

Boulder City Library Amphitheatre Fees & Rules

FEES

Residents of the 89005 Zip-Code area

1-3 hours -\$250.00
each additional hour or portion thereof: \$50.00

Nonresidents

1-3 hours -\$350.00
each additional hour or portion thereof: \$50.00

DEPOSITS

Cleaning Deposit: \$200.00 due 15 days prior to the event.

Damage Deposit: \$200.00 due 15 days prior to the event.

Discounts may be available for nonprofit/charitable organizations. Proof of nonprofit status may be required.

50% of all Fees due upon Library 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 Credit/Debit Card only. Checks accepted from local businesses only.

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

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. Deposits will also be refunded if paid prior to the 15 day deadline.

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 fee will not be refunded.

Refunds may take up to 3 weeks to process.

A Library Representative will be on site 30 minutes prior to the rental period and will remain until 30 minutes following the rental period to conduct a walk-through with the renter to ensure the facility has been properly maintained and cleaned. An inspection of the facility will be made during daylight hours prior to refunding Cleaning and Damage/Repair Charges. If all rental requirements are met and the area is left clean and undamaged, the Cleaning Deposit and/or Damage/Repair Deposit will be refunded. In the event of damage and/or additional cleaning requirements, a deduction will be made to the Cleaning or 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. A check-list will be provided at check-in and used again at check-out.

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

-Glass containers are not allowed in the Amphitheatre area.

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

The time the Renter may need access to the facility to decorate, set up, etc., and to clean up after will be considered part of the Rental Period. 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.

Any items left behind will not be the responsibility of the Boulder City Library.

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 allowed. 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 Amphitheatre 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.

Sound Systems

Renters of the facility are reminded that the Library Grounds are largely surrounded by residential areas.

The Renter will be required to provide a sound system if needed. All amplified sound must end no later than 10:00 p.m.

Lighting & Electrical

The Amphitheatre 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 Amphitheatre 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 Amphitheatre 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 available during the event, that person is, in no way, to be considered a Security Officer. It is the responsibility of the renter to provide security for events as required by the City of Boulder City or the Boulder City Library.

Insurance

Liability Insurance is not included with the rental of the facility. Renters are required to provide Insurance for public events and other events required by the Boulder City Library, 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.

Fee Chart:

Amphitheatre Rental

_____ Resident \$250.00 for 1-3 hours + \$50.00/hour for additional ____ Hours Total \$ _____

_____ Nonresident \$350.00 for 1-3 hours + \$50.00/hour for additional ____ Hours Total \$ _____

Electrical Fees

50 amp box at top of steps Rental \$25.00 Total \$ _____

Spotlight Rental \$50.00 Total \$ _____

The Renter is responsible for providing someone to move, secure and use the spotlight.

Total Fees: \$ _____

50% of all fees due upon booking. Balance due 15 days prior to event.

50% paid _____

Balance due _____

Cleaning Deposit \$200.00

Damage/Repair Deposit \$200.00

Total Deposits: \$ __\$400.00__

Deposits due 15 days prior to event. Date Due _____

Confirmation is not considered complete until:

1. A signed copy of the agreement is returned to the renter.
2. A minimum of 50% of fees are paid.