



Event Rental Policies

Thank you for considering Union Hall for your upcoming event. We look forward to working with you to make your event a success. We realize you have many venues to choose from, and we appreciate your support of Union Hall's unique mission.

THE SPACE

Union Hall, a 501(c)3 non-profit, herein referred to as "Union Hall" is an emerging and established artist platform located at The Coloradan in Denver. With 1,700 creative and flexible square feet, it functions as a gallery, a black box, and a flexible event, lecture, screening, and performance space. The design is highly adaptable; there are material choices that reflect the multi-use intention, ample storage and access to power, and an array of in-house items to facilitate a range of multi-disciplinary programming.

Union Hall is committed to the artists, performers, and patrons who support our exhibition program. Appropriate precautions will therefore be taken to protect the artworks maintained and displayed in Union Hall's facility. Due to facility needs and the revolving nature of exhibitions, Union Hall cannot guarantee that the rented space will have the same appearance as when originally viewed. All efforts will be made by Union Hall staff to communicate the appearance of the space to the Client in advance of entering into the Event Rental Agreement.

RESERVATIONS

To confirm an event booking, we require your completed and signed Event Rental Agreement, a valid credit card number on file, and a non-refundable deposit. The deposit is equal to 50% of the total cost of the rental and is applied towards your final balance. Your order will not be considered 'reserved' until the above are received. Should another client request the same date and time, you will have 24 hours to confirm your booking.

PAYMENT/CANCELLATION

Client shall pay Union Hall 100% of the Event Rental Fee as of the date of the Event Rental Agreement to secure the use of the Union Hall Facility on the date of the event. Union Hall accepts checks made payable to "Union Hall (1750 Wewatta St., Suite 144 Denver, CO 80202)." Event Rental Fee will be refunded for cancellations received at least 90 days prior to the event; 50% of the fee will be refunded for cancellations received 90 to 30 days prior to the event. The Event Rental Fee is nonrefundable 30 days or less prior to the event date. Final payment for any additional charges is due no more than 30 days past the event date.

UNION HALL STAFF AND OUR ROLE

Union Hall staff will support you with planning and recommendations, but Union Hall is *not* responsible for the planning, set up, or cleanup of your event. Union Hall staff will help to advise and direct any maintenance, event coordination, or security needs in advance, and will conduct a walkthrough with the Client before and after the event. The Client's event staff is responsible for facility maintenance during the Rental Agreement period; including all set up of tables, chairs, decorations, and event clean up. Union Hall staff reserves the right to enforce the guidelines of the Event Rental Policies at any time.

UNION HALL CAPACITY AND EQUIPMENT

Union Hall can accommodate the following ranges of occupancy: 50-80 for a seated dinner, 75-90 for a seated lecture/presentation, and 80-100 for a cocktail style reception. The maximum capacity is set by fire code and therefore non-negotiable, as it is there for the safety of you and your guests. Capacity for each event will also be determined based on the safety requirements of the artwork in Union Hall's exhibitions. As part of the Event Rental Agreement, Union Hall can provide access to the following equipment to the Client: Tables (60" foldable white plastic, 10), Chairs (foldable black wooden, 100). Linens are not provided but are required for tables. All additional rentals and décor are the responsibility of the Client. Any rentals or décor must be placed a minimum of 24" away from any walls or artwork.

SET UP AND CLEAN UP

If the Client requires any changes to be made to the space before holding their event, including moving any walls, a \$250 fee will be charged to the Client to have art handlers rearrange the space to their liking. We remind the Client that rearranging the layout of Union Hall will depend upon the agreed event rental date, and the exhibition that will be up during



that period of time. Set up and clean up time must take place within the Client's paid contracted time. Cleanup procedures will be reviewed at final walkthrough. The event space must be thoroughly cleaned after use and all trash removed from the Union Hall facility. If the Client would rather have Union Hall staff clean the space, a fee of \$250 will be charged to the Client for this service.

OVERTIME FEE

An overtime fee of \$150 per hour over time reserved in rental agreement will be charged for Client/vendors/guests arriving early, or Client/vendors/guests remaining in the space after the contracted period.

DAMAGE DEPOSIT

A damage deposit in the amount of \$1,000.00 is required for all events and must be submitted to Union Hall 30 days prior to the event date. The damage deposit may be made by separate check, which will be held by Union Hall, uncashed, until after the event. Client will be notified no more than 30 days post event as to whether the damage deposit will be refunded fully, partially, or not at all. If some or all of the damage deposit is to be refunded, it will be refunded within six weeks of the event. Union Hall will return the Client's uncashed check by deposit via regular U.S. mail. Union Hall's remedies for damage shall not be limited to retention of the damage deposit and Union Hall may pursue any additional remedies authorized by law to recover its damages or losses.

DAMAGE/CLEANUP

The Client is responsible for any damage to the Union Hall Facility caused by the Client and/or its Associated Parties, including, without limitation, damage to walls, damage to equipment, and damage to artwork on exhibit by Union Hall. Union Hall reserves the right to remove or destroy any items left at Union Hall 48 hours after the event. Union Hall will deduct all costs and expenses incurred as a result of Client's failure to comply with the requirements of the Event Rental Policies from the damage deposit.

ALCOHOL

Union Hall does not hold a liquor license that allows for the service of alcohol at the Union Hall Facility. Client must contract with Oak & Olive for all beverage services. Client assumes all responsibility and all liability and must follow Colorado and Denver liquor laws. Client acknowledges Union Hall does not condone the irresponsible use of alcoholic beverages. It shall be the sole responsibility of the Client to monitor the use of alcoholic beverages by any person in the Union Hall Facility during the event. Union Hall Staff reserves the right to refuse or stop alcohol beverage service to any individual or group at any time. Union Hall disclaims all liability arising from Client's sale or service of alcohol during the event.

CATERING & VENDORS

Union Hall has a Preferred Catering List (attached), and all catered events must use one of the companies on this list. All Vendors are subject to the same terms and conditions of this contract as the Client who hires them. The selected catering company, event planner, décor company, music or entertainment vendors, and any other outside vendors for the event must provide to Union Hall a certificate of insurance no less than seven business days prior to the event date, showing that the company maintains, at its sole cost and expense, insurance coverage for general liability in the amount of \$1M aggregate and \$500,000 per occurrence and damage to rented premises in the amount of \$300,000 per occurrence. The alcohol and bar provider is Oak & Olive and all bar orders must go through them. Union Hall will provide recommendations of preferred catering companies and outside vendors upon request. Client understands Union Hall does not guarantee the performance of any vendor during the event. All deliveries must be pre-arranged with Union Hall.

INSURANCE & LIABILITY

Client agrees to assume full financial liability and responsibility for any damage or loss of objects/property at or to Union Hall, and for any accident, injury or loss/damage of objects/property incurred by the applicant or the applicant's guests during or as a result of the rental of Union Hall, including legal fees should they become necessary as well as claims against bodily injury or property damage. By the signing of the rental agreement, the Client does hereby indemnify and hold harmless Union Hall's officers, staff, directors, volunteers, and employees from suit, action, damages, liability and expense



in connection with personal injury, death, property damage, loss or theft resulting from the use of Union Hall. The Client also shall accept full responsibility and liability for any personal injury or property loss and/ or damage to anyone including 3rd parties (subcontractors, vendors,) arising from on in connection with the Client's rental event. These damages must be repaired or replaced promptly to the satisfaction of Union Hall and be paid for by the contracting party. Union Hall is not responsible for materials, equipment or property of any kind left in the venue.

DECORATIONS/ PROHIBITED ITEMS

Decorations must be approved by Union Hall's event coordinator. Decorations may not interfere with or obstruct artworks, signage, or exits from Union Hall's facility. All decorations, including boxes, must be removed at the end of the event. No items that are difficult to pick up are allowed at Union Hall such as rice, glitter, beads, birdseed, confetti, flower petals, etc. No tacks, nails or adhesive may be used on the walls, floor, or ceiling without written approval from Union Hall's staff. The following items are strictly prohibited: open flame, smoke, pyrotechnic equipment, and bubbles. The use of any Union Hall equipment is prohibited without written approval prior to the event date by Union Hall's staff. All decorating must be completed during the total event time. If extra time is needed for decorating, please contact Union Hall's event coordinator to see if extra time is available. All items that require a cart or dolly must have adequate rubber wheels; there must be no dragging items. Electricity needs must be communicated in advance. All tables, chairs, decorations, catering items, and other equipment must be 24 inches away from all walls, and all artwork, at all times. There must be 4 feet of walk space between all walls and all artwork and any tables, chairs, decorations, catering items, and other equipment at all times. Client agrees to leave Union Hall in the same condition as prior to the event date. Union Hall does not supply ladders or any supplies. All floral arrangements must be clean and pest-free.

MUSIC/ENTERTAINMENT

Union Hall is located in a residential building and appropriate consideration must be given to residents in the area. Music is welcomed but cannot be audible to neighbors after 10:00 pm. The signing of this rental agreement indicates that the Client understands and agrees to all venue policies. Union Hall reserves the right to monitor and control noise levels. If the Client or Client's vendors violate management's requests for noise management, the event will end immediately.

OTHER

Union Hall is not responsible for any personal property or items lost, stolen or damaged. Client agrees to abide by all requests for security and staffing made by Union Hall. For promotional purposes, Union Hall may take a limited number of photographs of the Client's activities in Union Hall. These photographs are the property of Union Hall, and Union Hall has the right to copy, exhibit, display and otherwise exploit such photographs by any means and media, provided however, that Union Hall shall obtain third party clearances, release and consents necessary for use of photographs. The use of the Union Hall logo must be obtained in writing prior to use. Union Hall is a non-smoking facility. Union Hall shall not be used for any unlawful purpose. Union Hall reserves the right to refuse use of the venue to any organization or individual where that event or program content does not comply with Union Hall's policies and guidelines. Plans for use must be submitted prior to contracting. The Client must agree that it will not practice, advocate, or permit discrimination or segregation based on race, creed, religion, color, sex, age, sexual orientation, disability or national origin. Children must be supervised at all times.



Event Rental Agreement

Please initial all pages and sign below, indicating your agreement to all policies and procedures.

EVENT TITLE: _____

EVENT DESCRIPTION: _____

CLIENT:

Name: _____

Address: _____

Phone: _____

Email: _____

EVENT PLANNER NAME AND CONTACT INFO (if applicable):

Name: _____

Address: _____

Phone: _____

Email: _____

CATERER NAME AND CONTACT INFO (if applicable):

Name: _____

Address: _____

Phone: _____

Email: _____

EXPECTED NUMBER OF GUESTS: _____

RESERVATION DATE/TIME:

Date(s): _____

Set Up Time: _____ Event Begins: _____

Alcohol Service Ends: _____ Event Ends: _____ Clean Up Ends: _____

Total Event Time: _____ **** We kindly ask you to plan accordingly to avoid additional fees. ****

EVENT RENTAL FEES

- \$1800 for 8 hour rental
- \$350 per hour for 4 hours or less

DISCOUNTS

- A 20% discount shall be applied to the rental fee for non-profit organizations, documentation of 501c(3) status is required.
- A 10% discount shall be applied to the rental fee for residents of The Coloradan, documentation of residence is required.

Please Note:

- Facility will be available to you for the Total Event Time stated above, including set up & clean up. Early arrival or late departure will result in a non-negotiable \$150.00 fee per additional half hour.
- Extended alcohol service, and early set up is not permitted.
- Alcohol service must end 30 minutes before the "Event Ends" time.



TOTAL AMOUNT DUE: \$ _____

50% deposit due by: _____

Balance due by: _____

Damage deposit due by: _____

Notes: _____

By signing below, Client agrees to be bound by the Event Rental Agreement & Policies of Union Hall:

Client : _____

Signature: _____

Name: _____

Date: _____

Union Hall, a 501(c)3 non-profit

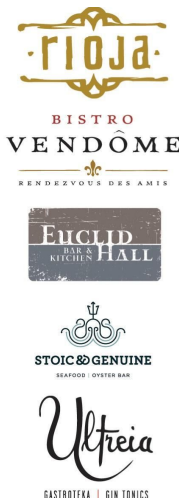
Signature: _____

Name: _____

Date: _____

Initials _____

Catering Partners



Crafted Concepts
Laura Marks | Lindsay Koehn
720.608.8559 | events@craftedconceptsdenver.com

EST • 1970
OCCASIONS
CATERING

Occasions
Elri Nieuwenhuizen
303.789.1867 | info@occasionsdenver.com

EPICUREAN
FAMILY OF BUSINESSES
CATERING | SPORTS | E5 EVENTS | RESTAURANTS | VENUES

Epicurean
Mary Snellgrove
720.488.2173 | msnellgrove@epicureancg.com

Beverage Partner



Oak and Olive
Stephanie Shaw
720.266.4346 | events@drinkoakandolive.com

We thank our partners for their support. For each event held, a donation is made to Union Hall.