

## WESTERN RIVIERA LAKESIDE EVENTS

PO Box 1286, 419 Garfield Street, Grand Lake, CO 80447-1286  
970-627-3580

### Contract for All Events:

Western Riviera Lakeside Events Contact: \_\_\_\_\_  
Contract Date: \_\_\_\_\_  
Lessee Name: \_\_\_\_\_  
Lessee's Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Bride's Name: \_\_\_\_\_  
Bride's Contact Information: \_\_\_\_\_  
Groom's Name: \_\_\_\_\_  
Groom's Contact Information: \_\_\_\_\_  
Wedding Site: \_\_\_\_\_  
Wedding Start Time: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Event Start Time: \_\_\_\_\_ (up to 5 hours, must finish by 11:00 p.m.)  
Approximate Guest Count: \_\_\_\_\_ (maximum of 122)  
Credit Card (MC/Visa): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Contracted Rental Fee and Time:** The rental fee is \$3,000 plus tax for an eight (8) hour period. Two (2) hours for set-up by caterers, florists, etc.; five (5) hours guest time; and one (1) hour after the event for caterer clean up. This 8 hour period may be scheduled anytime between 9:00 a.m. and 12:00 midnight. You may contract for additional time at the rate of \$375 per hour, but guest time must not exceed 11:00 p.m.

**Deposit Requirements:** Your date is not held until your deposit is made. Deposit is 100% of the rental plus a \$500 damage deposit. A valid MasterCard or Visa must be provided as part of the contract. The full damage deposit will be refunded within 2 weeks after your event, if no damage is assessed.

**Cancellation Policy:** 50% of the hall rental deposit will be refundable up to 12 months prior to your event date. **If you cancel less than one year prior to your event date, your deposit is non-refundable.** The \$500 damage deposit will be refunded within 2 weeks of cancellation.

**Final Guest Count:** This count will be due two (2) weeks prior to your event (maximum of 122).

**Catering:** Please refer to contract provided by our on-site caterers of JR's Grill Catering, Alyda & Jon Parker.

**Alcoholic Beverages:** Please refer to contract provided by our on-site caterers of JR's Grill Catering, Alyda & Jon Parker, as holder of the liquor license for this venue. Alcohol may be consumed in designated areas only. Every employee or agent of the caterer who serves alcohol is familiar with and in compliance with all laws regarding such service.

**Smoking:** Smoking is not allowed on the premises. Additional fees will be assessed if necessary.

**Decorating:** Most decorations are allowed. Candles must be enclosed in glass. Confetti, glitter, nails, tacks and tape on the walls, woodwork or floors is not allowed. The throwing of rice or bird seed is not allowed inside or outside the building. Additional fees will be assessed for cleaning or for damages if necessary. Decorating should be arranged through either your caterer or florist.

**Deliveries:** Deliveries should be made and service personnel should enter at the rear entrance. Prior arrangements for special deliveries must be made as the facility is only open for scheduled events.

**Guest Arrival Time:** To avoid having guests arrive during the set-up time, it is best to state a specific starting time for your event. The gate at the lakeside entrance to Western Riviera Lakeside Events will be opened five (5) minutes prior to your event time.

**Furnishings/Equipment:** Western Riviera Lakeside Events contract service providers are solely responsible for set-up and tear-down of the furnishings and/or equipment required by Lessee. Such set-up must occur during the scheduled set-up time, and tear-down must occur immediately following your event.

**Children:** Children shall not be left unattended. Parents are responsible for the supervision of their children. Because of the proximity of the lake, hiring professionals to arrange and supervise activities for children may mean a more worry-free, pleasurable event for you and your guests.

**Pets/Animals:** No pets/animals are allowed on the premises other than service animals for disabled individuals.

**Guest Conduct:** Lessee agrees to conduct the function in an orderly manner in full compliance with applicable laws, regulations, and Western Riviera Lakeside Events rules. The lessee assumes full responsibility for the conduct of all persons in attendance and for any damages, loss or liability incurred therein. Western Riviera Lakeside Events and its owners reserve the rights to refuse the patronage and service of any lessee or guest(s) if they do not comply accordingly.

**Compliance with Law:** This agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, and the like. The parties agree to cooperate with each other to ensure compliance with such laws.

**Changes, Additions, Stipulations or Deletions:** Any changes, additions, stipulations or deletions will not be considered agreed to or binding on the other party unless such modifications have been initialed or otherwise approved in writing by such party.

**Final Walk-Through:** A final walk-through must be done with the site manager at the end of the event.

**Contact Information:** Emergencies during an event, 911.

**Agreement Signatures:** This Agreement shall become effective as of the date it is fully executed by both parties, including required deposits. **Lessee fully understands and agrees to all contractual and cancellation policies.**

**Deposit Amount:** \_\_\_\_\_

**Form of Payment:** \_\_\_\_\_

Accepted and Authorized by:

**Western Riviera Lakeside Events**

**Lessee**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Western Riviera personnel will sign under “Western Riviera Lakeside Events”. Lessee should print name(s), sign name(s) and date under “Lessee”. Please be sure to include valid credit card information where indicated under “Contract for All Events”.**