



BOOKING & USE POLICIES

Thank you for choosing Larimer Social as the location for your event. We know you have many wonderful venues to choose from in the area and we appreciate your patronage. The following information serves as a guide to your successful event. Every reasonable effort will be made to ensure that your event is exactly the way you planned it.

There are many details to consider when planning any public function; these are policies and procedures to protect that effort. All clients and patrons of Larimer Social must adhere to the venue policies at all times.

General Agreement

Larimer Social will support you in planning your event, but is not responsible for planning your event.

Rental Fee

Rental rates vary based on day and time of the week. You will be provided with the space and exclusive use for the agreed upon amount of time and event location.

The venue rental fee is based on eight (8) hours of consecutive use, including three (3) hours to set up, four (4) hours of event time and one (1) hour to tear down and clean up. Additional hours may be secured for an extra, non-prorated hourly rate.

A 10% discount off the venue rental will be applied for non-profit groups that can provide a determination letter from the government identifying them as a 501C(3) status. Military personnel that can provide proper documentation of active service will receive a 10% discount off the venue rental.

Basic venue rental includes: the use of 6' round tables, banquet tables, high cabaret tables, black stack chairs, basic house linens (white or black) and onsite venue management.

Event Date Hold

A date will be placed on hold for up to seven (7) days. This will give the client first right of refusal on the date and space.

Should another customer inquire about the date within this time, the client will be given twenty-four (24) hours to secure or release the hold. To secure any date, a signed contract along with a deposit must be received. An event is not considered confirmed until the contract is duly signed and deposit is received.

The signing of the contract indicates that the contracting party understands and accepts the full venue policies. The client and all guests, vendors and associates only have access to the space contracted.

Booking

Larimer Social is available any time of day for events. Set-up and tear down are included in the event time on the rental agreement. Additional time needed can be added at \$250 per setup/strike hour and \$500 per event hour.



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Site Tour / Walkthrough

A site visit will be conducted upon signing the contract, if it hasn't already taken place. Then, prior to your event a final walkthrough with your event planner and catering sales contact will be scheduled. At this time a diagram of the room will be sketched and all details aside from guest count guarantees will be determined.

Set Up and Tear Down

All event items including décor, furniture, rentals, tables and chairs must be one foot (1') from walls and six feet (6') from front doors. Other event needs to be set up including audio visual, décor, music by outside vendors must be scheduled and permitted by Larimer Social with a certificate of insurance (see Insurance and Liability below). All items that need to be wheeled into the event space must have adequate rubber wheels. Absolutely no carts or dolly's with metal wheels allowed. Absolutely no dragging items across floor permitted. Elevator access is through the parking garage, level 3.

Clean up is the responsibility of the client. Items not removed immediately following the event, will be disposed of with no liability to the Venue and could result in charges against client's damage deposit. Venue is not responsible for any lost or stolen items.

After an event, users must leave the building and grounds clean, and clear of debris and trash and in at least as good condition as it was found at the commencement of the event. Trash must be bagged and removed by the caterer.

All rental equipment and materials must be removed from the rental area. Rented items must be properly placed in the designated area and ready for pick up. Please note: charges for clean-up and removal may be assessed or deducted from the security deposit if space is not left clean and clear.

Deliveries

Deliveries must be scheduled in advance with venue manager. All delivery items must be loaded in back entrance of the building. No deliveries through the front doors permitted.

Appearance

Immediately following your event, you are responsible for removing all items brought in by you and your guests. Please note: Larimer Social reserves the right to change any aspect of any rental location placement at any time without notice. This clause warrants that all facilities come "as-is". This includes but is not limited to furniture, equipment/production system, etc.

Other Restrictions

The capacities established at Larimer Social are set by fire code and are there for your safety. Larimer Social will adhere to all recommended fire and safety code limits. If the limits are exceeded, Larimer Social has the right to terminate the event and issue a fine for the violation.

Events must conclude by 1:00 am Friday through Saturday and 10:00 pm Sunday through Thursday. Additional time cannot be extended beyond these set times as they are due to city ordinance laws and cannot be adjusted, no exceptions.



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Noise Limits

Larimer Social must pre-approve all entertainment vendors prior to the event. The company providing entertainment must meet or coordinate with Venue Management prior to the event to review any special accommodations.

Please note that Larimer Social is part of a historic retail and office property. Amplified music must be kept at a reasonable level. Volume control will be at the discretion of Venue Management. Venue reserves the right to inspect and control all private events, including the right to monitor and control noise levels. If the client or client's vendors violate the noise limits and requests of the venue management, the results will be early closure of bar services and/or immediate end of the event.

Decorations

Attaching anything to any walls or structures of Larimer Social is strictly prohibited. Tape and staples are strictly prohibited on any walls, fixtures, lighting, floor, equipment/production system or furniture belonging to Larimer Social. Larimer Social will not permit the use of confetti, colored rose petals, glitter, silly string, birdseed or rice. No candles in Larimer Social are allowed, contained or otherwise. LED lights may be used in the space. No fog, haze or mist machines.

Larimer Social does not provide ladders or any supplies (scissors, tape, painter's tape, batteries, hammers, screwdrivers, etc.)

All flower arrangements and plants must be clean and free of pests.

Photography

For promotional purposes, the Venue reserves the right to take a limited number of royalty-free photographs of the user's activities in the Venue. Such photographs shall be the Venue's sole and exclusive property for the full copyright term, and the Venue shall have the right to copy, exhibit, display, and otherwise exploit such photographs by any means and media throughout the world; provided, however, that the Venue shall have the sole responsibility for obtaining any third party clearances, release and consent necessary for the Venue's use of such photographs.

Logo

The Event shall not use the name, trademark or logo or any other proprietary designation of the Venue in any advertising or promotional material without the prior written permission of the Venue. The Event shall comply with the terms and conditions required by the Venue for such use.

Catering

Larimer Social requests you to give priority selection for catering needs to Larimer Square restaurants. If no Larimer Square restaurants are able to provide food arrangements for your event, Larimer Social is open to the discussion of utilizing the vendor of your choice. All caterers will be required to sign a Catering Agreement with Larimer Social. All catering arrangements must be handled separately from any private event arrangements you make with Larimer Social.

Smoking

Larimer Social is a non-smoking facility. Smoking of any drugs, including marijuana, is not permitted within the event space or on the sidewalks of Larimer Square or the garage. Cigarette smoking is allowed on the back patio of Larimer Social or in the Larimer Square smoking area in the alley only.



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Safety & Security

For the safety of the client and their guests, all guests are permitted to have access to the contracted space. Any non-contracted spaces are off-limits at all times. Children must be supervised at all times and staffing may be required in designated areas.

Event manager will determine if additional security for your event is necessary. If security needs to be hired, Larimer Social will do so and costs associated with security will be billed back to the client. Any individual or group having an event at Larimer Social agrees to abide by all requests of the staff and security.

Security personnel will take steps necessary to protect its property and reputation, including asking disruptive or intoxicated parties to leave the premises.

Larimer Social does not allow animals on the premises, with the exception of animals assisting people with disabilities.

Larimer Social will not be responsible for personal property, displays, exhibits, equipment or other items lost, stolen or damaged in or around the Venue.

Insurance & Liability

Certificate of insurance is required for all events as described in the Event Rental Agreement.

The Client agrees to assume full financial liability and responsibility for any damage or loss of objects/property at or to Larimer Social, and for any accident, injury or loss/damage of objects/property incurred by the applicant and/or applicant's guests during or as a result of the rental of the facility, including legal fees should they become necessary as well as claims against bodily injury or property damage. By the signing of a rental agreement, the applicant does hereby indemnify and hold harmless the Larimer Social, LLC, Hermanson, Inc., its officers, staff, directors, volunteers, and employees from suit, action, damages, liability and expense in connection with personal injury, death, property damage, loss or theft resulting from the use of the facilities. The applicant also shall accept full responsibility and liability for any personal injury or property loss and/or damage to anyone including 3rd parties (subcontractor, caterer, musician, equipment suppliers, etc.) arising from or in connection with the applicant's rental event. These damages must be repaired or replaced promptly to the satisfaction of Larimer Social and paid for by the contracting party.

Larimer Social will not be responsible for materials, equipment or property of any kind left on the premises.



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Restrictions

Venue facility and grounds shall not be used for any unlawful purpose. The Venue Management reserves the right to refuse use of the facility and grounds to any organization or individual in the event that a program or its content does not comply with the Venue's or Larimer Square's policies and guidelines. Plans for facility use must be discussed and/or submitted by the user to the Venue prior to contracting.

The client and/or event must agree that it will not practice, advocate or permit discrimination or segregation based upon race, creed, color, sex, age, sexual orientation, disability or national origin.

Payment / Payment Schedule

Payment may be made by check (mailed or delivered in person) or credit card. Checks may be made payable to Larimer Social, LLC.

Refundable damage deposit is 50% of the Rental Rate and is required at time of signature in order to secure the event date. Balance of Facility Rental Fee is due 60 days in advance of the event date. The balance including bar costs, etc. will be billed to you after your event date.

The damage deposit will be refunded if no damages were incurred by you, your guests, caterer, or other vendors assisting with the event, and the rental site was left in acceptable condition. You will be notified within five (5) business days of your event if Larimer Social intends to retain your damage deposit. Liability is no way limited to the amount of your performance deposit.

The final invoice is considered past due if not received within 30 days of the event date. A charge of 5% will be assessed per day of the total unpaid balance.

Please initial all pages and sign indicating that you agree to and understand Larimer Social policies and procedures and return with your signed contract.

All clients and patrons of Larimer Social must adhere to the venue policies at all times. These policies are subject to change.

I agree to and understand the above terms and conditions and Larimer Social guidelines. I will print this for my records and will refer to as necessary.

Client:

By: _____

Name: _____

Title: _____

Date: _____