

**VG PAVILION**  
**USE APPLICATION/AGREEMENT**

NAME OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DATE OF USE: \_\_\_\_/\_\_\_\_/\_\_\_\_

EMAIL: \_\_\_\_\_

TIME: \_\_\_\_\_ TO \_\_\_\_\_ (6 HOUR MAXIMUM USE)

ROOM REQUESTED: SMALL \_\_\_\_\_ LARGE \_\_\_\_\_ # OF PEOPLE ATTENDING \_\_\_\_\_ (APPROX)

TYPE OF FUNCTION: \_\_\_\_\_

WILL FUNCTION BE CATERED? YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED \_\_\_\_\_

IF YES, CATERER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**FEES AND SECURITY DEPOSIT**

	Stockholder in good standing*	VG Residents and stockholders not in good standing	All others
Rent	Large room = \$350	Large room = \$350	Large room = \$1,500
	Small room = \$150	Small room = \$150	Small room = \$350
Parking monitor (parties over 75 guests)	\$125	\$125	\$125
Security Deposit – due 2 weeks prior to event	\$500	\$1,000	\$1,000

*\* Applicants must be stockholders current in all cooperative charges and remain current at the time of use*

**Terms:**

- 1) **THE VAIL'S GROVE PAVILION IS A SMOKE-FREE FACILITY**
- 2) Applications must be submitted at least 21 days in advance of the Board Meeting at which approval is sought.
- 3) "The Board" will review applications on the basis of the date the signed contract and reservation fee is received in the office. All pavilion use is subject to written approval by the Board of Directors. Please note: there is a six-hour maximum for each function. This does not include any set up or decorating time required.
- 4) **ALL MUSIC (DJ'S, BANDS, OR OTHER) MUST STOP BY 12:30AM AND EVENT ATTENDEES WILL VACATE BUILDING AND VG PREMISES BY 1:30 AM. FAILURE TO DO SO WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT.**
- 5) Applicants must provide the cooperative with a Certificate of Insurance with a minimum of **\$1 million** bodily injury and property damage liability, including host liquor law liability, with the cooperative named as "additional insured" 30 days prior to the function. This certificate may be readily obtained from your insurance agent in most instances at no charge. This insurance can be obtained at [Eventhelper.com](http://Eventhelper.com) or other providers.

- 6) All checks should be made payable to Vail’s Grove Cooperative, Inc.
- 7) If your party is over 75 guests, you are required to hire our parking monitor
- 8) No date will be reserved until this signed agreement is returned with an appropriate non-refundable reservation fee.
- 9) A refundable security deposit is due two (2) weeks prior to the function –Applicant accepts responsibility for repair or replacement of misplaced or broken furniture or equipment and damage to the premises. Applicant also acknowledges that VG reserves the right to retain deposit if the event fails to end by agreed upon time or if VG receives noise complaints.
- 10) The caterer **MUST** furnish the office with a Certificate of Insurance for comprehensive general liability including liquor law liability, 30 days prior to the function, naming Vail’s Grove Cooperative, Inc. as additional insured. The minimum limit is **\$1 million** bodily injury and property damage.
- 11) The caterer is responsible for removing all equipment at the completion of the function. No cooking is permitted on the premises, re-heating only is permitted.
- 12) No decorations may be attached to the ceiling and no tape or pins may be used on the walls.
- 13) No admission may be charged, and the **SALE OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED**. The serving and availability of alcoholic beverages **MUST** comply with all existing law and is at the sole risk of the applicant who hereby agrees to indemnify, hold harmless and defend Vail’s Grove Cooperative, Inc. and from all damages, suits, costs, expenses or judgments (including reasonable attorney’s fees) in the event of a breach of this provision, or any other provision elsewhere contained in this Agreement.
- 14) Set up and breakdown of table and chairs will be done by the applicant. (See clean-up checklist).
- 15) **I HAVE READ THIS AGREEMENT AND UNDERSTAND THE TERMS AND CONDITIONS OUTLINED ABOVE FOR THE USE OF THE VG PAVILION AND AGREE TO COMPLY WITH ALL SUCH TERMS AND CONDITIONS AND STATE THAT ALL INFORMATION ON THE APPLICATION IS TRUE AND CORRECT, KNOWING THAT THE COOPERATIVE AND ASSOCIATION WILL RELY THEREON.**
- 16) Any material misrepresentation (as determined by the Board of Directors) may lead to:
  - (1) additional fee assessment
  - (2) cancellation of function or both, and
  - (3) may include loss of fee paid in conjunction with this agreement

PLEASE SIGN BELOW:

\_\_\_\_\_  
Renter Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
VG Signature

Date: \_\_\_\_\_