

St Nicholas Hall Rental Fee Schedule

Deposits

\$100 for up to 74 people

\$300 for 75 or more people

\$300 when alcohol will be served regardless of the size of the party

No Alcohol

St Nicholas Hall

includes the use of Our Lady Help of
Christians room and the kitchen

\$195 for first 3 hours

\$65/hr after 3 hours

Our Lady Help of Christians Room and Kitchen only

\$75 for first 3 hours

\$25/hr after 3 hours

Alcohol

St. Nicholas Hall

includes the use of Our Lady Help of
Christians room and the kitchen

\$225 for first 3 hours

\$75/hr after 3 hours

Our Lady Help of Christians Room and Kitchen only

\$105 for first 3 hours

\$35/hr after 3 hours

Classrooms

\$25/hr/classroom

Insurance

Required for all events where alcohol will be served regardless of size

Required for non-alcohol events where 75 or more people are expected

Security

Required for all events where alcohol will be served regardless of size

Contact Platteville PD to hire an off-duty officer - 970-785-2215

Absolutely no hard alcohol is allowed - beer, wine and champagne only - no exceptions

Absolutely no selling of alcohol.

St Nicholas Parish Hall Rental Responsibility

We welcome you to St. Nicholas Parish and hope your event is a success.

Below are the responsibilities enlisted to the responsible party listed on the Facilities Use Agreement Form. Failure to adhere to the following could result in the forfeiture of part or all of your deposit.

For non-alcohol events:

1. No alcohol will be allowed.
2. Insurance will be required for all groups of 75 or more. You must use the insurance provider given to you by the office.
3. It will be your responsibility to set up the hall for your event.
4. You may use the kitchen and St. Nicholas' dishes, but please make sure that you clean the kitchen and wash and put away any dishes. Please take all leftover food with you.
5. It is your responsibility to clean the hall, put the tables and chairs back to their original places, and take out the trash. We will provide the cleaning materials and equipment.
6. All cleaning must be done before the end of your rental period.
7. The hall is not to be left unattended – wait until someone from St. Nicholas has arrived to check the condition of the hall and can lock up before leaving.

For events serving alcohol:

1. Alcohol may be served but **cannot** be sold.
2. No hard liquor will be allowed – only beer, wine and champagne.
8. Insurance will be required for all events. You must use the insurance provider given to you by the office.
3. Security, provided by Platteville PD – 970-785-2215, is required for all events, regardless of size.
4. You must have a bartender. They must be 21 years of age and cannot drink during the event.
5. You may not serve alcohol for more than 4 hours.
6. No alcohol may be served past 10:00 pm, and you must stop serving 1 ½ - 2 hours before the end of your event. We recommend that you serve food and coffee during this time to keep people around and give them time to sober up.
7. It will be your responsibility to set up the hall for your event.
8. You may use the kitchen and St. Nicholas' dishes, but please make sure that you clean the kitchen and wash and put away any dishes. Please take all leftover food with you.
9. It is your responsibility to clean the hall, put the tables and chairs back to their original places, and take out the trash. We will provide the cleaning materials and equipment.
10. All cleaning must be done before the end of your rental period.
11. The hall is not to be left unattended – wait until someone from St. Nicholas has arrived to check the condition of the hall and can lock up before leaving.

I understand and agree to the above conditions.

Signature of Responsible Party



ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

1300 S. Steele St. • Denver, CO 80210
(303) 715-3150 • Fax (303) 715-2041

FACILITY USAGE LICENSE AGREEMENT

1. General Information

Parish/School/Organization ("Licensor"): _____

(Licensor is understood to include the Archdiocese of Denver)

Location and brief description of the land and/or building(s) to be used (the "Property"). If only certain areas of the Property may be used, description of those areas: _____

Name, address and phone number of person or organization that will use the Property ("Licensee"): _____

Number of people attending: _____

Activity for which the Property will be used (the "Activity"): _____

Furniture, equipment and supplies of Licensor which may be used in conjunction with the Activity: _____

Party (Licensee or Licensor) responsible for clean-up of the Property after the Activity: _____

Date and beginning and ending times that Property will be used (the "License Period"): _____

2. Grant of License

The Licensor hereby consents to entry upon the Property by Licensee for the purpose of engaging in the Activity during the License Period.

3. Scope of License

a. This license does not permit entry into any areas not described above, and expressly prohibits entry into the following areas: _____

b. This license is solely and exclusively for the purpose of engaging in the Activity. Licensee may conduct activities reasonably incidental to the Activity, provided that Licensee shall not: alter or destroy any foliage on the Property (except as may be stated in the Activity); alter or destroy any furniture, fixtures, equipment or supplies of Licensor; alter or destroy any improvements on the Property, or the Property itself; improve the Property; or in any other way alter the condition of the Property such that the alteration may remain after the expiration of the License Period. The Property must be restored by the end of the License Period to the condition in which it existed immediately before the commencement of the License Period, except to the extent of any clean-up for which Licensor is responsible.

c. Licensee may be accompanied by members or guests numbering no more than the "number of people attending" stated above.

d. This license is revocable by Licensor at any time, with or without notice.

e. This license neither constitutes nor accompanies an interest in the Property.

f. This license is not assignable in whole or in any part.

4. Charges and Deposits

a. In consideration of the grant of this license, Licensee agrees to pay to Licensor a License Charge. The License Charge shall be \$ _____, which shall be paid in advance, and shall not be refundable.

b. Without affecting the rights and responsibilities of the parties hereto contained in any other provision of this license, it is hereby agreed that _____
[Licensor or Licensee] shall be responsible for clean-up of all parts of the Property used by Licensee pursuant to this license, except that _____ [Licensor or Licensee]
shall be responsible for clean up of _____
[room or part of Property to be cleaned by party not responsible for general clean-up]

i. Any clean-up for which Licensee is responsible shall be completed during the License Period. To the extent that Licensee is responsible for clean-up, any uncleanness which remains beyond the License Period shall be deemed to be damage, covered by Paragraph 4.c. below. Any uncleanness which remains beyond the license Period, and which Licensor determines in its sole discretion cannot be cleaned by ordinary means, shall be deemed to be damage, covered by paragraph 4.c. below.

ii. In consideration for Licensor's responsibility, if any, for clean-up, Licensee hereby agrees to pay to Licensor a Clean-up Charge. The Clean-up Charge shall be \$ _____, which shall be paid in advance and shall not be refundable.

c. Licensee hereby agrees to submit to Licensor, in advance, a Damage Deposit in the amount of \$ _____, as security for the occurrence of any damages described in Paragraph 5.a below.

i. Except as provided below, Licensor shall refund the Damage Deposit to Licensee within 10 business days of the conclusion of the License Period.

ii. Upon the occurrence of any damages described in Paragraph 5.a., Licensor shall be permitted to use all or part of the Damage Deposit in an amount Licensor deems to be necessary for repair of the damages or replacement of the items(s) damaged.

iii. Licensors refund of the Damage Deposit shall not be construed as an assertion by Licensors that damages described in Paragraph 5.a. have not occurred, and shall not limit Licensors rights or remedies under this license, or under any provision of law.

iv. Licensors use of the Damage Deposit as provided above shall not limit Licensors rights or remedies under this license, or under any provision of law.

5. Release

a. The above-named LICENSEE agrees to defend, protect, indemnify and hold harmless the above-named LICENSOR against and from all claims arising from the negligence or fault of the above-named LICENSEE or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified ACTIVITY at the above-named PROPERTY.

b. LICENSEE agrees to provide a certificate of insurance to the LICENSOR, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. LICENSEE also agrees to have the LICENSOR named as an "Additional Insured" on its general liability policy for the LICENSE PERIOD in relationship to the ACTIVITY for claims which arise out of LICENSEE'S operations or are brought against the LICENSOR by LICENSEE'S employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. LICENSEE also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against the LICENSOR.

c. If and only if LICENSEE fails to comply with the above (second) paragraph, then the above-named LICENSEE agrees to protect, defend, hold harmless and fully indemnify the above-named LICENSOR for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified LICENSE PERIOD that is brought against the LICENSOR by the above-named LICENSEE or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the LICENSOR, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

6. Compliance with Law

Licensee and its members and guests shall comply with all applicable local, state and federal laws during use of the Property.

7. Alcoholic Beverages

Possession or consumption of alcoholic beverages on the Property is prohibited unless a signed Consent for Consumption of Alcohol Addendum has been executed and attached to this agreement.

Dated this _____ day of _____, _____.

LICENSOR

LICENSEE

By: _____

Authorized Agent

By: _____

Authorized Agent



EVENTUS
special event protection

Location ID/Invitation Code:



DIOCESE

TULIP

Tenant-User Liability Insurance Policy

The Institution is unable to provide pricing or premiums for this coverage. The website by clicking on "Get a Quote" will take you through the process and provides pricing prior to purchasing coverage.

Tenant Liability Insurance for Special Events held at Catholic Parishes, Schools & Agencies

How it Works:

- Log in to website <https://eventus.aigrms.com> and click on "Quick Quote"
- Select "Colorado" for the state, then Archdiocese of Denver and the appropriate parish location
- The system will take you through the quoting and purchase process. You can pay for events with checks and credit cards
- Upon completion of transaction, you will receive via email, a Binder/Certificate evidencing coverage
- The Diocese/Parish Office will also receive a Certificate as part of your facility use application process

Tenant User Liability Policy

Insurance Company & Best Rating:

Employers Fire Insurance Co. A XI

Named Insured: Tenant User / Event Holder

Additional Insured: The Institution, Lessors, Managers of Premises

Policy Form: ISO Occurrence Commercial General Liability Form (GG 0001) including Premises/Products & Completed Operations, Personal & Advertising Injury, Contractual Liability, Host Liquor, Broad Form Property Damage. Liquor Liability is included when a separate premium has been charged
ISO Occurrence Inland Marine Third Party Property Damage Form (IM 252) including Personal Property Floater

Limits:

None General Aggregate

\$ 1,000,000 Products/Completed Operations Aggregate

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Personal Injury / Advertising Injury

\$ 50,000 Fire Damage Limit (excludes events less than 7 days)

Excluded Medical Payment Expense

\$ 1,000,000 Liquor Liability Aggregate

\$ 1,000,000 Each Common Cause

\$ 1,000,000 Third Party Property Damage

Deductibles:

None - GL

\$1,000 - Property Damage

Ineligible Hazards & Activities

Examples of ineligible hazards and activities are:

- Animal Acts and Shows
- Balloon Rides
- Base Jumping
- Bounce Houses (Inflatables)
- Boxing, Wrestling, Hockey, Contact Karate or Martial Arts Events
- Circuses
- Carnival Rides
- Concerts Not Classified under Hazard Class II and III
- Film Production
- Fireworks
- Fraternity Events
- Gun and Knife Shows
- Halloween Haunted Houses
- Heads of State Events
- Instructional Classes-Drivers Educations, Flying or Health Related
- Mechanical Amusement Rides or Services
- Motorized Sporting Events
- Political Rallies
- Power Boat Racing
- Pyrotechnics and Explosives
- Rodeo and/or Roping Events (Includes practice)
- Renaissance Fairs/Festivals
- Slam Dancing
- Sorority Events
- Swap Meets/Flea Markets

For Assistance and/or Questions Contact:

Melissa Sapp-Birdwhistell

Phone: 303.889.2544

Toll Free: 800.333.3231

Fax: 303.773.9776

Email: melissa_sapp-birdwhistell@ajg.com



Arthur J. Gallagher Risk Management Services
6399 S. Fiddler's Green Circle, Suite 200
Greenwood Village, CO 80111



ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

RETURN COMPLETED FORM TO PARISH/SCHOOL/ECCLESIASTICAL ORGANIZATION

CONSENT FOR CONSUMPTION OF ALCOHOL ADDENDUM

This Consent contains terms defined in the License Agreement between

_____, the Archdiocese of Denver ("Licensor"),

 [Parish/School/Organization]
 and _____ ("Licensee")

 [Name Of Person Or Organization That Will Use The Property]

dated the _____ day of _____, _____ (the "License Agreement"). Such terms have the same definitions for the purposes of this Consent that they have in the License Agreement.

Licensor hereby consents to the consumption of alcohol on the Property during the time period stated in the License agreement by those individuals entering the Property pursuant to the License Agreement who are not visibly intoxicated, who are at least 21 years old, and who are not habitual drunks.

This Consent is expressly conditioned upon strict adherence by the Licensee and all members, guests, invitees and licensees of Licensee to Licensor's Liquor Liability Rules and Regulations (attached). Failure to fulfill this condition shall nullify this Consent, and shall be deemed a material breach of the License Agreement.

The Consent is valid only if paragraph (5.b.) of the License Agreement is complied with.

Licensee understands and acknowledges that Colorado law prohibits the sale of alcoholic beverages without a license to do so. Licensee agrees that there will be no charge for any alcoholic beverages to be served, and agrees that any admission charge will be the same for all attending, without regard to whether they consume any alcoholic beverages. Further, Licensee agrees that no alcoholic beverages will be served to any visibly intoxicated person, any person who is under the age of 21, or any habitual drunk.

Name of Bartender: _____

Dated this _____ day of _____, _____.

 LICENSOR

By: _____
 Authorized Agent (Print Name)

 LICENSEE

By: _____
 Authorized Agent (Print Name)



ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY CASUALTY INSURANCE TRUST

LIQUOR LIABILITY RULES AND REGULATIONS

1. Liquor should only be dispensed by a person experienced in operating a liquor bar. Those who are serving alcohol should NOT consume alcoholic beverages prior to or during the time they are serving alcohol.
2. Liquor should never be served to an individual who is under the age of 21, anyone visibly intoxicated, or any habitual drunk.
3. The individual who is dispensing drinks should only serve one drink at a time. The drink must be consumed before another drink may be served.
4. Only single drinks adhering to the following standards should be served: no more than 1 oz. of whiskey in a highball, cocktail or mixed drink; 12 oz. of beer as a maximum and no more than 4-5 oz. of wine per serving. No "doubles" should be served.
5. Food must be constantly served throughout the event that is taking place. Alcoholic beverages should NOT be distributed during an event at which a meal or buffet is not provided.
6. All individuals should be carefully observed throughout the event to ascertain they are eating and not just drinking. Some behavioral characteristics of one "under the influence" of alcohol may include: 1) slurred speech; 2) staggering; 3) stumbling; or 4) poor motor-skill coordination.
7. Every precaution should be taken to ensure that no alcoholic beverages are brought into the event. The only alcoholic beverages to be consumed are those distributed under the guidance and control of the staff members of the event.
8. A plan devised to accommodate an individual who has had too much to drink should include:
 - a. Alternative methods of transportation home after the event;
 - b. A method to stop an individual's further consumption of alcohol.
9. At least 1 to 1-1/2 hours before the event concludes, the bar should be closed and no alcohol made available to the individuals present at the event.
10. In this final 1 to 1-1/2 hour time period, coffee and food should be made available and those present encouraged to remain and eat. Coffee and food will not help those individuals who have over imbibed, but the time will help.
11. No one should be permitted to drive a motor vehicle who displays the behavior of one who is under the influence of alcohol. In the event one cannot be prevented from driving, immediate notice should be made to the local police agency, County Sheriff or Colorado State Patrol. Indicate the name of the driver, vehicle description, and route of travel or destination if known.
12. Any violations of these regulations shall cause the organizers of the event to immediately cease the serving of any further alcoholic beverages to anyone.



13. Permission to serve alcoholic beverages should be granted only in individual cases by the pastor. Those organizing an event at which alcohol is to be served shall indicate beforehand how these regulations are to be observed and who shall be responsible.
14. Colorado law prohibits the sale of alcoholic beverages without a license to do so. The admission charge to an event should be the same for all attending without regard to whether or not they consume any alcoholic beverages. Contact Risk Management for further information if you are unsure whether an event requires a special permit to serve alcoholic beverages.
15. Consideration should be given to posting signs similar to the message below at any event where alcohol is served:

REMEMBER:

FOR EVERY ONE DRINK YOU CONSUME, REGARDLESS OF THE TYPE OF DRINK IT MAY BE (12 oz. of beer, 4-5 oz. of wine or 1 – 1 1/2 oz. of whiskey), IT WILL TAKE AT LEAST ONE HOUR FOR THAT DRINK TO BE ELIMINATED FROM YOUR SYSTEM.

Hall Rental Checklist

Kitchen:

- ____ Floor, swept (mopped if necessary)
- ____ Dishes, cleaned and put away
- ____ No Leftover Food
- ____ Trash picked up and taken out

Our Lady Help of Christians Room:

- ____ Floor, swept (mopped if necessary)
- ____ Trash picked up and taken out

Bathrooms:

- ____ Floor, swept (mopped if necessary)
- ____ Trash picked up and taken out
- ____ All toilets flushed

St. Nicholas Hall (if rented):

- ____ Floors, swept and vacuumed (mopped if necessary)
- ____ Trash picked up and taken out

Classrooms (if rented):

- ____ Floors, vacuumed
- ____ Trash picked up and taken out

Exterior:

- ____ Walkways and entry, swept
- ____ Trash picked up and taken out

FOR ST. NICHOLAS USE – Overall Condition _____

Approved by (St. Nicholas)