

# Application for Meeting Room Use

Breckenridge Grand Vacations Community Center and Summit County South Branch Library

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Event Description: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Entry fee per Participant: \_\_\_\_\_

Date(s) of Meeting: \_\_\_\_\_

**Audio/Visual Equipment Available:** Dry Erase Board & Markers, Conference Phone, Microphone(s), 90" Display screens in Hopefull & Discovery, HDMI Cable, VGA Cable, Assisted Listening Devices, Blu-ray player. **Please reserve items at time of booking. Some require checkout with Summit County Library Card.**

**Damage Deposit:** \$100 damage deposit is required for all room rentals; \$300 for events serving alcohol. Deposit checks may be returned after room rental or kept on file for the current year. All checks will be shredded (unless requested to be returned) at end of year if no additional fees are incurred.

**Amount Received** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Dated** \_\_\_\_\_ **Returned** \_\_\_\_\_

**Alcohol at events:** A Request for Approval of Alcohol and \$1 million liability insurance must be submitted and approved by the County. **See Page 2** for further instructions. Please request and review *Alcohol-Related Policies and Procedures* document for all requirements.

**ALL Room Applicants - Read, initial and sign full name below:**

\_\_\_\_\_ I have received, reviewed, and agree to comply with the regulations set forth in the Breckenridge Grand Vacation Community Center and Summit County South Branch Library Meeting Room Use and Fee policies.

\_\_\_\_\_ I understand and take full responsibility for leaving the room in good condition, **including returning tables/chairs to the configuration provided in room layout diagram.** I understand that a \$25 fee will be assessed for rooms not left in standard configuration.

This signature indicates all information in this application is complete and accurate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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## Additional Information

**All events involving the service/consumption of alcohol** must have the express permission of Summit County Government and be in accordance with applicable permits issued by the Town of Breckenridge. A separate *Request for Approval of Alcohol Use* must be submitted at least 30 days prior to the event. Contact a meeting room manager to request forms.

**Requirements for Events involving any alcohol service/consumption:**

- \_\_\_\_\_ Completed Application for Meeting Room Use
- \_\_\_\_\_ Proof of general liability insurance
- \_\_\_\_\_ Completed Request for Approval of Alcohol Use at BGVCC Form
- \_\_\_\_\_ \$300 refundable Damage Deposit
- \_\_\_\_\_ Town of Breckenridge Approval

**Initial:** \_\_\_\_\_ I have reviewed the general facility and alcohol policies and agree to comply with them.

### Breckenridge Grand Vacations Meeting Room Rates

Meeting Rooms are available from 8:00 a.m. to 8:00 p.m. for non-commercial use. Meetings or activities that extend beyond these operating hours require an exemption by special action by the County Manager or his/her designee.

Hopefull or Discovery Room	Expanded Hopefull/Discovery Room	Harris St. Kitchen	Tip Top Room
\$25/hr – Community & Non Profit \$50/hr - Private	\$50/hr – Community & Non Profit \$100/hr - Private	No Additional Charge with Meeting Room Rental	\$10/hr
<ul style="list-style-type: none"> <li>• 20-person capacity with tables &amp; chairs</li> <li>• 11 Tables/50 Chairs</li> <li>• 90” Display Monitor</li> <li>• Dry-Erase Boards</li> <li>• Conference Phone &amp; Microphones available</li> </ul>	<ul style="list-style-type: none"> <li>• 50-person capacity with tables &amp; chairs</li> <li>• 22 tables/100 chairs</li> <li>• 2 90” Display Monitors</li> <li>• 2 Dry-Erase Boards</li> <li>• Conference Phone &amp; Microphones available</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Must bring own cleaning supplies</u></li> <li>• Warming Oven</li> <li>• Microwave</li> <li>• Dishwasher</li> <li>• Refrigerator &amp; Freezer</li> <li>• Sinks &amp; Counters</li> </ul>	<ul style="list-style-type: none"> <li>• 8-person capacity</li> <li>• Conference Table &amp; 8 chairs</li> <li>• Dry-erase board</li> <li>• Conference Phone &amp; Projector available</li> </ul>