



City of Manitou Springs

Application For Use Of Memorial Hall

Name Of Applicant:		Day and Date of Function:
Applicant Address: (Please include city)		Time of Function:
Applicant Phone Number:		E-Mail:
Description of use of facility:	Approximate Number of People To Attend:	Number of Chairs/Tables To Be Needed:
Will your event be open to the public?	<p>If yes, a Certificate of Liability Insurance, covering this event and naming the City of Manitou Springs, 606 Manitou Avenue as an "Additional Insured" for the event dates, must be on file with the Finance Office within 10 days of the submission of the application to use facilities. The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & adv injury, with a limit not less than \$5,000 per individual for medical expenses.</p> <p>Special event application fee - \$25.00 per event</p>	
Will food be served?	If yes, please be advised that this is not a commercial kitchen. All food served to the public must be prepared in accordance with the El Paso County Department of Health & Environment. The Health Department's phone number is 578-3199.	
Will alcohol be served?	Alcoholic beverages are prohibited in Memorial Hall without prior approval by the City Clerk's Office.	
Will there be an admission fee, cover charge, or door charge?	If yes, a City Excise Tax of 5% must be paid on the admission fee unless you file with the City, proof that your organization is exempt as a governmental, quasi-governmental, religious, charitable or fraternal organization . Excise tax returns are to be remitted directly to the Finance Dept by the 20 th , of the month following the event.	
Will anything be sold in the room during your event?	<p>If yes, please provide a listing of vendors along with a copy of the State of Colorado, Department of Revenue special events sales tax certificate. The individual responsible for a group using Memorial Hall and charging admission or otherwise operating for a profit shall secure vending permits for each vendor. Vending permits are \$4.00 per booth, per day. Vendor permits must be displayed on the booth in public view.</p> <p>Sales tax from such events should be remitted to the Colorado Dept of Revenue by the event holder, using the special events sales tax number, issued to the event holder by the Dept of Revenue.</p> <p>Please remit a copy of the return to the City Of Manitou Springs Finance Department.</p>	
I have read and understand the attached policy for use of Memorial Hall and agree to comply with all the provisions set forth therein.		
Applicant Signature		Date:
Damage Deposit \$300.00	Alcohol affidavit (must be notarized) \$125.00	Special event (open to the public) Application fee of \$25.00
Local Use Fee: \$25 for 2 hours (Monday – Friday)	\$200.00 per day (Saturday – Sunday)	Additional day for set up or clean up \$100.00 per day
Non-Local Use Fee: \$50 for 2 hours (Monday – Friday)	\$400.00 per day (Saturday – Sunday)	Additional day for set up or clean up \$100.00 per day
Daily Rental is defined as 10:00am – 2:00am		Use fees and deposits are due whenthe application is received.
Amount Due:		

Policy for use of Memorial Hall

1. **A cancellation fee of 50% of the use fee will be forfeited if the event date is changed or cancelled after the application has been processed. No use fee will be refunded if the event date is changed or cancelled within 14 days of the original scheduled event date.**
2. Event organizers must also supply food establishment licenses as well as **current** health inspections and liability insurance certificates for food vendors in addition to the above requirements.
3. No nails, hooks, staples or other fasteners shall be placed in the floor, walls or ceiling. Please note the check-list for cleaning Memorial Hall posted on the door between Memorial Hall and the kitchen area. The applicant is responsible for all set up as well as clean up. The applicant also assumes responsibility for any and all damages by an attendee. **Decorations may not be attached to the ceiling using the ceiling tile supports – only the existing hooks may be used. Moving the ceiling tiles or attaching decorations to the ceiling tile supports may result in the loss of the deposit.**
 - The dumping of coffee grounds or any other solid materials in sinks in the building shall automatically forfeit the deposit.
 - Moving or covering of existing artwork is prohibited.
 - Additional cleanup or damage charges will be billed to the applicant.
 - The applicant is responsible for the clean up of Memorial Hall including the removing of all equipment or furniture brought into the building immediately following the use of the room. Anything left behind will be discarded.
4. **Smoking in City Hall is prohibited.**
5. Tables are 29”wide and 95”long. There are 22 tables and a minimum of 250 chairs available. Tables and chairs may **not** be taken outside. **Use of the foyer during regular business hours is prohibited without prior approval.**
6. The refund of the deposit is the decision of the Public Works supervisor or his designee. Please allow approximately **10 business** days for a deposit refund.
7. Groups requesting City sponsorship or waiving of **any** fees must submit an application for each event date. The applicant must supply a copy of their group’s charitable status with the Secretary of State, State of Colorado, to the Finance office along with the application. A completed application for each requested function should be submitted.
8. **Deposits are not waived.** Deposit refunds are at the approval of the Public Works Supervisor. If you have comments regarding the facility, please contact the Public Works Department at 719-685-2573.
9. **Any** supplies, decorations, equipment or food left behind will be **discarded**.
10. Deposits are returned by check to the **applicant**. Please anticipate 10-14 days for deposit refunds.

I have read and understand the policy for use of the City of Manitou Springs Memorial Hall and agree to comply with all the provision set fourth within.

Applicant Signature:	Date:
-------------------------	-------