

## ROOM RENTAL FORM

**This form is required to be filled out any time a room is rented for private use.**

1. The term "Renter" shall mean the person that signs this form.
2. Renter shall obey all laws of the State of Colorado and is responsible for controlling any nuisance or disturbance while the event is in process.
3. All alcohol at the event must be served by Indian Hills/HPRAI staff. No alcohol from another source is allowed.
4. Abuse of persons or property or excessive rowdiness will result in immediate termination of the event at the discretion of the restaurant management and possible forfeiture of payments made.
5. Any individual/group that closes a HPRAI facility for private use is liable for damages that are a direct result of such usage.
6. Renter is responsible for any decorations to be used for an event and any decorations must be approved by the restaurant manager. Tents are allowed to be brought in and setup with prior approval. The Board will approve location of tents.
7. Renter is responsible for general clean-up after the event and must be completed by 9am the next day. Prior to the event, Restaurant manager will outline expectations of Renter responsibility for clean-up before the event.
8. Youth activities must have adult supervision at all times. Children who attend adult events must have direct adult supervision at all times.
9. If a dispute arises relative to any of the above, the HPRAI Board of Directors will be the first course for resolution.

**Select all boxes that apply. Fees are due and will be collected by restaurant management at time of booking.**

**Damage deposit (\$500)—REQUIRED** for all private use functions, paid at time of booking, and returned after event if no damages occurred.

**Dining room**—(max. capacity 250)  
 --\$450 non-member if meal served, \$1,000 non-member if no meal served, \$200 to members with or without meal)

**Bar area** (must have Board approval to close to public)— (max. capacity 90)  
 --\$650 non-member if meal served, \$1,000 non-member if no meal served, \$450 to members with or without meal)

**Golf area** (must have Board approval to close to public, Board will approve location within the grounds for outdoor wedding ceremonies)—--\$1,000 non-member

***A COPY OF A CERTIFICATE OF INSURANCE PROVIDING \$1 MILLION IN EVENT LIABILITY COVERAGE NAMING HPRAI AS ADDITIONAL INSURED MUST BE PROVIDED NO LATER THAN TEN (14) DAYS FROM TIME OF BOOKING AN EVENT OR THE EVENT WILL BE CANCELLED AND ANY DEPOSIT FORFEITED BY RENTER.***

**Event Date:** \_\_\_\_\_ **Name of Requestor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name of Event or Organization if other than Requestor:** \_\_\_\_\_

**Signature of Requestor or Authorized Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Information:**

**Address:** \_\_\_\_\_  
 Street, City, Zip

**Home Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Amy Thurman at (970) 848-8250** regarding all bookings and food and beverage arrangements.