by the sponsors of the special event or the participants in the event, or by actions that the sponsors directed, authorized, or ratified, and also agreeing to defend the City against, and indemnify and hold the City harmless from, any liability to any person or property that arise from or are related to the special event.

Applicant Signature: _____

Date: _____

Memorial Hall Policy

1. A cancellation fee of 50% of the use fee will be forfeited if the event date is changed or cancelled after the application has been processed. No use fee will be refunded if the event date is changed or cancelled within 14 days of the original scheduled event date. No use fee will be refunded if the event is canceled due to inclement weather. Incomplete applications, including all necessary attachments, will NOT be processed.

2. ALL PARTICIPANTS AND ATTENDEES MUST LEAVE THE PREMISES IN THE EVENT OF AN EVACUATION

3. For public events a **Certificate of Liability Insurance**, covering this event and naming the City of Manitou Springs, 606 Manitou Avenue as an “Additional Insured” for the event dates, must be on file with the Event Coordinator **with** the application to use facilities. **The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & adv injury, with a limit not less than \$5,000 per individual for medical expenses.**

4. If food will be served, be advised that Memorial Hall’s kitchen is not a commercial kitchen. All food served at a public event must be prepared in accordance with the El Paso County Department of Health & Environment. The Health Department’s phone number is 719-578-3199. Event organizers must also supply food establishment licenses as well as **current** health inspections and liability insurance certificates for food vendors in addition to the above requirements.

5. No nails, hooks, staples or other fasteners shall be placed in the floor, walls or ceiling. Please note the check-list for cleaning Memorial Hall attached to this application. The applicant is responsible for all set up as well as clean up, including trash. The applicant also assumes responsibility for any and all damages by attendees.

- Tampering with the electrical or plumbing system of the building may result in the loss of the deposit.
- Only one plug may be used per circuit, circuits are marked clearly on the outlets.
- **In case of an emergency or blown breaker call police dispatch at 719-390-5555. You will be charged for afterhours maintenance dispatched.**
- Moving the ceiling tiles or attaching decorations to the ceiling tile supports may result in the loss of the deposit.
- Moving, covering, or attaching decorations to existing artwork is prohibited.
- If seasonal decorations are already in place, do not disturb them.
- Do not staple or nail decorations in place. At the end of the event, remove all decorations.
- All charges to repair scratches or other damage on the floor will be deducted from the deposit and any overages will be billed to the applicant. **Dragging tables and chairs across the floor will cause damage(s) to the floor**, of which applicant will be responsible. Please use the carts provided for moving and storing tables and chairs.
- The dumping of coffee grounds or any other solid materials in sinks in the building shall automatically forfeit the deposit.
- **Additional cleanup or damage charges will be deducted from the deposit and any overages will be billed to the applicant.**
- The applicant is responsible for the setup and cleanup of Memorial Hall - including the removal of all trash, equipment, and/or furniture brought into the building - immediately following the use of the room. Anything left behind will be discarded at the cost of the applicant. **Applicant is responsible for bringing cleaning supplies, vacuum cleaner/broom and extra trash bags.** One set of trash bags (located under kitchen sink) mops, and dust mops brooms are provided.
- Available are 19 rectangle tables measuring 95” long x 29” wide, 11 round tables measuring 60” across, and a minimum of 200 chairs available. Tables and chairs may **not** be taken outside. **Use of the foyer during regular business hours is prohibited without prior approval.** Applicant will receive a code for the closet in Memorial Hall where tables and chairs are stored. This code is active for the scheduled event only.

6. Smoking in City Hall in its entirety is prohibited.

7. The refund of the deposit is the decision of the Event Coordinator and the Public Works Department. Please allow approximately **10 – 14 business** days for a deposit refund. Deposits for special events are not returned until all taxes have been received by the City of Manitou Springs Finance Department.

8. The applicant and all persons using Memorial Hall in conjunction with the approved activity shall be bound by the Memorial Hall's policy and **all** applicable ordinances of the City.

9. Special event producers must submit a certificate of liability insurance to the Event Coordinator's office with application.

10. Special event producers must also submit a copy of the State of Colorado, Department of Revenue Special Events Sales Tax Certificate **10 days** prior to event to the City Event Coordinator.

11. The event producer is responsible for submitting a complete typed listing of vendors to the Event Coordinator's office **10 days** prior to event. This list should include the name of each vendor and date(s) vendor is attending the event.

12. Vendor permits must be obtained for each vendor. Vendor fees are **\$11 per day** per exhibit, payable by event sponsor (**\$385 max per day**).

13. Vending permits must be displayed on the booth in public view.

14. Event producers must also supply food temporary establishment licenses as well as current health inspections (if applicable) and liability insurance certificates, naming the City of Manitou Springs, 606 Manitou Avenue as additional insured, for food vendors in addition to the above requirements.

15. Event organizers are responsible for ensure food vendors are compliant with the El Paso County Health standards.

16. Excise tax must be remitted directly to the City of Manitou Springs Finance Department, by the 20th of the month following the event.

17. Sales tax from such events should be remitted to the Colorado Dept of Revenue by the event holder, using the special events sales tax number issued to the event holder by the Colorado Dept of Revenue.

Remit a copy of the return to the City of Manitou Springs Finance Department by the 20th of the month following the event.

18. Deposits are not returned until taxes related to the event have been received by the City of Manitou Springs Finance Office.

19. Events with admission or entry fee - City Excise Tax of 5% must be paid on the admission or entry fee unless proof that the organization is exempt as a **governmental, quasi-governmental, religious, charitable or fraternal organization** is filed with the City.

20. All public events are subject to ERIG (Event Review and Impact Group) Review.

21. Alcoholic beverages are prohibited in City Parks and Memorial Hall without pre-approval by the City Clerk's Office. The use of alcohol in Memorial Hall without a properly submitted and approved liquor license result in the applicant forfeiting the security deposit in its entirety. Contact the City Clerk for the

Liquor License at 719-685-2554. **The liquor license must be submitted a minimum of 30 days' prior of the event.**

22. Each group or individual shall be responsible for cleaning the area after their use and for removing all equipment and trash immediately following the use of Memorial Hall. If there are any questions regarding clean-up, please contact the Event Coordinator during business hours 719-685-2601.

23. If a Public Works employee is called out during non-working hours because of a problem caused by the applicant's use, \$25 per man-hour will be charged with a minimum of 2 hours.

24. Groups requesting City sponsorship or waiving of **any** fees must submit the proper application along with the Memorial Hall Use application for each event date a minimum of **30 days** prior to the event. The applicant must supply a copy of their group's charitable status with the Secretary of State, State of Colorado and to the City of Manitou Springs Finance Department office along with each application. A completed application for each requested event should be submitted. Applications for City Fees are reviewed by City Council.

25. **Deposits and Application Fees are not waived.** Deposit refunds are at the approval of the Events Coordinator. If you have comments regarding the facility, please contact The Event Coordinator at 719-685-2601.

26. Any supplies, decorations, equipment or food left behind will be **discarded at the cost of the applicant.**

27. Deposits are returned by check to the applicant only. Please anticipate 10-14 days for deposit refunds.

Memorial Hall Rules Clean-up Checklist

Failure to comply with any of the following items will result in the loss of part or all of the security deposit.

If there are any problems or concerns prior to the event, please contact the Event Coordinator at 719-492-2353.

All other times – call the police dispatch at 719-390-5555 to contact the on-call Public Works employee for you.

Inspection for cleanliness and damages will be performed after the event. Failure to report issues prior to your event may result in the loss of part or all of the security deposit.

Deposits are returned by check to the applicant only. Please anticipate 10-14 days for deposit refunds.

Tables and Chairs:

- ✓ **Remove all decorations and tape from top, sides, and bottom of all tables and chairs.**
- ✓ **Wipe table tops and chairs ensuring no residual food or drink remain. Dirty tables and/or chairs may result in partial loss of deposit.**
- ✓ **Store tables and chairs in Memorial Hall storage room using the carts provided. Follow the guide located on the storage room door for proper storage and positioning.**

Hall:

- ✓ Remove all decorations and fasteners (i.e.: tape, paper clips, string, etc...) from entire hall including the ceiling, walls, doors, windows, and stage.
- ✓ Remove all food, drink, and trash from floor and stage.
- ✓ Sweep the floor, stage, and behind serving bar with the dust mop located in the Memorial Hall storage room.
- ✓ Clean any and all food and drink residue from the floor, stage, and behind the serving bar. It is recommended to replace dirty water with clean water regularly to ensure floor is clean.

Serving Bar (between the Hall and the Kitchen):

- ✓ Remove all decorations, fasteners, and trash from serving bar
- ✓ Clean surface of serving bar using commercial cleaner
- ✓ If used, clean sink with commercial cleaner
- ✓ Ensure all cabinets are emptied and cleaned

Kitchen:

- ✓ Clean sinks including faucets using commercial cleaner
- ✓ Clean counters using commercial cleaner
- ✓ If used, clean stove using commercial cleaner
- ✓ Clean burner tops, grill, front, and sides of stove
- ✓ If used, clean oven using commercial cleaner
- ✓ If used, clean inside of microwave using commercial cleaner
- ✓ Clean windows
- ✓ Clean walls
- ✓ Clean inside of refrigerator and ensure refrigerator is empty
- ✓ Clean outside of refrigerator
- ✓ Clean outside of cabinets
- ✓ Ensure all cabinets and drawers are emptied and cleaned
- ✓ Sweep and mop kitchen floor using the mop and industrial bucket located in the Memorial Hall storage room. Fill the bucket with clean water and commercial cleaner; Replace water in bucket with clean water and commercial cleaner as needed to ensure floor is clean.

Trash:

- ✓ (Note- one set of 30/40-gallon trash bags are provided for your convenience. Please bring extra 30/40-gallon trash bags in case the need arises for excess trash removal and avoid the need for cleansing)
- ✓ Empty all trash containers from hall and kitchen into the trash dumpster provided outside
- ✓ Ensure all trash containers are clean and free of residue

Foyer:

- ✓ Ensure all decorations and excess trash are removed from Foyer
- ✓ Vacuum/sweep carpet of excess debris

- ✓ Ensure no food or stains are present on carpet. Carpet cleaning may result in partial loss of deposit.

Closing:

- ✓ Empty and rinse out industrial bucket
- ✓ Rinse mop, wring out, and hang on wall in storage room or by the back door
- ✓ Shake dust mop outside and place in storage room
- ✓ Ensure all decorations and excess trash are removed from restrooms (Note: trashcans in restrooms do NOT need to be emptied or removed)
- ✓ Close all windows- including in restrooms
- ✓ Return thermostat in the Hall to approximately 50 degrees
- ✓ Advise police dispatch when last person is leaving to lock the doors to City Hall – Call 719-390-5555

Questions? Please contact the City's Event Coordinator, Meghan Weiss at 719-685-2601