



Multipurpose Room Rental Information

The Multipurpose Room is a large meeting/activity room with a catering kitchen, small stage, a terrace with a mountain view and the capability of being divided into three smaller private rooms.

11151 Colorado Blvd.
Thornton, CO 80233
303-255-7800
gocot.net/rentals

To begin the room rental process, please complete and submit the *Room Rental Request Form* located at visit gocot.net/rentals or call 303-255-7800 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
PARKS, RECREATION &
COMMUNITY PROGRAMS

Reservation Fee

A \$150 deposit is required to reserve the room. This deposit will be applied towards the remaining balance of the rental, which must be paid in full two weeks prior to the event.

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 11 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.

Kitchen Rental Fees

A \$200 damage deposit and a \$100 user fee are required to use the kitchen. The Multipurpose Room has a commercial kitchen. Due to liability reasons, the general public is not permitted to use any of the heating appliances (stoves, ovens, grills, etc.). If your event is being catered and the caterers need to use the heating appliances, then the above fees apply and the Recreation Center requires proof of a Colorado Food Serving License and proof of insurance of one million dollars (\$1,000,000). There are no fees or charges for the use of the following: refrigerator, freezer, ice machine, counter space and sinks. You may bring in sternal pans, hot trays, chafing dishes, etc.

Rental Hours

Monday – Friday
5 a.m. – 9 p.m.

Saturday & Sunday
8 a.m. – 6 p.m.

After-hours rentals are available. Premiums will apply.

Rental Equipment

The Carpenter Recreation Center has several items available for rent to help assist you with your party or event. 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, chairs, windows and ceiling tiles. Any damage or broken ceiling tiles will result in a \$10 charge per tile. It is your responsibility to remove trash from the tables and kitchen, decorations and any other supplies you bring in.











Smoking






Smoking is prohibited inside the Carpenter Recreation Center. Guests may smoke on the outside balcony of the Multipurpose Room.



MARGARET W. CARPENTER RECREATION 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 303-255-7800.

AREA TO BE RENTED	RESIDENT NON-PROFIT	RESIDENT	NON- RESIDENT	AFTER HOURS PREMIUM
Multipurpose Rooms - ABC (vinyl floor)   TC \$ 	\$99/hour no refreshments	\$107/hour + tax no refreshments	\$122/hour + tax no refreshments	\$155R/hour + tax \$180NR/hour + tax
	\$120/hour refreshments	\$130/hour + tax refreshments	\$150/hour + tax refreshments	
Multipurpose Room - A (vinyl floor)   TC \$	\$35/hour no refreshments	\$37.50/hour + tax no refreshments	\$43/hour + tax no refreshments	\$60R/hour + tax \$70NR/hour + tax
	\$46/hour refreshments	\$50/hour + tax refreshments	\$58/hour + tax refreshments	
Multipurpose Room - B (vinyl floor)   TC \$ 	\$35/hour no refreshments	\$37.50/hour + tax no refreshments	\$43/hour + tax no refreshments	\$60R/hour + tax \$70NR/hour + tax
	\$46/hour refreshments	\$50/hour + tax refreshments	\$58/hour + tax refreshments	
Multipurpose Room - C (vinyl floor)   TC \$	\$35/hour no refreshments	\$37.50/hour + tax no refreshments	\$43/hour + tax no refreshments	\$60R/hour + tax \$70NR/hour + tax
	\$46/hour refreshments	\$50/hour + tax refreshments	\$58/hour + tax refreshments	
Gymnasium, all courts (wood floor) \$		NOT AVAILABLE	NOT AVAILABLE	\$76R/hour \$79NR/hour
Gymnasium, one court (wood floor)		NOT AVAILABLE	NOT AVAILABLE	\$32R/hour \$36NR/hour
Racquetball Court, per court (wood floor)		NOT AVAILABLE	NOT AVAILABLE	\$28R/hour \$34NR/hour
Aerobics/Dance Room (wood floor)		\$20/hour	\$22/hour	\$28R/hour \$34NR/hour
Use of all facilities (except fitness equipment)		NOT AVAILABLE	NOT AVAILABLE	\$350R/hour \$427NR/hour
After Hours Swimming Pool Rental \$		\$200/hour + tax (0-50) \$300/hour + tax (51-100) \$400/hour + tax (101-200)	\$240/hour + tax (0-50) \$360/hour + tax (51-100) \$480/hour + tax (101-200)	

-  Kitchen available; additional fee of \$100 per use plus \$200 deposit.
-  Alcohol allowed in these areas with permit and \$150 damage deposit.
-  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.

TV/DVD, Lectern/Podium	\$12/day (must be reserved in advance)
Media Projector or Portable Amplified Sound System	\$50/day (must be reserved in advance)
Beer Cooler Usage	\$30/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 11 p.m., must be out of the facility by midnight.