



Please sign off by initialing **ONE** of the following:

Initials: _____ **ORGANIZATION RENTAL:** I understand that I will need to provide The White Pavilion with a certificate of liability insurance for a minimum of \$1,000,000 that additionally insures The White Pavilion, The White Construction Group, White Construction, LLC., its' officers, officials and employees and must be contained within document with a 30 day cancellation period. Proof of insurance must be provided to the Venue a minimum of 31 days before the event.

Initials: _____ **GENERAL RENTAL:** I hereby release and agree to hold harmless The White Pavilion and its representatives and agents from all claims of liability for damages and/or injuries incurred in connection with any event or activity.

Rules & Policies

1. Rental of the Pavilion only entitles use of the Pavilion space, not the surrounding/adjacent areas.
2. Fees are payable IN FULL at the time of rental confirmation. All fees are NON-REFUNDABLE. Rescheduling your reservation requires a processing fee of \$50.00 for The White Pavilion and must be done a minimum of 10 business days prior to your original date. NO REFUNDS WILL BE GIVEN FOR INCLEMENT WEATHER.
3. Events will be no longer than six (6) hours which includes four hours of event time, one hour of set up and one hour for tear down. When booking the White Pavilion, the organizer provides and coordinates signage, staffing, rentals, vendor services and necessary permitting. Day rental is from 6am – 4pm and evening rental 4pm – 10pm.
4. Caterer Policy: The renter is responsible for notifying caterer of all Pavilion rules and regulations. Renter is accountable for any violations and/or damages caused by caterer group.
5. Limited power is available at The White Pavilion.
6. Personal inflatables are not permissible – ONLY those rented through an insured company are allowed. The use of sidewalk chalk and water balloons are prohibited at White Pavilion.
7. Signs, banners, party decorations and canopies may not be attached to trees, Pavilion ceiling or light fixtures. Banners may only be hung from the pillars of the sides of the Pavilion.
8. Set up and tear down must be completed on the day reserved within the time reserved.
9. Parking is limited and available on the street surrounding White Pavilion. Please note cars may not be parked in non-paved areas. Parking or driving unauthorized motor vehicles except in designated roadways or parking areas is prohibited. Additionally, there is a public parking lot on Perry St. between Fifth and Sixth.
10. Blocking or closing of streets surrounding The White Pavilion is prohibited without permitting directly from the Town of Castle Rock. Contact the Town of Castle Rock should you require street closures.
11. Alcohol is permitted ONLY in cans, kegs, plastic bottles and/or boxed wine. Glass bottles and containers of any kind are not permitted.

414 North Perry, Castle Rock, Colorado 80104

Email~ info@TheWhitePavilion.com

Online~ www.TheWhitePavilion.com

Call~ 720.457.6764

Managed by Blue Eyes Consulting



12. In the event any alcohol is served during the event, the undersigned expressly acknowledges that the aforementioned indemnification and hold harmless shall apply to all potential claims, loss, damage, or liability resulting from the distribution or consumption of alcohol and assumes the risk association with same.
13. Events with alcohol are subject to additional staffing requirements. This fee is \$50/hour, per staff and for event hours plus one. The security staff will arrive 30 minute before the event guests arrive and depart 30 minutes after. For most events, only one additional staff is required.
14. The sale of items within the Venue is not permitted without special permission.
15. Motorized vehicles, horses, glass, firearms, littering or dumping, and open fires are prohibited under The Pavilion.
16. Disposing of ice, grease, charcoal, and other waste materials is not permitted on the grass or in sewer system. The responsible organization/applicant (this includes damages incurred from your caterer or event coordinator) will be held financially responsible.
17. Trash must be disposed of in trash barrels or dumpsters.
18. The White Pavilion staff will be the sole authority to decide if the volume is to be considered too excessive and the renter will be required to adjust accordingly.
19. The renter will be held financially responsible for damages, repairs and restoration to include but not limited to new sod, aeration, plant and tree replacement, structural damage, irrigation system, litter pickup and power washing of hard surfaces.
20. If deemed necessary by The White Pavilion that the event requires site security then renter will provide the number of Douglas County Sheriffs or private security officers determined by the scope of the event and The White Pavilion.
21. All amplified sound must be turned off by 10:00PM.
22. Renter will provide timeline of event and vendor list to The White Pavilion no later than 14 days prior to scheduled event.
23. By completing this Application, the undersigned, on behalf of himself/herself and all users of The White Pavilion during the event, agrees to indemnify and hold The White Pavilion, The White Construction Group, and White Construction, LLC. harmless against any and all claims, loss, damage, or liability resulting from or in connection with the event or any participants in association with this Application.

Checks made payable to: The White Pavilion
Mail to: c/o Blue Eyes Consulting, 17652 E. Cloudberry Dr, Parker, CO 80135
Call for credit card payment.

Rules and Policies are subject to change without notice.