

# *Richards-Hart Estate*



## **Facility Rental Guidelines**

**West 28th Ave & Benton St  
(2 blocks west of Sheridan Blvd)  
(303) 231-1300**

**[www.ci.wheatridge.co.us](http://www.ci.wheatridge.co.us)  
[events@ci.wheatridge.co.us](mailto:events@ci.wheatridge.co.us)**

**Please note it is the Renter's responsibility to inform all caterers, rental companies, musicians, etc. of the following guidelines.**

### **Estate Capacity:**

The maximum occupancy of the estate is 75 people for events that are held both indoors and outdoors. For events that are indoors only, the capacity is only 50 guests.

### **Hours of Availability:**

The Estate is available to rent from 8:00 am – 11:00 pm seven days a week, with the exception of some holidays.

### **Rental Rates and Deposits:**

#### **High Season: May - September**

- Weekdays (Mon. - Thurs., Fri. before 5pm): \$100/hour - 3 hour minimum
- Weekends (Fri. after 5pm, Sat. and Sun.): \$150 hour - 6 hour minimum
- All-day rental (8am - 11pm) available for \$1,200
- \$300 damage deposit secures the reservation (\$500 if serving alcohol)

#### **Low Season: October - April**

- Weekdays (Mon. - Thurs., Fri. before 5pm): \$75/hour - 3 hour minimum
- Weekends (Fri. after 5pm, Sat. and Sun.): \$100 hour - 6 hour minimum
- All-day rental (8am - 11pm) available for \$1,200
- \$300 damage deposit secures the reservation (\$500 if serving alcohol)

### **Additional Costs:**

The City of Wheat Ridge requires special events liability insurance for any group serving alcohol that rents the Richards-Hart Estate. The liability insurance must name the City of Wheat Ridge as an

additional insured for the amount of \$1,000,000 (one million dollars). Proof of this insurance is required two weeks prior to your event. If insurance is not available through your caterer or private insurer, it can be obtained through the City of Wheat Ridge. The Facility Rental Coordinator will submit the necessary forms and add the cost to the rental fee. Cost of this insurance is \$100 for groups of 50 people or less and \$108 for groups of 51-75 people. Fundraising events at which alcohol is served must acquire additional coverage; see the **Fundraisers** section below for details.

### **Rental Agreement:**

Renters using the Estate must complete the Rental Agreement and the Agreement for Serving Alcohol (if applicable) prior to use. Rental of the Estate includes use of the house and the surrounding grounds, including the fountain, playground and parking lot. Please keep in mind the Estate adjoins a city park, so your event may not be completely private. The rental fee also includes payment for a building supervisor who will remain on the premises during the entire rental period.

### **Damage Deposit:**

The damage deposit is due at the time the Facility Rental Application is submitted. No reservations are confirmed until the damage deposit has been received. The damage deposit acts as a safeguard against damages incurred and also guarantees the reservation of the Estate. Payment of the damage deposit is processed when submitted and is not applied toward the rental fee. It is refundable within three weeks after the event, provided there is no damage to the Estate or excessive cleaning required. Payment may be made by cash, check, or credit card (Visa/MasterCard/Discover).

### **Rental Fees:**

The total balance of the rental fee must be received two weeks prior to your event. Fees paid less than two weeks prior to the event date must be paid by cash or credit card. If fees are not paid ten days prior to the booking, the rental may be cancelled by the City of Wheat Ridge.

### **Building Supervisor:**

A building supervisor is on the premises for the entire duration of your rental period to oversee the event. Labor for loading and unloading equipment and rental items, etc., setup and takedown is the responsibility of the Renter. In order to facilitate the scheduling of the building supervisor, the agreed upon rental time must be finalized 14 days prior to the date of the event.

### **Set Up/Deliveries:**

The setup time needed for each event must be included in the actual rental time. Deliveries and pick-ups for party rentals, caterers, decorations, etc. must be scheduled during the rental period. All rental items must be removed from the Estate at the end of the event. The City cannot store rental items and will not accept responsibility for items delivered before or left after the agreed rental time.

Deliveries are to be made to the north door of the Estate (kitchen entrance). The chain across the end of the driveway may be lowered to allow delivery vehicles to pull up to the kitchen door.

### **Check In/Check Out:**

You must check in with the Building Supervisor when you arrive. At the conclusion of your scheduled time, the Building Supervisor will note your departure time and any damages, and

request your signature on the checkout form. Failure to sign the checkout form may result in the delay of the damage deposit refund.

### **Late Fees:**

The Estate must be entirely vacated by the contracted ending time. This includes all guests, caterers and disc jockeys/musicians, etc. If the Estate is not vacated on time, late charges are applied and deducted from the damage deposit at a rate of \$75 per hour.

### **Alcohol/Liquor:**

A liquor license is not required to serve alcohol as part of your event; however, the following conditions must be met:

- Renters serving alcohol must sign an Agreement for Serving Alcohol and comply with its terms and conditions.
- Renters serving alcohol must provide proof of liability insurance or obtain such insurance through the City of Wheat Ridge.
- Alcohol may be served only; no cash bar is allowed.
- Alcohol is limited to can and bottles. Beer kegs are prohibited.
- The serving of alcohol is limited to five hours and must stop at least one hour prior to event end time.
- Alcohol must remain in the house or within 100 feet of the house.
- Alcohol is to be provided by the event host only. Guests are not permitted to bring their own alcohol.
- No alcoholic beverages may be served to intoxicated persons.
- All guests must have proper identification in order to consume alcohol.
- No alcoholic beverages may be served to persons under 21 years of age. Any evidence of underage drinking will result in immediate shutdown of the event.

*Note: The City's representative cannot advise in regard to liquor consumption and the responsibility lies with the Renter to comply with Colorado Liquor Laws in regard to the dispensing of alcohol. The Renter is responsible for the compliance of all pertinent laws, statutes, ordinances, governmental and quasi-governmental regulations, without limitation, pertaining to liquor.*

### **Music:**

Musical instruments, disc jockeys, recorded music, etc. are acceptable; however, amplification is to be used indoors only. Protective floor coverings must be used for musical groups.

The overall level of music and noise will neither go beyond a level appropriate for a residential neighborhood, nor beyond the limits acceptable to the Building Supervisor. 110 voltage is provided; 220 voltage is not available. Generators are not permitted.

### **Catering Kitchen:**

There is a small catering kitchen equipped with a refrigerator/freezer, stainless steel sinks and countertops, running water and electrical outlets. The kitchen may be used for storage and serving of food, including heating pre-cooked foods. Please note that no actual food preparation is allowed. Food must be catered in or prepared at an outside location. You may select your own caterer or provide your own food. Utensils, table service and linens are not provided; you must rent or provide these items on your own.

## **Furnishings Available:**

The Estate is furnished with several antique pieces along with the items listed below. All furnishings in the house must remain indoors, but you may bring rental furniture for outdoor use.

- 5 8 ft. rectangular tables (seat up to 10 people)
- 4 6 ft. rectangular tables (seat up to 8 people)
- 5 4 ft. round tables (seat up to 6 people)
- 5 3 ft. square tables
- 75 cloth cushioned stacking chairs

## **Decorations:**

In general, decorations are limited to tabletops and any free-standing items such as arches and pedestals.

With the exception of a unity candle during the ceremony, candles are not permitted inside or outside. Battery operated flameless candles are allowed. Smoke/dry ice machines are not permitted. You may not pin, tape or otherwise affix anything to the walls, ceilings, woodwork, light fixtures or windows. No tape is allowed to secure cords to the wood floor or carpeted areas.

Helium balloons are acceptable, but must be removed at the end of the event. Loose decorations such as confetti, crystal confetti, glitter, rice, bird seed, hay bales, etc. are not permitted inside or outside the house. Piñatas are not allowed inside or outside the house. Failure to adhere to these restrictions may result in the assessment of an additional cleaning fee.

## **Tents/Outdoor Decorations:**

Tents and outdoor decorations are permitted, but the Facility Rental Coordinator must be notified at least two weeks before your event date to obtain approval of the size and placement of the tent and the placement of other outdoor decorations. Please note there is no lighting or electrical access outside the house.

Decorating the front porch and ceremony arbor is limited to free standing items and tying fabric such as tulle to the pillars. You may not pin, tape or otherwise affix anything to the exterior of house, the arbor, benches, etc.

## **Smoking/Open Fires:**

Smoking is strictly prohibited inside and outside on the park grounds. Smoking is allowed in private vehicles only. Open flames such as candles, tiki torches and fire pits are not allowed. Fireworks of any kind (including sparklers) are prohibited.

Barbequing or grilling is permitted outside as long as coals are kept in enclosed containers and all coals are removed from the Estate at the end of the event.

## **Parking:**

The Estate parking lot has 32 spaces and on-street parking along 28th Avenue is available. Parking in any private lots or driveways is not allowed. Parking is not allowed in the circular driveway or outside the gate on the south side of the property as this area must be kept open for emergency access at all times.

**Animals:**

No animals are allowed inside the house, with the exception of certified assistance dogs.

**Estate Cleanup:**

We recommend you allow the last 45 to 60 minutes of the rental time for cleanup. The Renter is responsible for completing the following:

- Wipe off tables, break them down and return them to their respective storage areas.
- Restack cloth chairs into their original position.
- Pick up all trash, inside and outside.
- Dispose of all trash bags in the dumpster adjacent to the parking lot.
- All foods must be disposed of or taken away.
- Extra ice must be left in the sink, not dumped on the grounds.
- All rental items or furnishings must be removed from the Estate immediately following the event.

**Cancellation Policy:**

The deposit will be returned in full for cancellations if notification is given at least six months prior to a Friday/Saturday/Sunday event, or one month prior to a weekday event. Should you cancel after the notification deadline has passed, the rental fee will be refunded; however, the City of Wheat Ridge will retain the full deposit. Deposits made less than six months (Friday/Saturday/Sunday rental) or one month (weekday rental) prior to the event are nonrefundable if the event is cancelled.

The City of Wheat Ridge reserves the right to deny or cancel any request made for the use of the Recreation Department facilities.

**General Conduct:**

The Renter or representative of the Renter's group is responsible to remind all guests to be respectful of the Estate and for keeping conduct and noise appropriate for the surrounding neighborhood. The Renter is responsible for the conduct of the Renter's guests. The Building Supervisor has complete authority throughout the event as to the suitability of the conduct of guests and reserves the right to ask disorderly guests to leave, and if the behavior persists, the police may be called. Use of the Estate may be terminated at any time if the guidelines are violated or the conduct of the group or any of its members is abusive or dangerous to the Estate, its furnishings, or any individuals therein. Decisions to terminate use are at the discretion of the City and if termination is deemed necessary, the entire rental fee will still be required.

**Injuries and Losses:**

It is understood that the Richards Hart Estate and the City of Wheat Ridge or its representative(s) are not responsible for any injuries or losses sustained to the person or property of any member of the Renter's group, and the Renter will hold harmless and indemnify the foregoing entities for any such loss arising out of the use of the Richards Hart Estate by the Renter or any member of the Renter's group. In the event of the need to hire counsel for any litigation or for the purpose of collection, the Renter will pay all reasonable attorney's fees of the City of Wheat Ridge.

## **Supervision of Minors:**

You must be 21 or older to rent the Estate. Minors must be supervised at all times. Supervision must be provided by an adult at least 21 years of age for the entire rental period.

## **Violation of Guidelines:**

The following set of violations has been established to clearly define for all Renters the importance of proper conduct at the Estate. The Rental will be responsible for any violations of these guidelines by any member of the Renter's group during the rental event. A fine, to be determined by the violation, will be assessed for:

- Attendance in excess of 75 people.
- Refusal to abide by 11pm closing time or going beyond paid rental time.
- Use of nails, staples, tacks, tape or any decorations affixed to walls, ceilings, woodwork, light fixtures or windows.
- Unnecessary use of fire extinguishers.
- Improper disposal of trash.
- Disregard of cleanup procedures.
- Use of telephone for long distance calls.
- Failure to remove rental furnishings from the Estate.
- Unauthorized serving or sale of alcohol.

Any charges assessed in accordance under the preceding paragraph are due and payable immediately. The damage deposit may be used by the City of Wheat Ridge to pay all or a portion of such charges. Notwithstanding these provisions, the City of Wheat Ridge will be entitled to all damages in accordance with these Guidelines.

## **Sales Tax:**

Renters who are selling items during their event are required to pay sales tax according to Wheat Ridge city Code Sec. 22-57. Tax information and sales licenses may be obtained at the City of Wheat Ridge Sales Tax Office, 303-235-2820.

## **Fundraisers:**

Fundraising events are taxable according to the city Tax Code described above. If alcohol is served at a fundraising event, liquor liability coverage is required in addition to the basic coverage as detailed in the **Additional Costs** section above. Liquor liability coverage is required if liquor, beer or wine is available for consumption and money changes hands in any way, shape or form, between the event host and those who participate/attend the event (i.e. a donation, a ticket, a meal, a beverage, entry to the event). The premium for liquor liability coverage is \$20.00.