



9209 Dorothy Blvd.
Thornton, CO 80229
720-977-5880
gocot.net/rentals

To begin the room rental process, please complete and submit the *Room Rental Request Form* located at gocot.net/rentals or call 720-977-5880 for assistance.

ROOM RESERVATION DATES

JANUARY-APRIL

Renting window opens on November 1.

MAY-AUGUST

Renting window opens on March 1.

SEPTEMBER-DECEMBER

Renting window opens on July 1.

Thornton Arts & Culture Center Facility Rental Information

The Thornton Arts & Culture Center (TACC) OZ Gallery and Theater includes an event/meeting/performance space with a medium-sized stage and curtain, lighting and sound equipment and backstage entry/exit.

Reservation Fee

A \$50 deposit is required to reserve the theater. This deposit will be applied towards the remaining balance of the rental, which must be paid in full two weeks prior to facility use.

Rental Hours

Tuesday-Friday*
6-10 p.m.

Saturday & Sunday
8 a.m.-10 p.m.

*Priority for city use may occur during this time frame.

Alcohol

In order to serve alcohol, a Thornton Alcohol Permit must be submitted 30 days in advance. A \$150 damage deposit is also required. Consumption of alcohol is only permitted for a maximum of four (4) consecutive hours between the times of noon to 10 p.m. This includes beer, wine and spirituous liquor. Cash bars are not permitted.

Security is required during the serving and consumption of alcohol. (One police officer for rentals up to 149 people and two officers for groups of 150+.) Thornton will schedule off-duty police officers during the appropriate times for an additional cost.

Basement Kitchen Rental

There are no fees (unless damaged by renter) for use of the refrigerator, freezer, ice machine, counter space, sink, microwave and toaster oven. You may bring in sternal pans, hot trays, chafing dishes, etc. (No HC access.)

Rental Equipment

Thornton Arts & Culture Center has several items available for rent to support your facility use. Please see the rental chart on the reverse side of this flyer for more information.

Setup and Cleanup

Tables and chairs will be setup for you by city staff at no additional cost. No decorations may be attached to the walls. You may tape or hang decorations to the tables and chairs only. Any damage to facility equipment, walls or artwork will result in additional charges. It is your responsibility to remove trash, decorations and supplies that you brought in from all tables, chairs and the stage.

Smoking

Smoking is prohibited inside the Thornton Arts & Culture Center and within 100' of any facility entrance.



THORNTON
PARKS, RECREATION & COMMUNITY PROGRAMS





THORNTON ARTS & CULTURE CENTER

All rental fees include set-up of tables and chairs only. All additional set-up and clean-up is the responsibility of the renter. For options on how we can accommodate your rental capacity, please call 720-977-5887.

Gallery and theater rental fee includes:

- One event, rehearsal or performance use*
- One building supervisor for rental period
- 20' w x 15' d stage, full curtain and steps
- Two side entrances/exits on stage
- Standard theater and gallery lighting
- Standard house sound system w/microphones
- Set up of folding chairs; 100 maximum
- Set up of round, oblong and/or high top tables; 40 maximum (no tablecloths provided)
- Lobby and front entrance patio
- H/C access on main building level
- Free parking in lot and on street

| AREA TO BE RENTED | TYPES OF CHARGES | RESIDENT NON-PROFIT | RESIDENT | NONRESIDENT |
|---|--|---------------------|-----------------|-----------------|
| OZ Gallery and Theater (59'w x 29'd) *Two-hour minimum <i>Rates may be negotiated for repeat use</i> | Tuesday-Friday 6-10 p.m. Saturday & Sunday 8 a.m.-10 p.m. | \$35/hour | \$40/hour + tax | \$45/hour + tax |
| | Deposit | \$50 | \$50 | \$50 |

-  Alcohol allowed in these areas with permit and \$150 damage deposit.
- TC Tables and chairs available at no additional charge; exact number MUST be indicated with reservation.
- \$ Subject to reservation deposit cancellation charge of \$150.
-  Stage available; no extra charge.

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|---|---|
| Alcohol Permit | \$100/day (must be reserved in advance) |
| Roland Electric Piano | \$100/day (must be reserved in advance) |
| Additional Storage | \$20/day |
| Projector & Screen | \$25/day (must be reserved in advance) |
| Sound technician with additional equipment (2-hour minimum; 4-hour maximum) | \$25/hour (must be reserved in advance) |
| Lower level access to the kitchen, green room and bathrooms. (No cooking or H/C) | \$50/day |
| One police officer is required for rentals with alcohol, up to 149 people (2-hour minimum, 4-hour maximum) Two officers are required for groups of 150+. | <ul style="list-style-type: none"> • Per Officer: \$55/hour – Residents, \$64/hour – Nonresidents • No alcohol served after 10 p.m., must be out of the facility by midnight. |

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 altered, the individual or organization's rental deposit shall be doubled and future use of the facility prohibited.