

# MCNICHOLS CIVIC CENTER BUILDING AT CIVIC CENTER PARK

## General Booking Information

*Please read through the following for information on our standard booking policies and procedures:*

### **General Topics for the McNichols Building:**

The McNichols Building is a city owned arts and cultural center, and event venue. The building may be used for both private events and cultural programs. It is our intention to provide space for your event. We do not provide staffing for set up, strike or clean up after the event. We are a self-set up and clean up facility. However, if you are interested in these services, they are available at an additional cost. You or your vendors may set the room based on the specifications you establish. Our general rule for using the building is, *leave it how it was given to you*. We will provide the building to you clean and fully stocked of items for your event (restrooms supplies, broom, mops, janitorial supplies, etc.). Please also note we do not have cleaning staff on site during your event. You are responsible for cleaning and spills or messes that could occur during your event.

As we are an art and cultural center, we provide a space for art installations to be viewed free to the public. The art installations rotate about every three months. We usually have a theme established for the exhibit. Please feel free to inquire what will be on display at the time of your event. The artists who provide their work have worked hard to create their art. If you want to book an event in the same space with the art, we ask that you and your guests respect the art as you would in any museum. Ultimately you are responsible for the protection of the art and the building during your event. McNichols staff will provide an inspection and check-out at the end of your event.

### **Labor and Equipment**

All added labor and equipment (not included in rent) are additional expenses and users are responsible for reimbursement. All charges are estimated, and an incidental expense deposit is required and due no later than 10 days prior to the event in a cashier's check or credit card form. These amounts vary and depend on set up requirements - move-in/out, set, performance. In order to estimate these costs, you must provide us with a detailed outline of your event from move-in to move-out. Other charges are for life safety personnel (firemen, paramedics and police).

### **Insurance**

Liability insurance is required. The certificate of insurance must include: (1) Minimum \$1,000,000 Commercial General Liability per occurrence, which must include Defense Cost Coverage outside the limits of liability and Waiver of Subrogation in favor of the City. (2) The City & County, its officers, officials and employees as Lessors of the premises, must be named as additional insureds. An example of the liability insurance will be given once your contract has been assigned.

### **FDA Tax**

There is a 10% Facilities Development Admissions (FDA) Tax. If you feel you are entitled to an exemption, please contact the City & County of Denver's Treasury Division (Bruce Moore, 720-865-7049) to request the exemption. If our office does not receive an exemption letter before the event, please expect to pay the FDA Tax; the check will be requested at settlement and it should be *made payable to: Department of Revenue*. Only the Department of Revenue is authorized to exempt FDA Tax.

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### Reservation and Booking Guidelines

#### ◆ How do I place a reservation for a:

**Private Event:** Contact Venue Administrator Tim Taylor at 303.906.1396 or [Tim.Taylor3@denvergov.org](mailto:Tim.Taylor3@denvergov.org). A reservation will be held for **30** business days, after which the date(s) will be released unless you call our office to ask for an extension. **At the reservation time, we will need:** (1) the name of the event, (2) contact information for the promoter (name, address and telephone numbers), (3) event information, time of performance, move-in/out time(s)/date(s).

**Cultural Partner Program:** Contact Program Administrator Shanna Shelby at 720.865.5556 or [Shanna.Shelby@denvergov.org](mailto:Shanna.Shelby@denvergov.org) for more information.

#### ◆ Confirmations and Cancellations:

##### **Private Event:**

**Confirmation:** In order to confirm a date, it is necessary to issue a contract. However, before the contract is issued, all event information is required and the rent must be paid in full. Payment *must* be made in the form of a ***cashier's check or credit card***.

**Cancellation:** *Cancellation* of your event occurring **60** days or less before the contracted start date shall result in the forfeit of any payments made to the City. This is in accordance with Denver Arts & Venues Booking Rules and Regulations.

#### ◆ What is the challenge policy for renting the facility?

**Private Event:** Prior to contracting, another client (one other than the first date holder) may issue a "challenge" to the first date holder. Arts & Venues will contact the first date holder, who will have 48 business hours to commit to the event date. If the challenge is not met by the deadline, the date is automatically released and awarded to the challenger. In addition, the client winning the challenge *must* confirm their event. A contract will then be produced and payment must be made at the time of contract signing.

### Building Use Guidelines

Event diagrams are provided for planning purposes. A formal diagram for your contracted event will be useful for our purposes in executing your event.

If you would like to have any track lighting moved, please request a staff member to move the lighting for you. We have positioned the lights to highlight the art being exhibited; we will be able to reposition the lighting appropriately.

Tarps must be placed on the floor under liquids and/or ice to protect the floors from damage or liquid leaking onto another floor.

#### Set-up/strike and cleaning expectations:

- o Please provide any timelines you may have, so we can accommodate any vendor load-in.
- o McNichols staff will be able to show your vendors where the equipment for use is stored.
- o When setting up bars and cooking areas, please protect areas from leakage that may cause damage.
- o All food/beverage stations should be at least three feet from any art to prevent any damage to the art.

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Your event has been contracted with a two-hour breakdown window. The penalty for going past the two hours is \$250.00 per hour.

When having an event with multiple restaurants or caterers, please communicate these policies to each organization. You are responsible for any damages caused by your approved vendors.

### **General Event Policies**

We reserve the right to inspect and control all private events, including the right to monitor and control noise levels.

The McNichols Building is a smoke-free environment. Smoking is permitted only in designated areas outside the facility.

As the user of the space, you are responsible for the integrity and safety of the event space and your guests. You are responsible for any damages that occur to the building and any art displayed. You are responsible for any breakage or spills that may occur during an event. Either your staff or any vendors you may contract with are responsible to make sure all spills are cleaned as soon as possible. You and your vendors are held responsible to ensure no damages occur to any of the artwork. You are also responsible for the vendors you contract with. If a vendor causes damage to any art, you will be liable for any fees associated with repairing the damage.

We reserve the right to refuse or stop alcoholic beverage service to any individual or group at any time. The facility is required to enforce liquor laws as regulated by the state of Colorado.

The client will assume full responsibility for the conduct of all persons in attendance, including subcontractors, for any damages done to any part of the premises, or theft of property.

### **General Cleaning Expectations:**

- o To ensure general cleaning expectations have been met, our closing coordinator will do a walkthrough after the event to ensure floors have been swept and spot mopped, trash has been removed and put into the dumpsters outside, all décor and furniture has been removed from the floor, and the prep kitchen has been cleaned. We expect the space to be returned as clean as it was before it was turned over to the user.
- o The user is ultimately responsible for set-up and strike. If the space has not been cleaned and all items cleared off the floor, there will be labor charges assessed against the damage deposit.

### **Cleaning Packages:**

- o We offer stewarding services that include set-up/strike of furniture, cleaning during the event, and cleaning after the event. Prices depend on event size. If you would like to purchase a cleaning package, please arrange this prior to the event to ensure staffing availability.

### **Load-In/Load-Out Policy**

- o You are provided with six parking spots located on the back side of the building (park side) to be used by you or your vendors. This is a very tight area, and is protected by Parks and Recreation as we share space with Civic Center Park. We recommend that all vendors follow a general rule of unloading as quickly as possible, then moving their vehicles to allow the next vendor the ability to unload. Please do not drive or park on the grass, as it could damage the park.