

UTE PASS CULTURAL CENTER

P.O. Box 9007, Woodland Park, CO 80866
BOOKING SHEET/PROPOSAL FOR USE

Today's Date: _____ Primary Contact Name: _____

Work Phone: _____ Home Phone: _____

Fax: _____ E-mail: _____

Secondary Contact Name: _____ Phone(s): _____

Organization/BusinessName: _____

Billing address: _____ City/State/Zip: _____

Date(s) of Event: _____ Start time for event(s): _____

Set up time: _____ End Time: _____

Type of function: Banquet for # _____ Reception for # _____ Theater for # _____

Conference for # _____ Seminar for # _____ Meeting for # _____

Other use _____ for # _____

Room usage: Main Room _____ Community Room _____ Stage _____ Cavalier Room _____

Any Outdoor Usage: _____ Specify _____

Catering provided by: _____ Serving time: _____

List name, and phone

(No kitchen equipment or refrigerator is available without prior arrangement)

Tables & chairs: Available are 24, 5 ft. round; 6, 8 ft. rectangular & 3, 6 ft. rectangular tables + 250 chairs

Entertainment: Live Band D.J. Other

Please Specify _____

List name and phone number

No bubble or fog machines!

Stage Lighting: Apron on stage _____ Stage only _____ All Stage lights _____

Do you have a lighting technician yes no

If yes, name and phone: _____

Sound System Usage: P.A. System _____ Tapes _____ C.D. Player _____ Other _____

Do you have a sound engineer yes no

If yes, name and phone : _____

Audio/Visual Equip.: Overhead Projector _____ Slide Projector _____ TV/VCR/DVD _____

Other _____ Specify Any Electrical Needs _____

Bar Requirements: Cash Bar Hosted Bar Supplies: Beer & Wine Beer only

Wine only Mixed Drinks Soda Coffee Special Requests: _____

**All attendants wanting to consume alcohol must be 21 years of age and provide valid I.D.
The bartender(s) has the right to refuse service at any time.**

If your event has food and a bar, please make provisions for food for the bartender(s).

Any Other Special Notes: _____

Do you need signs on doors to direct people to only one entrance?

Do you need use of the coat rack?

Do you have banners or posters you want to put up?

*If you want to use the marquee out front, you must reserve it. It is on a first come, first serve basis. **No signs are to be placed outside the building without city planning department approval. 719-687-9246.***

Large event: 100 plus people Medium event: 50 to 99 people Small event: Less than 50

- CHARGES: _____ **Room Rent** (= _____ hours x \$ _____ per hour
 (You are allowed 1 hour to set up & 1 hour to clean up without charge. Over that, hourly rate applies. Receptions over 100 people require an 8 hour minimum and must pay for clean-up.)
 _____ **Set up:** (small \$31, medium \$42 or large \$63)
 _____ **Clean-up:** (small \$52, medium \$84, large \$126)
 _____ **Bartender:** \$16/ per hr. per bartender w/ 1 hr. setup charge
 _____ **Sound System:** \$21 per event/day
 _____ **Stage Lighting:** \$21 per event/day
 _____ **Sound/Lighting Technician:** \$26/Hour
 _____ **Slide Projector** \$16, **Overhead** \$31, **TV/VCR/DVD** \$26
 _____ **Tablecloths:** \$5.00 each
 _____ **Napkins** .20 each
 _____ **Lanterns** (Centerpieces): \$2.00 each
 _____ **Custodian for event:** \$16/Hour
 _____ **Place settings available** inquire about rates

Total Estimated Cost: _____ Deposit 50% of room rental: _____
 Date Paid: _____ Check Number: _____

A minimum fine of \$100.00 will be accessed for liquor being brought in, or smoking in the building. Fees will be accessed for replacement cost or repair cost due to any property loss or damage as a result of your use.

Number of key(s) signed out _____ (There is a lost key or unreturned key fee.) Name to whom keys were signed out _____

It is your responsibility to contact the Cultural Center Staff regarding keys or other arrangements. I certify that all information provided in this proposal is true and complete. I understand that any false information or omission may result in the termination of any rental made.