



THORNTON ARTS & CULTURE CENTER (TACC)
 9209 Dorothy Blvd Thornton CO 80229
 720-977-5887 | ArtsThornton.com

FACILITY RENTAL REQUEST & AGREEMENT | Today's Date: _____

For Organizations and Individuals (resident and nonresident)

Refer to attached TACC rental rate sheet and guidelines for facility availability and usage.

Rental Date(s) & Time(s) including load in & out: _____

Purpose of Use: _____ **# Attendees**:** _____

CIRCLE: public or private event **Start time:** _____ **End time:** _____

Organization or Individual Name: _____

Organization or Individual Mailing Address: _____

Organization Website or Social Media page*: _____

Contact Person for Rental: _____

Contact Phone/Cell #: _____ **Email:** _____

Person responsible for payment (if different from contact) _____

Billing Phone/Cell #: _____ **Email:** _____

Billing Address (if different from above): _____

PLEASE CHECK ALL EQUIPMENT AND/OR SERVICES NEEDED FOR YOUR RENTAL PERIOD:

Items listed below are included with the rental fee including set-up of city equipment only.
Required: Paid building supervisor onsite during entire facility rental period on evenings/weekends

_____ **Stage and gallery floor:** full curtain, front steps and two backstage exits

_____ **Standard theater and gallery lighting** (operated by TACC staff only)

_____ **Standard house sound system** with mics (handheld, lapel, stands per TACC staff)

_____ **Chairs:** Specify quantity and set up.

- Plastic folding (120); # needed _____
- _____ Theater style: rows with center & side aisles
- _____ Rehearsal style: rows with no aisles
- _____ Meeting style: U or square shape with tables
- _____ Banquet style: # needed per table _____

_____ **Tables:** Specify type and quantity (attach set up)

- Oblong (20); # needed _____
- Round (12); # needed _____
- High top (8); # needed _____

NOTE: Check TACC rental rate sheet for additional equipment availability and applicable fees

ALCOHOL

Will alcohol be served during rental of facility? YES _____ NO _____



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If YES, please initial next to the following statements to confirm you understanding of Thornton policy.

_____ No alcohol is **allowed** without an approved alcohol permit in accordance with Thornton ordinance #1876; see rate sheet for permit fee.

_____ A 30-day notice **prior** to date of rental must be given and fees paid in full for any alcohol to be allowed on the premises with required security.

_____ Consumption of alcohol is **limited** to four consecutive hours between 12:00pm and 11:00pm at TACC.

_____ Rental contact is **responsible** for ensuring all persons consuming alcohol are of legal age.

NOTE: Alcohol is restricted to TACC gallery theater and patio areas; no outside consumption allowed.

KITCHEN

If an event is being catered at TACC and caterers need to use the kitchen, a deposit is required.

Caterers must provide proof of a Colorado Food Serving License and proof of insurance.

The deposit covers use of the following: refrigerator, freezer, ice machine, microwave, counter & sink. All other serving/heating equipment must be provided by the caterer and/or rental party during event.

PRELIMINARY RENTAL CHARGES (TO BE COMPLETED BY TACC FACILITY STAFF):

\$_____ Hourly rental rate per day and time requested, residency/non-residency, nonprofit status

\$_____ Additional charges requested for period of use (equipment rental/sound technician fee)

\$_____ Deposit required for paid use of gallery theater

\$_____ Deposit required for paid use of kitchen and basement area

_____ SUBTOTAL RENTAL FEES

\$_____ Plus applicable City Tax at 11.75%

_____ SUBTOTAL RENTAL FEES AND TAX

\$_____ Less deposit paid/received on date of request

\$_____ BALANCE OF RENTAL FEES DUE ON FIRST DATE OF RENTAL: _____

Accepted payment: Cash, Check ("City of Thornton"), Credit Card (MC, VISA); returned check fee

Users Agreement: I hereby request use of the TACC facility. I have reviewed the city policy regarding city facilities and consumption of alcohol, and hereby agree to be responsible for any damage caused by individual or organizational use during our rental period. I acknowledge that I am responsible for ensuring that all participants adhere to the guidelines and will provide payment for use of the facility by the assigned date. Use of the facility will be done in an orderly manner, and all pertinent laws of the state of Colorado and relevant ordinances of the city of Thornton will be obeyed.

I am 21 years of age or older and have read and understand the TACC Users Agreement:

_____ Date: _____

Signature of Rental Individual or Organization Representative

Printed Name of Rental Individual or Organization Representative

TACC Staff Signature: _____ Date: _____

2021 update

TACC GUIDELINES FOR USE AND CANCELLATION POLICY:

- The rental contact or organizational representative **must be present** at the facility during all hours of approved use.
- The rental individual or organization **pays for all time spent** in the rented facility including setup and take down time.
- **Smoking is prohibited** in all arts and culture facilities including the gallery theater and patio.
- **No decorations shall be permanently affixed** in any manner to gallery art, walls, windows, doors, curtains or adjacent areas. No holes are allowed on any surface.
- **Any damage to art exhibited in the facility or to the facility itself shall be charged to the rental party and can affect future access to TACC (see Notice below).**
- **Absolutely no rice, confetti, glitter, birdseed, piñatas, tabletop sprinkles, open flame candles, or fire** of any kind shall be used on the TACC premises.
- **The service and consumption of food and beverages** shall be confined to designated rental areas; no outdoor eating or drinking is allowed.
- **The area(s) designated on the facility rental form** will be the only area(s) which will be utilized including main floor bathrooms and lobby area.
- **The responsibility of onsite Thornton staff** during rental use is to open and secure the facility, be visible and useful to the rental group, to provide information or items needed. The custodian and/or supervisor are not onsite for any other duties.
- **The City of Thornton will not be responsible** for any lost or stolen articles during the time of use by an individual, group, or organization.
- **Unusual rowdiness or physical/verbal abuse** to a staff member or patron while on Thornton property can result in immediate termination of facility use.
- **Children must be supervised at all times.** The rental organization or individual will maintain order and propriety for the duration of facility use.
- **Alcohol service and DJ/entertainment must end** a minimum of 30 minutes before TACC facility rental period ends.
- **Use of the lower level kitchen and conference room** is restricted to the rental individual or organization. No public access is allowed.

NOTICE: Art displayed in the gallery theater remains there whenever the facility is in use. No art shall be touched, (re)moved, tampered with or otherwise modified. If TACC staff discover artwork has been subject to change, the individual or organization's rental deposit shall be doubled and not refunded. Lack of adherence to the above guidelines may result in additional charges to the rental individual or organization, as well as termination of future TACC use.

CANCELLATION POLICY

If you need to cancel your reservation to use our facility, please note the refund schedule:

- Full refund of fees paid if TACC staff receive written notice of cancellation **30 days+** before rental date
- Partial refund (50%) if TACC staff receive written notice of cancellation **15-29 days** before rental date.
- No refund **14 days or less** before rental date; exceptions may apply; please check with TACC staff.