

## **Boulder City Library Amphitheater Fees & Rules**

### **Fees**

#### **RENTAL FEE**

##### **Valid Library Card Holders**

1-3 hours -\$50.00

each additional hour or portion thereof: \$25.00

##### **Non-Card Holder**

1-3 hours -\$75.00

each additional hour or portion thereof: \$25.00

#### **Electrical Fees**

50 amp box at top of steps Rental \$25.00

Spotlight Rental \$50.00

#### **DEPOSIT**

Cleaning & Damage Deposit: \$100.00 due 15 days prior to the event.

Setup and take down time is part of the rental period.

Discounts may be available for nonprofit/charitable organizations or library cosponsored events. Proof of nonprofit status may be required.

50% of all fees due upon acceptance & written confirmation in the form of the returned application signed by the Library agent. Remaining balance and deposits due 15 days prior to the event.

Cash or cashier's check only. Business checks accepted from local businesses.

Cleaning and Damage/Repair Charges will be assessed based on the cost of cleaning and/or repair service.

### **Policies**

#### **Event**

A Library Representative will be on site 30 minutes prior to the rental period and return 30 minutes before the end of the rental period to conduct a walk-through with the renter to ensure the facility has been properly maintained and cleaned. A check-list will be provided at check-in and used again at check-out.

An inspection of the facility will be made during daylight hours prior to refunding Cleaning and Damage Charges. If all rental requirements are met and the area is left clean and undamaged, the Cleaning and Damage Deposit will be refunded.

In the event of damage and/or additional cleaning requirements, a deduction will be made to the Cleaning and Damage deposit. The remaining balance will be returned with an explanation of deductions. If the fees exceed the amount of the deposit an invoice will be sent. Payment is expected in full upon receipt of the invoice.

The Boulder City Library Amphitheater is an alcohol-free facility.

Glass containers are not allowed in the Amphitheater area.

Tents which require posts/stakes for anchoring may not be erected in the area.

The Boulder City Library is not responsible for the security of any decorations, furnishings, equipment, etc., left unattended on the premises. The delivery and removal of equipment, chairs, tables, etc. is the responsibility of the Renter.

Equipment, decorations, furniture, etc., must be removed immediately after the event by the client or their representative. Clean up and removal of equipment which extends beyond the original rental period may be subject to additional fees.

No confetti, glitter, fake flower petals, silly string, birdseed or similar items are allowed. Real flower petals, ecologically safe rice, and other biodegradable items are acceptable. Clean up is necessary if amounts are noticeable.

Delivery and removal of portable restroom facilities and/or additional trash receptacles, if deemed necessary, are the sole responsibility of the renter. These facilities may be placed only on the asphalt surface of the parking lot.

No dates will be held without a confirmed agreement and receipt of 50% of all fees.

Capacity not assigned for outdoor venues.

Events shall end no later than 10:00 p.m.

Library events will be given priority in booking the Amphitheater space.

Because parking is limited, participants for events should be encouraged to share rides. Groups which require "close-in" parking for set-up will move vehicles ½ hour prior to the event to allow for adequate parking for participants/audience.

### **Equipment**

#### **Sound Systems**

The Renter will be required to provide a sound system if needed. Renters of the facility are reminded that the Library is largely surrounded by residential areas.

#### **Lighting & Electrical**

The Amphitheater is equipped with standard stage lighting. Access to the lighting may be arranged for evening events.

A Spotlight can be made available at an additional fee of \$50.00. The Renter is responsible for providing someone to move, secure, and use the spotlight.

The Amphitheater is equipped with 2 electrical boxes which support 6 120 volt 20 amp circuits near the front of the stage, and an additional box at the back of the stage. An additional electrical box can be made available at the top of the stairs, near the center-back of the Amphitheater for a rental fee of \$25.00 for the event. A maximum of 6 items may be plugged-in to each electrical box. If an electrical line is run to the stage, it must be properly secured so as to not cause a tripping hazard.

#### **Security**

While a Library Representative will be on call, that person is not a Security Officer. It is the responsibility of the renter to provide security for events as required by the City of Boulder City.

#### **Insurance**

Liability Insurance is not included with the rental of the facility. Renters are required to provide Insurance for events with the Boulder City Library listed as "Additionally Insured". A copy of the insurance documents shall be provided to the Library no later than 15 days prior to the event.

### **Cancellations/Refunds**

Cancellations must be made in writing to be accepted and processed.

Cancellations made at least 15 days prior to the event will receive a refund of rental fee & deposits less a \$25.00 processing fee.

Cancellations made less than 15 days prior to the event will receive refunds only for Cleaning and Damage Deposits.

In the case of inclement weather conditions at the time of the event, the rental can be rescheduled within 90 days. Refunds may take up to 3 weeks to process.