

## OLDE TOWNE CARRIAGE HOUSE (On the Historic Riverwalk)

Mailing address: P. O. Box 1456 Pueblo, CO 81002 Telephone 719-543-1012  
 Email: [otch@oldetownepueblo.com](mailto:otch@oldetownepueblo.com) Web Page: [www.oldetownepueblo.com](http://www.oldetownepueblo.com)  
 102 South Victoria Ave. Pueblo, CO 81003

**Rental Details** If there is any conflict between these Rental Details and the terms expressly set forth on the first page, Rental Contract, the provisions set forth on the Rental Contract prevail. These terms are subject to change without notice.

Item	Description	Initial
Capacity	The Reception Hall seats up to 300 people	
Hall Cost	Friday, Saturday, Sunday charges are (\$1175.00) including set up and cleanup, Monday through Thursday charge is \$800.00 including set up and cleanup. <u>Hourly pricing Optional</u> : Full payment required 45 (forty-five) days prior to the event.	
Food Service	You may choose your own licensed catering company to serve food at your event. The Olde Towne Carriage House has catering available for your service. All food is served on dance floor. All Trash is the responsibility of rental party or your catering company. Red, Grape or colored punch is not allowed.	
Security Cost	1 (one) security guard is required for every 100 people @ a cost of \$20.00 per hour each. Security is mandatory with or without alcohol being served. The Olde Towne Carriage House Staff will make all arrangements.	
Liquor Cost	Bar Set up fee \$50.00 1 (one) bartender for every 100 people @ \$20.00 per hour each. You or your party may not bring <b>any</b> alcoholic beverage on to the premises as per Colorado State Liquor law. The Olde Towne Carriage House will serve all alcoholic beverages. The bar will operate as a cash bar unless prior arrangements are completed.	
Deposit	A non-refundable deposit of \$500.00, as well as a signed rental contract, is required to firmly book the Reception Hall. Deposit applied to total cost.	
Cancellation	If you cancel your event 90 (ninety) days prior to the event you lose 50% of payments received. If you cancel within 90 days of event, 100% of payment.	
Decorating	You may decorate the Hall after 11:00 am on the day of your event. There can be no use of nails and other fasteners on the <b>walls or beams</b> . In addition, no candles and or open flames are allowed, Hurricane containers with floating votive candles allowed. We ask that you take your decorations at the end of your event. Any decorations that are left in the facility will be assumed trash. <b>No confetti or glitter allowed</b> . You are responsible for removing of all trash.	
Usage period	You may use the Hall for up to 8 (eight) hours on the day of your event (decorating time included) Music must stop and the bar must close by 12:00 a.m. The Hall must be totally vacated by 1:00 a.m.	
Minors	Minors must be supervised at all times and are not allowed to consume any alcoholic beverages.	
Property Damage	We reserve the right to inspect and control all private functions. By signing this rental detail and contract, you agree to pay for, and replace any object of our property that is destroyed, damaged, or stolen during your period of Hall rental. Such payment must be made with-in five (5) days following our notification to you.	
Personal Items	We assume no responsibility for any damage, loss or disappearance of any merchandise or personal items that are brought into our facility. Please make sure that valuables are properly attended to during your event.	
Payment Method	We accept payments by check or cash No Credit Cards are accepted.	

# OLDE TOWNE CARRIAGE HOUSE (On the Historic Riverwalk)

Mailing address: P. O. Box 1456 Pueblo, CO 81002 Telephone 719-543-1012  
 Email: [otch@oldetownepueblo.com](mailto:otch@oldetownepueblo.com) Web Page: [www.oldetownepueblo.com](http://www.oldetownepueblo.com)  
 102 South Victoria Ave. Pueblo, CO 81003

**Release, waiver and Indemnification**

In consideration of Olde Towne Carriage House, LLC agreeing to enter into this Rental Contract, the Renter named above, and any undersigned personal guarantor does hereby agree to indemnify, hold harmless and defend Olde Towne Carriage House, LLC, its members, agents or employees from any claims or causes of action, however stated, arising out of or related to the rental of the Hall by the Renter, including, but not limited to, claims of the Renter, its servants, agents employees, licensees, invitee, as well as any other party claiming to be injured as the results of Renters occupancy of or presence in the Hall and immediately adjacent areas.

**Guaranty**

The undersigned does hereby personally guarantee the payment and performance of the terms of this Rental contract.

Guarantor: \_\_\_\_\_ Date: \_\_\_\_\_

**RENTAL CONTRACT**

Renter's Name	Day time Telephone Number	Date of Event
Address, City, State, Zip		Mobile Telephone:
Type of Event:		Number of guests
Fax Number:	Email address:	Rental time: From: _____ to _____

**FEE SCHEDULE**

Hall Rental including Clean-up / Set up _____	Due _____
Deposit .....	Due _____
Security Guards (_____ @ \$20.00 per hour ea) _____	Due _____
Liquor Set up \$50.00 .....	Due _____
Bar tenders (_____ @ \$20.00 per hour ea) _____	Due _____

**Total Rental Costs**

**Terms**

1. All fees will be paid by the dates specified above 45 Days prior to the event.
2. All city, state and federal laws and fire regulations will be obeyed
3. Damage and/or loss of articles will be the responsibility of the Renter.
4. The renter must arrive and depart from the rented area by the time specified above in this contract.
5. The Renter agrees to indemnify and save harmless and defend the Olde Towne Carriage House LLC as specifically set forth in the attached release, Waiver and indemnification, which is expressly incorporated into this rental contract.
6. Olde Towne Carriage House, LLC reserves the right to cancel or alter the rental should conditions arise which necessitate schedule changes.
7. Please use Mailing Address P. O. Box 1456, Pueblo, CO 81002-1456
8. I/We have read, understand, and agree to all terms in the attached "Rental Details". I/We understand this Rental Contract is not binding upon Olde Towne Carriage House, LLC until signed by and authorized person for Olde Towne Carriage House, LLC.

Renter's Signature	Printed Name	Date Signed
Olde Towne Carriage House		Date Signed