

# blanc

policies



## 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.

## beverage services

- blanc partners with an approved beverage partner, Peak Beverage, for all beverage/bar service items. Peak Beverage will provide all necessary labor, rentals, and beverages. The client will arrange all needs and payment for such with our beverage partners directly.
- blanc 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. blanc its and catering partners reserve the right to refuse alcohol service to anyone.
- Any event serving alcoholic beverages must also provide adequate food service. blanc reserves the right to prohibit events providing only alcoholic beverage service.
- blanc has a strict "no shots" policy

## booking policies

**holding a date** - 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 booking fee must be received. An event is not considered confirmed until the contract is duly signed and booking fee is received.

## accepted payments

- Payments may be made by check, card or ACH.
- Checks may be made payable to Urban Venue Management, LLC and mailed to blanc, PO Box 6104, Denver, CO 80206.

## **securing event date | payment schedule**

- **Booking Fee (1<sup>st</sup> Payment)** – 50% of the total venue license fee (non-refundable Booking Fee) is due at the time the contract is signed, within seven (7) days of receiving, or as noted on the cover page of the Facility Use Agreement.
- **Balance Due (2<sup>nd</sup> Payment) Non-Prime Dates** – The balance 50% plus \$1,000 Security Deposit is due ninety (90) days prior to your event date.
- **Balance Due (2<sup>nd</sup> Payment) Prime Dates/Season (including holidays, Saturdays, and events within ninety (90) days)** – The balance 50% plus \$1,000 Security Deposit is due sixty (60) days following your first payment or as set out on the Cover Page of the contract.
- Events within ninety (90) days require 100% of the total venue license fee, including the non-refundable Booking Fee, plus \$1,000 Security Deposit due at the time the contract is signed, within seven (7) days of receiving.
- The Security Deposit is fully refundable thirty (30) 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.
- For Multiple-Event contracts, 50% of the total contract (non-refundable booking fee) amount is due at the signing of the contract with the balance 50% due (90) days prior to the first scheduled event.
- A 10% discount off the venue rental will be applied for active military and non-profit groups that can provide a determination letter from the government identifying them as a 501C(3) status.

## **cancellation and refund policy**

- A change of event date constitutes as a cancellation.
- blanc has right to cancel event if the use of the venue or event is for purposes other than described or disclosed; if the event is deemed hazardous to the public health safety or welfare; if the event adversely affects the venue; or if Licensee does not comply with Booking and Use Policies.
- Government restrictions limiting the number of guests allowed to gather in a space or for an event shall not be cause for cancellation.

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- Should cancellation by client be requested 0 to 90 days prior to the event, the client will forfeit 100% of the Total Venue License Fee and Ancillary Service Fees.
- 91 days or more prior to your event, the client will forfeit 50% of the Total Venue License Fee (Booking Fee) and Ancillary Service Fees.
- 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.

### **catering**

- Catering services must be provided by one of our ten approved, full-service caterers. Food and beverage minimums may apply.
- Caterers must haul away all trash from the venue.
- 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, chairs and linens provided by the client/rental company and striking/staging at the conclusion of the event.
- Food trucks are allowed at blanc for dessert, late night snacks and/or as a minor component of the event. If a food truck(s) is hired for an event, the Licensor must receive approval from Venue and Caterer for the use of selected food truck operation in writing, prior to hiring. This approval will require acknowledgment and hiring of caterer from blanc's approved list for the majority of the event.

### **damage and liability**

blanc and its 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 blanc 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.

### **décor & production policies**

- The facility must approve all decorations that are supplied by the client. Decorations must be removed at the end of the event. Venue will not be responsible for any items left after an event

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- No items may be taped, nailed or pinned to walls, doors or ceilings. Command hooks are not permitted on our interior white walls.
- Banners are permitted in limited areas.
- No rice, confetti, glitter, silly string, silk flower petals, biodegradable confetti, bird seed etc. are allowed on site.
- Real flower petals and bubbles are permitted anywhere on the property, non-helium balloons must be contained to indoor use only.
- Decorations must be removed at the end of the event.
- All setups 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.
- blanc and its agents are not responsible for any items brought to the facility.
- There are no storage facilities located within blanc, all must be brought in and removed.
- Fog, haze and mist machines are not permitted.
- 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.
- Candles can be onsite if they are contained. This can be in a votive, glass cylinder, lantern, etc. The flame must be lower than the surface of the container. No open flame taper candles are allowed, they must be in a container if you wish to light them.

## **deliveries & pick ups**

Deliveries to blanc relating to the scheduled event must be delivered and picked up within the contracted event hours unless special arrangements have been made with venue director.

For Saturday events, all rentals must be picked up that night.

## **final walkthrough**

30 - 45 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.

## **insurance**

On or before 14 days prior to your event, blanc requires you to provide a certificate of insurance for your event. The certificate must name Urban Venue Management, LLC. as an additional insured 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, blanc will secure one for you and you will be given a copy of the policy and billed \$300.00 on your final invoice.

## **licenses and permits**

blanc 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 should take place during the time specified in the Facility License Agreement and be completed no later than the agreed upon time. Additional charges will be applied if the event's 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 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 where 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

- blanc must approve all entertainment vendors 30 days prior to the event. The company providing entertainment must meet or coordinate with blanc management at least 30 days prior to the event to review any special accommodations.
- Amplified music and dancing is only allowed indoors and must be kept at a reasonable level. Volume control will be at the discretion of Venue management.
- Client may utilize venue audio system and/or light overhead music from DJ for ceremony and cocktail hour outdoors as long as the volume is under the allowed decibel level.
- Bands are not allowed at any time.
- blanc 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 blanc staff, the results will be early closure of bar services and/or immediate end of the event.

## parking

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

## rental fee inclusions and timing

- Hours are consecutive and include setup/takedown. Unless outlined differently on cover page of contract, hours will be broken down into:

*10-hour rental (4 hour setup / 5 hour event time / 1 hour strike)*

*8-hour rental (3 hour setup / 4 hour event time / 1 hour strike)*

*4-hour rental (1 hour setup / 2 hour event time / 1 hour strike)*

- Rates are non-prorated, should additional hours be rented. Additional hours may be purchased for \$300 for setup and strike hours and \$500 for event hours.
- All events must conclude by 10:00pm. Additional time cannot be extended beyond these set times as they are due to city ordinance laws and cannot be adjusted, no exceptions.
- Venue License Fees are inclusive of the following: venue manager, in-house audio/visual, in-house furniture, self-parking, and existing décor. blanc has for use and included in the venue licensee fee the use of:

(15) 5-foot round tables

(11) cocktail tables

(3) 6-foot farm tables

(4) 9-foot farm tables

(1) 6-foot rolling bar

White lounge set

Brown outdoor lounge set

(40) metal bar stools

(150) metal chairs

(8) metal benches

## rehearsals

One hour of venue self-access for the rehearsal is included in the venue rental rate. blanc can confirm the day and time of the rehearsal 30 days out from event. Rehearsal will be based on venue availability and cannot be locked in until 30 days out.

## 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 venue 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.

## safety & security

- For the safety of the client, all guests and guests of the client 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.
- blanc adheres to all regulations and requirements as provided by the City and County of Denver, State of Colorado, and CDC as needed to provide a safe and healthy environment for staff and guests. All staff and vendors are required to wear face masks/coverings and gloves while onsite, have temperature checks upon arrival, regularly wash hands, wipe down high-touch areas, etc. Hand sanitizer stations through venue shall be provided.
- Upon arrival to venue, guests may be required to adhere to all COVID related restrictions while onsite at blanc. This may include, but not limited to wearing face masks, temperature checks upon arrival, regular hand washing, social distancing, abide by flow of movement markings, queuing for check-in or elevator use, restrictions of guest capacities in specific areas, etc.
- Guests may be required to sign or otherwise acknowledge a "social contract" upon entry to the venue stating they are not feeling ill, have not been in contact with or exposed to someone with COVID, are entering the building of their own will and shall release and hold harmless the venue its owners, employees, agents, vendors, contractors, managers, staff, et al, should they be exposed to and/or contract COVID while attending an event.
- Any personal protective equipment (PPE) required for use onsite by guests must be supplied by the guest and/or event host. Guests may be required to leave if they do not comply.
- Venue prohibits the use of any illegal activity or actions deems 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 | cleanup**

- 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 the venue. The client may be charged an hourly rate for additional time needed.



- Vendors of the event must adhere to all COVID related restrictions while onsite at blanc. This may include, but not limited to, face masks and gloves for all staff, temperature checks upon arrival, regular hand washing, social distancing, sterilizing surfaces, etc. Any personal protective equipment (PPE) required for use onsite must be supplied by vendor.
- Cleanup 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 removed by the caterer.
- All rental equipment and materials must be removed from the rental area. Rented items must be properly placed in the designated area and ready for pick up. Charges for cleanup and removal may be assessed or deducted from the security deposit if premise is not left clean and clear. See also "Load In | Out".

## **smoking**

- blanc 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. blanc 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 battery backup and fire extinguishers at strategic locations.

## vendor management

- blanc must approve all vendors prior to the final walkthrough. 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 contracted venue access time.
- 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.

## 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.

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

***Policies are subject to change without notice.  
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