I. Policies and Procedures

Rental Fees
Upon execution of booking agreement, lessee is responsible for 100% of the contracted rate. 50% of the rental fee along with a damage deposit of $250 is due at the time of booking to secure event date along with signed contract. FMHP shall have no obligations under this Agreement until the first payment of 50% is paid in full. The final payment of 50% is due at least (30) days prior to the event date.

Damage deposit will be returned to lessee by check (30) days after event, minus any additional fees charged. Full payment can also be made at any time once the agreement is signed. Acceptable payment methods are by cash, check, credit card, money order or cashier’s check.

Credit card payments are subject to a 4% convenience fee and will be applied at the time of payment. Failure to pay 100% of the estimated charges within this time frame will result in automatic cancellation of the event as of the payment due date.

Additional Time Fee
Lessee will be charged an inconvenience fee of $400.00 per hour for any time outside of their designated rental time. This includes time before a rental begins and time after the event is designated to be over. Rental time must be pre-approved with FMHP staff.

Cancellation
Upon cancellation, lessee remains financially responsible for 100% of the outstanding balance. Should Lessee cancel event outside of (120) days FMHP may allow a one-time transfer of dates and will apply a credit in the amount of full contracted rental rate towards the new date. The new date rental must take place within 1 year of the original event date, be equal to or greater than the original booking, and must be confirmed within 30 days of cancellation. If Lessee’s event is cancelled within (119) days of your event, all paid fees will be forfeited

Weather Related Changes
Outdoor rentals: Rental fees may be transferred to the indoor area (Grant Hall), provided no other party has rented the space. Lessee will be responsible for the additional fees, at current market value, associated with use of Grant Hall. If Grant Hall is in use, lessee has the option to reschedule their rental within 90 days of original event date. Once set-up has begun in an outdoor rental area lessee is responsible for the full balance of the rental fee.
**Force Majeure**

Each party is excused from performance of the Agreement if such performance is prevented by acts of God, war on US soil, disaster, strikes, civil disorders, terrorism, or curtailment of transportation facilities. Additionally, FMHP is excused from performance and may terminate this agreement if for any reason FMHP ceases operation as an operating event center or encounters any emergency, casualty, or other cause making it inadvisable, illegal or impossible to provide the facilities or to hold the event.

**Caterer**

All rentals taking place in Grant Hall, the Grove and the Meadow must use a licensed, full service caterer for their rentals. Rentals taking place in the Meeting Room or Conference Room with fewer than 20 guests do not have to use a licensed caterer. However, brown bag lunches and potlucks are strictly prohibited. Meetings and/or events are subject to at least a $150 set up fee if a full service caterer is not retained for set up of the event. Caterers must remain on site for rentals unless otherwise specified.

FMHP will provide all lessees with a list of preferred caterers. **Any caterer not on the Preferred List must meet the following criteria:**

1. Be a licensed caterer and provide appropriate paperwork
2. Provide Certificate of Insurance with a **minimum $2,000,000** requirement with FMHP and the City of Denver listed as additionally insured
3. Meet with the event manager prior to the event
4. Read and sign a copy of the park’s Rules of Use Guidelines, thereby agreeing to follow the park’s policies and procedures
5. The lessee must pay a non-refundable $500 usage fee

Rental of Grant Hall includes the use of limited kitchen facilities for serving and food maintenance. There are no facilities available for food preparation for indoor or outdoor rentals. All items stored in the kitchen are property of FMHP and cannot be used or removed by lessee under any circumstances.

**Shelter**

Lessee may erect tents and/or canopies; however, size and placement must be approved by an authorized FMHP representative.

For Grove Rentals; because of the Grove’s historic nature, limitations there are as follows:  

a) only one tent may be erected no larger than 20’ X 40’ or 30’ X 30’ and  
b) all tents in the Grove must be weighted, not staked. No exceptions will be made.

Tents in the patio area of Grant Hall must also be weighted. Lessee will be charged a fee of $100 per hour for the amount of time it takes to setup and take down a tent. Delivery time must
be previously agreed upon with Events and Rentals Manager. Lessee may provide lighting for tent, but must consult FMHP representative about power for tent.

**Deliveries**

All deliveries must be coordinated with FMHP. Deliveries not listed and/or delivered or picked up outside of the rental time will be subject to additional fees. Rented or delivered items, including but not limited to catered items and staff, tables, linens, alcohol and flowers may be delivered no earlier than the agreed setup time. Rented or delivered items must be removed at the end of the rental unless prior approval from FMHP in which additional fees may apply at the FMHP’s discretion. It is the responsibility of the lessee to communicate these times to all delivery companies. Deliveries will not be accepted by FMHP without prior approval and notice; in which FMHP will not take any liability of missing, damaged, or incorrect items upon delivery/receiving. All delivery vehicles must stay on the park roads at all times. All setup vehicles must stay on park roads at all times. All setup vehicles must drive cautiously and slowly on the park roads at all times as other groups including children may be present on the park.

**Decorations – Indoor and Outdoor Rentals**

- Plans for decorations and supplemental lighting must be approved by an authorized FMHP representative.
- Flower arrangements and potted plants may be used
- No tacks, nails, tape or staples may be used to apply decorations to permanent surfaces.
- Painters tape may be used. Lessee assumes responsibility for any damage done to FMHP property when using painters tape.
- Because they are hazardous if ingested by livestock, no inflatable objects, confetti or rice are allowed.
- Use of inflatables, including *balloons*, are strictly prohibited outside of the Grant Education Center
- Bouncy Castles and other inflatable play places are allowed but must have prior written approval and consent prior to placement and use from FMHP. FMHP has the right to refuse the use of such equipment if deemed unsafe or due to size and placement.
- All candles or other flames producing items must be enclosed or dripless.
- No candles, tikki torches, or similar items involving open flame are to be used.
- No fireworks, sparklers, glitter or confetti, or cannons are to be used.
- ALL decorations must be removed at the end of the event.
- Any damages done by approved decorations are subject to damage fees. If damages exceed the amount of the security deposit lessee will be subject to additional fees.

**Clean Up**

FMHP and Grant Hall must be left in a clean manner, including removal of all decorations. Lessee is responsible for all setup and cleanup including, but not limited to:

**Indoor rentals:**
· Setup and tear down of all tables, chairs, linens, etc.
· All outside rentals must stacked and placed in coat room next to the kitchen
· Vacuuming of carpet of space used
· Removal of all trash (trash bins are located in the southwest corner of FMHP parking lot)
· Clean up of any debris in kitchen and surrounding area.

Outdoor rentals:
· Setup and tear down of all tables, chairs, linens, etc.
· All outside rentals must stacked and placed in a central location in the venue space or as directed by the FMHP representative on site.
· Removal of all trash (trash bins are located in the southwest corner of FMHP parking lot, or by the back gate.)
· Clean up of any debris or litter.
· Failure to do all of the above or other cleaning related tasks necessary will result in forfeiture of the security deposit and possible additional cleaning charge.
· Lessee must notify FMHP staff immediately in the event of an indoor spill, fire or similar occurrence.
· Lessee or lessee’s caterer must place all trash and debris in the dumpsters located by the service gate.
· The condition of the grounds will be assessed by a FMHP representative.

There will be an automatic $250 charge for any clean-up involving biohazardous waste, including vomit. Excessive staining of the carpet will result in a $250 cleaning charge. FMHP may assess a minimum cleanup fee of $250.00 for events with 1-150 attendees, or $500.00 for events with 151+ attendees, in which will be charged to Lessee’s Credit Card on File.

Parking
FMHP’s parking lot is a public lot and accommodates approximately 70 cars. Parking in FMHP’s lot is available on a first come, first served basis and not guaranteed. No modern vehicles are allowed on the park at any time, with the exception of drop off and pickup of persons not able to walk to the site or for food items and other rental materials. Times of these drop offs and pick-ups must be coordinated and approved by an appropriate FMHP representative. If given 45 days’ notice, the Events and Rentals Manager can arrange for another 100 street spaces.

Music
Lessee must keep amplified music to 55 decibels or below for indoor and outdoor rentals. Music must cease by 9:00pm for outdoor rentals in accordance with neighborhood noise ordinances. Lessee agrees to comply with FMHP staff to keep noise and music at such a level as to not scare or disturb the animals.
Animals

No animals are allowed on the park grounds or in the building except service animals. Entering animal enclosures is strictly prohibited. Animals are not to be fed, teased, chased, touched or climbed upon.

Restrooms

- For indoor rentals, there are restrooms available in the Grant Family Education Center.
- For outdoor rentals, there are restrooms available in the Gatehouse at all times.
- If outdoor rentals require additional portable restrooms, it is the lessee’s responsibility to arrange for delivery and pick up of units. Placement of units and delivery and pick up times must be coordinated with an authorized FMHP representative.

Smoking and Drug Usage

FMHP is a drug-free environment this included e-cigarettes, all vaping devices and edibles. Drug use of any kind is strictly prohibited on the grounds and in all buildings. Lessee is responsible for informing and enforcing this rule with their guests.

Liquor

FMHP allows alcoholic beverages to be served at events, under strict compliance with all applicable statutes, ordinances and governmental regulations regarding the use and/or service of alcohol. A special event liquor license must be obtained for all events open to the public where liquor is served (sold or given). This includes, but is not limited to, festivals, fundraisers, etc. that are advertised in any public forum such as newspapers, websites, etc. The lessee must provide FMHP with a copy of the liquor license no less than one week before the event.

- Alcohol may only be served with food and done so in accordance with all applicable laws.
- No straight alcohol “shots” are permitted to be served at any rental event,
- The maximum length of any bar service for any event is 5 hours with all bar service ceasing 30 minutes prior to the scheduled conclusion of an event.
- FMHP requires a licensed bartender for every 100 guests be present to check identification and serve drinks. All guests are required to be able to provide a valid ID to be served.
- No one under the age of 21 will be served alcohol. Any guest providing alcohol to a minor (under the age 21) will be required to leave the grounds immediately.
- Alcohol may not be served to minors. Any violation of alcohol use policies may result in the closure of event.
- Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire deposit.
• Alcoholic beverages are allowed in the rental areas only. Alcohol may not be consumed in restrooms or parking lots and may only be served and consumed during hours listed on the rental agreement.
• Consumption of alcohol during an event without it being listed in the rental agreement will result in the forfeiture of deposit and possible early closure of the event. Security will be required and paid for in advance.
• No drinking of alcohol is permitted during clean-up.
• Beverages containing alcohol are not allowed to leave the premises and must stay inside the designated event rental areas.
• Liquor must be attended by lessee at all times. This includes both liquor that will be served during the rental and any items with liquor contained within (ex: liquor in silent auction gift baskets).
• Lessee must remove all liquor from the premises at the end of the event in accordance with Colorado Liquor Laws
• FMHP will not sign for any deliveries of alcohol. The lessee or a member of the catering staff must be present at the time of alcohol delivery to sign for the alcohol.
• FMHP cannot advise with regard to liquor consumption. The responsibility lies with the lessee to comply with all pertinent laws.
• FMHP Management reserves the right to suspend alcohol services for any reason at any time.
• Event attendees may not bring alcohol onto the premises. All alcohol must be served by a licensed bartender. Lessee assumes all liability for alcohol consumption on FMHP property.

Photography
Photography is strictly forbidden inside the Four Mile historic house museum. Photography on or around FMHP’s animals or within animal enclosures is strictly forbidden. Lessee agrees photographs taken at FMHP are for private use only and may not be published without the written consent of an authorized FMHP representative. Photographs of your event may be used by FMHP in print or other media and at no cost to FMHP. By registering at, renting space from, visiting or being employed by FMHP and being present in public settings, you authorize the use and reproduction by the organization, or anyone authorized by the organization, to any photographs or video taken while at FMHP, without compensation. These photographs or videos may appear in future FMHP publications or other Park publicity. By signing the FHMP agreement, lessee provides permission to FMHP to the use of these photographs in promotional materials or on our website.

Security
The lessee or lessee’s representative understands that security must be provided for any event with over 500 guests. There must be 2 security guards for every 500 anticipated guests, and security will be arranged for by FMHP with fee paid by the lessee or lessee’s representative.
Lessee’s Presence
The lessee or lessee’s representative must arrive at the beginning of the setup time to take care of last minute arrangements. This person should be the last to leave to ensure that clean-up is completed. The lessee is responsible for informing guests of the rules of use and for enforcing them. A FMHP representative will be available throughout the rental period for emergencies.

Limitations of Access within FMHP
The FMHP House museum cannot be used for rental purposes except for guided house tours. Lessee may only occupy areas rented and specified in the rental agreement. Rentals in Grant Hall may only have access to the Park if the rental falls during normal operating hours for the Park. Any violation of this rule will result in loss of the security deposit. All recreational equipment must be pre-approved by a FMHP representative. No balls, other projectile items or lasers may be used on the premises. FMHP reserves the right to refuse the use of its facilities for an activity that FHMP determines may jeopardize its status as a 501(c)(3) not for profit organization. FMHP prohibits the use of its space for any activities that are illegal or deemed a security or safety hazards to the park, buildings, landscaping, animals, visitors, or staff. FMHP does not endorse any event held here at FMHP without prior written approval from appropriate Park personnel and where doing so is consistent with the Park’s Mission.

Conduct
Conduct must be appropriate to a residential area and guests must respect the neighbor’s wishes for a peaceful neighborhood. Children attending functions at FMHP must be supervised by an adult at all times. Entering animal enclosures is strictly prohibited. Animals are not to be fed, teased, chased, touched or climbed upon. FMHP is not responsible for any injuries or theft sustained to the person or property of any member of lessee’s group due to the actions of said person or other members of the lessee’s group. FMHP’s rules of conduct apply to all areas within the park, whether or not said areas are utilized for events. The lessee is responsible for informing guests of the rules of use and for enforcing them. The lessee will assume full responsibility for the conduct of all persons in attendance, including subcontractors, and for any damages done to any part of the Park premises or theft of property.

Termination
Lessee understands event use may be terminated if rules are violated. The decision to terminate use is solely at the discretion of an authorized FMHP representative. Lessee understands the violation of the rules of use during an event may result in full or partial loss of the damage deposit and possible additional fees. If violations are serious or illegal in nature, lessee and attendees may be asked to leave the property and forfeit all deposits. In the event use is terminated, lessee maintains responsibility for the payment of the space in full and all other fees due.
Injuries or Losses

It is understood FMHP, the City and County of Denver, and the City of Glendale are not responsible for any injuries or losses sustained to any person or the property of any member of the lessee’s group. The lessee will hold harmless the aforementioned entities for any such loss or liability.

*FMHP reserves the right to add, change, modify, or alter in any way the above policies at any time. In the event of this occurrence, the Lessee will be notified of said changes via writing.*