



LOUISVILLE CENTER FOR THE ARTS FACILITY RENTAL FORM

Thank you for your interest in renting the Louisville Center for the Arts. To ensure that arts events have priority use of the facility, rental dates for private parties and other non-arts activities are released to the public 120 days prior to rental. All rentals are first come, first served and must include a completed rental form and full payment. All renters of the facility must be at least 21 years of age. Following are the rental guidelines for private facility use.

Private Rental Rates

Rental fees are due at the time of reservation.

- **Hourly Rate:**

Standard Rental Fees	Non-profit and Arts Events discounted fees
\$60/hour for Louisville Residents/Businesses \$70/hour for non-residents	\$35/hour for Louisville Residents \$45/hour for non-residents

- **Minimum rental:** 2 hours
- **Set up and Clean up:** ½ hour set up and ½ hour clean up time included at no charge
- **Cancellation fee:** \$10 if more than 14 days prior; Entire cost of rental if less than 14 days prior
- **Damage deposit:** Credit card held on file (please see below)

Please note: There are often multiple users of the Louisville Center for the Arts each day. Renters are expected to stay within their reserved time, including set-up and clean-up. Please plan appropriately. Exceeding the reservation time will result in additional rental fees being charged to the credit card.

Additionally IT support is not included with rental. Rental is for facility and equipment in its current condition. Internet speeds are limited, so please consider alternatives for broadcasting events. You may be interested in checking out a mobile hotspot from the [Louisville Public Library](#).

Damage Deposit

A credit card number is required at the time of reservation and kept on file as a damage deposit. If there is any damage to the facility or the facility is not left clean, the following will be charged:

- \$50 plus the cost of any damage to the facility for events with 50 or fewer people
- \$100 plus the cost of any damage to the facility for events with over 50 people and/or rentals where alcohol is provided

Food, Drink, and Alcohol Policies

- Food is allowed and renters may use the caterer of your choice.
- Alcohol is allowed under certain circumstances.

- Alcohol may be given away or sold without a permit **IF** the event is a private event open only to members of the organization or club. This includes private parties with an invited guest list.
- A Special Events Liquor Permit is required if the event is open to the public, regardless of whether the alcohol is sold or given away. Permits are [online](#) and available from the City Clerk's Office. Please allow at least 45 days for processing. Questions? Please contact Meredyth Muth, City Clerk: MeredythM@LouisvilleCO.gov or (303) 335-4536.

Facility Specifications

- **Capacity:** 100
- **Dimensions** of the multi-purpose room are approximately 49 ½' x 26'
- **Tables and chairs** are available at no additional cost. Exact numbers are not guaranteed but are approximately:
 - 88 black chairs (60 with arms, 28 without)
 - 15 rectangular tables, 6-foot length
 - Tables are well-used and linens (not provided) are highly recommended
- **Kitchenette** is available and includes a sink, disposal and mini-fridge.
 - Due to limited counter space, it may be best to have food trays prepared in advance.
 - Renters should bring ice and coolers to keep items cool during your rental.
- **Restrooms:** 2 ADA accessible restrooms are available.
- **Decorations:**
 - Use non-invasive tape and be certain that it does not peel paint.
 - A channel system is available for hanging artwork.
 - No decorations may be nailed into the walls or ceiling of the facility.
 - Renters will be responsible for any damage done to the facility.
- **Audio Visual and Piano**
 - The Louisville Center for the Arts is equipped with a projector, screen, and speakers. Laptop and appropriate cables to connect to the system must be provided by the renter.
 - Piano is locked and renters wishing to use the piano must request use at least two weeks in advance. Piano is available as a courtesy and is available in an "as is" condition. Piano is tuned quarterly throughout the year, but tuning is not provided before each event.
- **WiFi**
 - WiFi is available. The network name is "COL-GUEST" and no password is needed.

Set-up and Clean-up

Renters are responsible for all set-up and clean-up. Please keep in mind that while the facility receives regular janitorial services, it is not cleaned between each event. Please leave the facility as clean as you found it so that it is ready for the next renter. Clean-up includes:

- Wipe tables clean and clean up all spills
- Place trash and recycling in appropriate bins
- Put away any tables, chairs, etc.

Tables and chairs: Tables and chairs are stored in the hallway closet. For safety, please do not allow children to access this storage area. Please put away tables and chairs at the end of your event.

Food waste: Please clean up all food thoroughly so as not to attract pests. If food is served, please take trash to dumpster located in the alley behind the building following your event.

Contact Information

Office located at Louisville Public Library, 951 Spruce Street, Louisville CO 80027, 10am-5pm, Mon-Fri
 Mailbox located at Louisville City Hall, 749 Main Street, Louisville CO 80027, 8am-5pm, Mon-Fri
 For urgent needs after hours, please call or text City of Louisville Facilities at 561-859-3153

LOUISVILLE CENTER FOR THE ARTS FACILITY RENTAL FORM

Name: _____

Address: _____

Email: _____ Phone: _____

Cell phone contact for the day of the event (if different): _____

Date(s): _____

Set-up Time: _____ Event Hours: _____ Clean up: _____

Purpose of Rental: _____ Estimated Attendance: _____

Alcohol Served?: _____ Food Served?: _____

Facility Hourly Rates:

Regular Rental Fees	Non-profit and Arts Events- discounted fees
\$60/hour for Louisville Residents/Businesses \$70/hour for non-residents	\$35/hour for Louisville Residents \$45/hour for non-residents

Rental Fees*: _____ hours @ \$ _____ /hour = \$ _____

**1 hour at no charge to allow 30 minutes for set-up and 30 minutes for clean-up*

Please note that full payment is due at the time of reservation and a credit card will be held on-file for the damage deposit. Reservations are not confirmed until payment has been received and processed.

Credit Card: _____ Exp. Date: _____ 3-digit code: _____

Check # _____ Cash _____

In consideration of the issuance of this requested Facility Rental Form the applicant agrees to defend, indemnify and hold the City of Louisville and members of the City Council, individually and collectively, and the Officers, Agents and Employees of the City, individually and collectively, free and harmless from and against all claims and demands arising from any act, omissions or negligence of the Applicant, their licensees, agents, servants or employees, arising from any occurrence or accident causing, or allegedly causing, bodily injury (including liability for personal injury or death) or damage to property to whomsoever belonging, arising out of, or allegedly arising out of, the use of premises as defined in this Facility Form or while in, or about said premises.

The undersigned hereby assumes personal and individual liability for himself and on behalf of Applicant for any damages to said facility or equipment occurring through or during the occupancy or use of said facility by the Applicant. The undersigned will leave facility in a condition as good as, or better than, originally found. The undersigned personally and individually and on behalf of the Applicant accepts liability for all repairs to the facility and/or repair or replacement of equipment in the event of damage. The City may withhold the deposit to apply toward cost of cleanup and repair.

I agree to and am responsible for the above conditions.

Signature of Renter

Date

Return to Erin Owen at owen@louisvilleco.gov