AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Discussion; Refunding Fees for Cancelled Events

Action Requested: Discussion

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

It has been determined that events could be cancelled by the County at the Fairgrounds if the facility was needed for an emergency. The question is whether or not fees would be refunded.

Fiscal Impact:

Submitted by: Marlene D. Crosby **Submitter's Email Address:** mcrosby@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, can absorb possible lost revenue within the general fund. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 3/13/2020

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 3/13/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 3/13/2020 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\emense Discharge Date: 3/13/2020

( ) Consent Agenda (●) Regular Agenda ( ) Worksession Time Allotted: DCM Report

Agenda Date: 3/17/2020

Revised April 2015

Fred R. Field Western Heritage Center
Melody Roper, Manager
275 South Spruce Street
Gunnison, CO 81230
970-641-8561
fax:970-641-4687

Name of Organization Requesting Facility Use: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Date Facility Will be Used: _____ Time: _____

Number of People Expected to Attend: _____ Serving Alcohol: _____Yes _____ No

Indicate Which Part(s) of the Building you want to Use:

- ▶ _____ Downstairs Conference Room (24' x 24'), seats 35
- ▶ _____ Upstairs Conference Room (34' x 57'), seats 90
- ▶ _____ Small Multi-Purpose Room (50' x 80'), seats 220
- ▶ _____ Large Multi-Purpose Room (125' x 80'), sets 400
- ▶ _____ Kitchen
- ▶ _____ Outdoor Arena
- ▶ _____ Stalls
- ▶ _____ Lights
- ▶ _____ Other Facilities

Please describe the event for which you are requesting use of the Multi-Purpose Building (i.e. Wedding Reception, Animal Show, Fair, Dance, etc.):

_____

_____

_____

_____

_____

_____

Marlene. David's suggestion.

_____ Rectangular Tables

_____ Folding Metal Chairs

_____ Portable Stage (4' x 8')

_____ Sound System

_____ Round Tables

_____ Padded Conference Chairs

_____ Podium

_____ Table Top Podium

_____ TV / VCR

Please list any other special needs you will have:

_____

_____

_____

Please read and initial that you agree to comply with the following rules:

- I have received, read, understand and agree to the conditions General Policies for Fred R. Field Western Heritage Center. _____
- I understand that I am responsible for any damage done to facility and equipment resulting from my use of the facility. _____
- I have read and understand the policy regarding the use of Alcoholic beverages and agree to any and all conditions set forth by the County regarding such use. _____
- To indemnify, defend and hold harmless the Gunnison County Board of Commissioners, officials, employees and agents of Gunnison County regarding any and all claims for damages resulting from my use of the facility and/or equipment pursuant to this application. _____

_____ _____

Signature Date

For Official Use Only

_____ Fee Paid

_____ Proof of Insurance

_____ Alcohol Permit Approved

_____ Use Approved _____

Gunnison County

This permit may be revoked in the sole discretion of the County Manager or Deputy County Manager in the event of an emergency that requires use of the facility. In such an event there shall be no reimbursement or compensation due from the County.