

blanc

policies



booking policies

A date may be placed on hold for up to seven (7) days. This will give the client first right of refusal on the date and space. Should another customer inquire about the date within this time, the client will be given 2 business days to secure or release the hold. To secure any date, a signed contract along with a deposit must be received. An event is not considered confirmed until the contract is duly signed and deposit is received.

50% of the total facility rental is due at the time the contract is signed. If the Event falls on a Saturday, Holiday or Prime date, as specified by the Venue, the remaining 50% balance and the Security Deposit will be due the following 30 days from the initial deposit. If the event date does not fall on a Saturday, Holiday or Prime Date, as defined, the balance of the total facility rental plus the Security Deposit will be due not less than 30 days prior to your event date. Innovation Room rental and events within 90 days require 100% of the total facility rental plus the Security Deposit at the time the contract is signed.

A site visit will be conducted upon signing the contract, if it hasn't already taken place. Then, 45-30 days prior to your event a final walkthrough with your event planner and caterer will be scheduled. At this time a diagram of the room will be sketched and all details aside from guest count guarantees will be determined. Food and Beverage guarantees will be due 7 days prior to the event with the final guarantee due 3 days prior to the event, or in accordance with your caterer's policy. If changes are made within three days of the event, additional change order fees may be incurred.

The signing of the contract indicates that the contracting party understands and accepts the full venue policies. The client and all guests, vendors and associates only have access to the space contracted.

rental fee

- The venue rental fee is based on eight hours of consecutive use which can be up to four hours of event time. Additional hours may be secured for an extra, non-prorated hourly rate and this cost is determined by the location, number of hours and use of the space. Friday-Saturday events must conclude (with guest departure) by 11:00pm. Sunday-Thursday events must conclude by 10:00pm. Additional time cannot be extended beyond these set times.
- Rental rates are inclusive of a four hour event with three hours to set up and one hour to tear down. Additional time may be purchased at the rate of \$250.00 per hour for set and strike and \$500.00 per hour for event time.
- Wedding rental rates are inclusive of a five-hour event, including one hour for ceremony, with four hours to set up and one hour to tear down. Additional time may be purchased at the rate of \$250.00 per hour for set and strike and \$500.00 per hour for event time not exceeding the required end time (guest departure) of 10:00pm Sunday-Thursday and 11:00pm Friday-Saturday.
- A 10% discount will be applied for non-profit groups that can provide a determination letter from the government identifying them as a 501C(3) organization.
- Facility Rental Fees are inclusive of the following: on-street parking, onsite venue manager, housekeeping services, in-house sound system, (15) 5' round tables* and applicable tax. Audio/visual services, specialty staffing, entertainment, event rentals and food/beverage service may be provided for additional fees.

*5' Round tables included after 2/1/17



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ancillary service fees

Any services the client chooses the venue to provide that are not included in the facility rental fee. If added within 30 days of the event, these service fees will be on the final invoice and/or deducted from the security deposit.

payment schedule

- Payment may be made by check or credit card. Checks may be written to *Urban Venue Management, LLC*.
- A \$1,000.00 Security Deposit is due prior to the event. This deposit is fully refundable 45 days following the event provided no damage was incurred by you, your guests, caterer, or other vendors assisting with the event, or additional services were added. Liability is no way limited to the amount of your performance deposit.
- 50% of the total facility rental is due at the signing of contract with the balance 50% due 30 days prior to the event with the security deposit for Non-Prime Dates (Prime Dates include Holidays, Saturdays or prime dates as defined by the Venue).
- 50% of the total facility rental is due at the signing of the contract with the balance 50% due 30 days following the initial deposit along with the security deposit for Prime Dates including Holidays, Saturdays, or prime dates as defined by the Venue.
- 100% due at signing of contract with the security deposit for Innovation Room rentals and events within 90 days of booking.
- The final invoice is considered past due if not received within 30 days of the event date. A charge of 1.0% will be assessed per month of the total unpaid balance.

For Multiple-Event contracts, 50% of the total contract amount is due at the signing of the contract with the balance 50% due 30 days prior to the first scheduled event.

cancellation and refund policy

- Up to 90 days prior to the event, the client will forfeit 100% of the Total Venue Rental Fee and the Security Deposit
- 91 - 179 days prior to your event will forfeit 50% of the Total Venue Rental Fee and the Security Deposit.
- 180 days prior to the event, 25% of the Total Venue Rental Fee will be forfeited and Security Deposit.
- For events that fall in our Prime Dates/Season or within 90 days of your written cancellation notification, 100% of all monies due will be retained by the Venue and Security Deposit

décor & production policies

- The facility must approve all decorations that are supplied by the client.
- Anything that is taped, nailed, pinned or attached to walls, floors, staircases or doors must be done by Venue staff or approved vendors only. All attachments to the building are to be done using the provided tacks strips, rigging points or attachment hooks.
- Banners are permitted in limited areas.

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- No rice, confetti, glitter, silly string, silk flower petals, etc. is allowed on site.
- Bird seed is allowed in outside areas only.
- All setup must meet fire safety codes.
- A basic cleaning fee is included in this facility rental rate. For additional services, fees will be billed at actual plus 20%.
- Additional clean up and tear down will be billed as additional pre-arranged event hours.
- The Venue and their agents are not responsible for any items brought to the facility.
- There are no storage facilities located within Venue, all must be brought in and removed.
- For events with a fog, haze or mist machine, additional fees may apply based on fire/smoke regulations by the Denver Fire Department.
- No fires, fireworks, open flames, or heating elements of any kind may be used inside the facilities or the outside grounds. BBQ grills and any open flame may not be used without prior written approval.
- All decorations, flowers and entertainment must be pre-approved by the facility. Rose petals (real) and bubbles are permitted anywhere on the property, non-helium balloons must be contained to indoor only; birdseed to outdoor only; and confetti and glitter are not permitted anywhere on the property.
- Candles can be used at Venue as long as they fall within these guidelines:
 - ✦ Only flameless candles are allowed for decoration.
 - ✦ Ceremonial candles and birthday candles are permitted.
 - ✦ Ceremonial candles must be dripless and are required to be contained.
 - ✦ Votive candles are permitted on dining tables as long as they are contained.
- Decorations must be removed at the end of the event. Venue will not be responsible for any items left after an event

general policies, a-z

beverage services

The Venue partners with Peak Beverage services for all beverage items. Peak Beverage will provide all necessary labor, rentals, and beverages. The client will arrange all needs with Peak Beverage directly.

Venue reserves the right to refuse or stop alcoholic beverage service to any individual or group at any time. The facility is required to enforce liquor laws as regulated by the state of Colorado. No alcoholic beverages will be served to anyone under the age of 21. The Venue and catering partners reserve the right to refuse alcohol service to anyone.

Any event serving alcoholic beverages must also provide adequate food service. The Venue reserves the right to prohibit events providing only alcoholic beverage service.

Peak Beverage - Ricky Ryan
P: 720.722.1140
E: ricky@peakbev.com
W: peakbev.com

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catering

- Catering Services may be provided by one of the approved, full-service caterers. Food and beverage minimums may apply.
- All caterers must haul away all trash from the event.
- Innovation Room may use the on-site dumpster for trash removal. For more than the Innovation Room, the caterer will be required to haul the trash off-site.
- The select caterer will be responsible for setting the tables and chairs provided by the client/rental company and re-stacking at the conclusion of the event.
- Any event serving alcoholic beverages must also provide adequate food service.
- The Venue reserves the right to prohibit events providing only alcoholic beverage service.

damage and liability

The Venue and their agents and partners assume no responsibility for damages or loss of any merchandise or materials brought on the property at any time. The client is liable for all damages, expenses and losses including theft and property loss, caused by any person attending, or providing services connected with the client's use of the facility. Costs will be assessed and charged to the client and /or deducted from the Security Deposit. Replacement value may be used by Venue to determine the damage. Any loss or damage to the facilities caused by guests and/or staff hired by the client may result in additional damage fees.

deliveries & pick ups

Deliveries to the Venue relating to the scheduled event must be delivered and picked up within the contracted event hours. All vendors except for caterers must load and unload in the front of the venue.

insurance

On or before 14 days prior to your event, Venue requires you to provide a certificate of insurance for your event. The certificate must name Urban Venue Management, LLC. as an additional insureds and is required to have at minimum of \$1,000,000 in general liability and \$2,000,000 general aggregate. The licensee insurance will cover all vendors' liability, please select professional service companies that can meet this requirement. If a certificate of insurance isn't received 14 days prior to your event, Venue will secure one for you and you will be given a copy of the policy and billed \$275.00 on your final invoice.

licenses and permits

Venue strictly adheres to the NFPA and the local Denver Fire Department fire codes and regulations. Required permits must be obtained from the Denver Fire Department and Denver Building Department.

load in/out

Event load in/out will take place during the time specified in the Event License Agreement and be completed no later than the agreed upon time. Additional charges will be applied if the events load in/out takes place outside of the specified time. Specific areas will be designated for deliveries, unloading/loading, parking and event set up. Vendors of the event

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must arrange delivery time in advance of the event set up or they may be delayed due other scheduled activity. Event and vendor schedules will be reviewed and when applicable vendors may choose to strike the following day, schedule permitting. The final schedule will not be confirmed until 30 days prior the event.

noise limits

Venue must approve all entertainment vendors 30 days prior to the event. The company providing entertainment must meet or coordinate with Venue management at least 30 days prior to the event to review any special accommodations. Amplified music is only allowed indoors and must be kept at a reasonable level. Volume control will be at the discretion of Venue management. Use of outdoor/exterior sound system speakers is not allowed. Bands are not allowed at any time. All outdoor activity must conclude by 10:00pm Friday-Saturday and 9:00pm Sunday-Thursday. At these times all event activity must move inside with doors shut.

Venue reserves the right to inspect and control all private events, including the right to monitor and control noise levels. If the client or client's vendors violate the noise limits and requests by the venue, the results will be early closure of bar services and/or immediate end of the event.

parking

Venue parking is available on the surrounding streets. Valet parking may be arranged for the event by the client. If valet is confirmed, the valet company will need to provide all applicable signage.

photography

For promotional purposes, the Venue reserves the right to take a limited number of royalty-free photographs of the user's activities in the Venue. Such photographs shall be the Venue's sole and exclusive property for the full copyright term, and the Venue shall have the right to copy, exhibit, display, and otherwise exploit such photographs by any means and media throughout the world; provided, however, that the Venue shall have the sole responsibility for obtaining any third party clearances, release and consent necessary for the Venue's use of such photographs.

rental items

The Venue has for use and included in the facility rental rate of the Innovation Room up to 16 conference chairs and a white, writable glass conference table for corporate events. Other rental needs may be provided by the caterer or client directly.

Venue has partnered exclusively with Event Rents for all of your rental needs including tables, chairs, linens and all service ware. These rentals can be arranged by the client, catering company, or Venue directly. Event Rents is our exclusive rental partner.

restrictions

Venue facility and grounds shall not be used for any unlawful purpose. The Venue reserves the right to refuse use of the facility and grounds to any organization or individual in the event that a program or its content does not comply with the Venue's policies and guidelines. Plans for facility use must be discussed and/or submitted by the user to the Event Manager prior to contracting. The user must agree that it will not practice, advocate or permit discrimination or segregation based upon race, creed, color, sex, age, disability or national origin. Any event serving alcoholic beverages must also provide adequate food service. The Venue reserves the right to prohibit events providing only alcoholic beverage service. Cannabis based events are not permitted. Cannabis is not permitted onsite.

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safety & security

- For the safety of the client, all guests and guests of the client's are permitted to have access to the contracted use space. Any non-contracted spaces are off-limits at all times.
- Venue reserves the right to require the client, at client's expense, to hire additional security personnel for the event should Venue determine it would be helpful to ensure safety and traffic control.
- Any loss or damage to the facility caused by guests, associates and/or staff may result in a damage assessment fee.
- Children must be supervised at all times and staffing may be required in designated areas.
- The venue exercises the right to inspect and control all guests, vendors and associates, including but not limited to monitoring noise levels.
- Venue prohibits the use of any illegal activity or actions deemed inappropriate.
- The Venue will not be responsible for personal property, displays, exhibits, equipment or other items lost, stolen, or damaged in or around the Venue.

set-up/clean up

All personnel/vendors connected with the event may not be on the premises prior to or after scheduled set up / clean up times, unless previously arranged with Venue. The client may be charged an hourly rate for additional time needed. Clean-up is the responsibility of the client. Items not removed immediately following the event, will be disposed of with no liability to Venue and could result in charges against client's damage deposit. Venue is not responsible for any lost or stolen items.

After an event, users must leave the building and grounds clean, and clear of debris and trash and in at least as good condition as it was found at the commencement of the event. Trash must be bagged and placed inside the dumpster. All rental equipment and materials must be removed from the rental area. If the dumpster is full, trash still must be removed from the premises. Rented items must be properly placed in the barn and ready for pick up. Charges for clean up and removal may be assessed or deducted from the security deposit if premises are not left clean and clear. See also "load in/out".

smoking

Venue is a non-smoking facility. Smoking may be permitted only in designated outdoor areas and is dependent upon current fire hazard conditions. If permitted, this may be subject to change and will be at the discretion of Venue ownership based on current or forecasted weather conditions. Smoking of any drugs, including marijuana, are not permitted on the premises.

specialty staff (optional)

A minimum of one event staff is required for all events and is included in the venue rental fee. Additional personnel may be required based on the event activity and/or layout of the event. Venue can provide specialty staffing services to assist in the success of your event.

tents

All required permits must be obtained from the Denver Fire Department. All tents will be required to have exit signs with

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battery back up and fire extinguishers at strategic locations.

timing

All events must conclude by 11:00pm on Friday-Saturday and 10:00pm Sunday-Thursday, with all guests off premise at these noted times. Vendors need to begin tear down no later than 11:00pm Friday-Saturday and 10:00pm Sunday-Thursday. All equipment for your event must be removed immediately following your event, unless prior arrangements have been made.

vendor management

- Venue must approve all vendors. The client is responsible for all vendor activity during the site tours, setup, event and removal.
- All deliveries must be arranged prior to the event day and the delivery time approved if it falls outside of the ten hours use time.
- All vendors and supplies must be picked up at the conclusion of the event, unless prior arrangements have been made.
- Trash removal is the responsibility of the caterer.
- All vendors must load in via designated access points.
- Vendors need to begin tear down no later than the set times and be complete within one hour. If additional time is needed it may be added for a fee as well as the Venue may work with the vendor to make arrangements for strike the next day.

Any additional questions about policies and procedures on having an event at blanc, please reach out to our event managers! Thank you for considering booking your event at blanc. Upon selecting blanc for your event, you will be assigned to the event manager who will work with you through the fruition of your event! Your experience is your top priority!

wedding/event coordinator

blanc requires the use of a wedding/event coordinator for the day of your event. This person will be responsible for overseeing all vendors, taking care of wedding details such as timelines and decorations, etc. This can be a "day of" coordinator or a full-service planner of your choice.

Policies are subject to change without notice.