



ROCKY MOUNTAIN  
METROPOLITAN AIRPORT

| 11755 Airport Way, Broomfield, CO 80021 | (303) 271-4850 |

**MT. EVANS CONFERENCE ROOM RENTAL AGREEMENT**

Client/Organization:	Today's Date:
Purpose:	

Event Date:	Number of Attendees:
Event Start Time:	Event End Time:

**\* 2-Hour Minimum \***

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Set-Up** (please circle) *See last page for diagram*

Theatre    U-Shaped    Classroom    Board Room    Round Tables    Custom (\$50 additional)

Notes: \_\_\_\_\_

**Audio/Visual:** (please circle if needed)

Overhead Projector  
(\$20)

Speaker Phone  
(\$20)

Microphone/Podium  
(\$20)

**Catering Information:** (if applicable)

\_\_\_\_\_



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**Rental Space Fees:**

<b>Length:</b>	<b>Rate:</b>
Room per Hour (2-Hr Minimum)	\$55
4 Hour Block	\$200
8 Hour Block	\$400

\* Non-Profit Organizations may have fee waived with 100 hours of volunteer time to the Airport. \*

**Room Fees (\$55/hr.):** \_\_\_\_\_ **A/V:** \_\_\_\_\_ **Total Due:** \_\_\_\_\_

**Deposit/Rental Fees:** A signed contract and date-hold deposit of 100% of the total event price must be received to reserve your date(s) and time(s). This is nonrefundable unless Rocky Mountain Metropolitan Airport is forced to cancel or Client cancels up to two (2) weeks prior to event date, then the full deposit will be refunded. Cancellations and refund policy after two (2) weeks are detailed below in the Cancellation Policy. No terms are implied or granted, and the reservation will not be secured until full payment is received.

**Cancellation Policy:** Full refunds of the rental space, set-up, and audio-visual fees (total due) will be refunded if Client cancels up to two (2) weeks prior to event date. Half refunds of rental space, set-up, and audio-visual fees (total due) will be refunded if Client cancels between two (2) weeks and seventy-two (72) hours prior to event date. No refunds of the space rental fees thereafter will be refunded if canceled less than seventy-two (72) hours prior to an event. If circumstances beyond the control of Rocky Mountain Metropolitan Airport force us to cancel your reservation, Rocky Mountain Metropolitan Airport will refund all sums paid or credit balance to future or rescheduled event date up to three (3) months after initial event date.

**Entry to Mt. Evans Room:** Rocky Mountain Metropolitan Airport will grant Client access to the room fifteen (15) minutes prior to event start time, for Client preparation and/or third-party catering setup. If additional time is needed, Client must adjust their event start time to reflect amount of time needed for preparation and/or third-party catering setup.

**Smoke-Free Facility:** Rocky Mountain Metropolitan Airport is a smoke-free facility, including balcony. There is no open flame or frying allowed on site. Any cooking of any kind is not allowed unless pre-approved by the Airport Director. Chafing fuel may be used for catering purposes only and must be contained. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup



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charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises by the Rocky Mountain Metropolitan Airport staff.

**Site Decoration:** Rocky Mountain Metropolitan Airport wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow Client to prepare decorations reflecting their creative requirements. We ask that only the staff of Rocky Mountain Metropolitan Airport assist with rearranging and moving of any furnishings, including artwork and lighting. No nails, screws, staples or penetrating items should be used on our walls, brick or fine wood. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, the card on file will be charged accordingly.

**Lost and Found:** Rocky Mountain Metropolitan Airport takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items for up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

**Cleaning, Trash, And Equipment Removal:** Rental space will be in a clean condition prior to your event. Rental space must be left in a reasonable state as it is the responsibility of the Client to clean up any mess created by the event, including decorations, food/beverage, and any other catering containers. Rocky Mountain Metropolitan Airport will remove trash bags and break down tables and chairs. If the Client fails to return rental space to a reasonable state, the card on file will be charged accordingly.

**City, County, State and Federal Laws:** Client agrees to comply with all applicable city, county, state, and federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Use of alcohol on premises must be pre- approved and is at the discretion of the Airport Director. Client shall not sell alcohol on premises at any time. Client may not serve alcohol to minors on the premises at any time. Client agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Rocky Mountain Metropolitan Airport reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Rocky Mountain Metropolitan Airport or the safety of its staff, guests, or building contents.

**Liability:** Client agrees to indemnify, defend and hold Rocky Mountain Metropolitan Airport and Jefferson County, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by Client, and its employees at Rocky Mountain Metropolitan Airport and Jefferson County. In the event Rocky Mountain Metropolitan Airport or Jefferson County, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this



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agreement, Client agrees to pay Rocky Mountain Metropolitan Airport and Jefferson County, its officers, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Rocky Mountain Metropolitan Airport and Jefferson County including all collection expenses and interest due.

**I authorize Rocky Mountain Metropolitan Airport to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form. **Please visit or call our main office (303) 271-4850 to provide payment in order to confirm your booking.****

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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