



\*Additional services & food/beverage items available. See website for information.

If there are any questions, we will contact you prior to sending the electronic invoice.

## **FAIRVIEW 2. Rates & Reservations**

Current rental & reservation rates are displayed in the online booking system.

Your date & time will be reserved on a first-come, first-served basis by submitting through the online booking system and an invoice will be sent via email approximately 14 days prior to your event.

## **FAIRVIEW 3. Cancellations & Rescheduling**

Your booking is reserved immediately upon submitting through the online booking system. These policies apply regardless of invoice status. Should you cancel or reschedule occur prior to paying the invoice, the invoice will be edited and resent to you with the incurred fees.

### **CANCELLATION POLICY**

If you cancel the booking up to 4 days before the rental time, you will be entitled to a full refund. If you cancel the booking within 4 days of the rental time, you will not be entitled to a refund. The refund will be processed electronically via Square.

### **PRE-ORDER CANCELLATIONS**

Deposits and payments for equipment and additional services will be refunded to you in event of a cancellation, unless the deposit has already been paid to a third-party caterer or business.

Payments for Group Gathering Menu food & drink are nonrefundable.

### **RESCHEDULE POLICY**

If you reschedule the booking up to 4 days before the rental date, you will not be charged a reschedule fee. If you reschedule the booking within 4 days of the rental date, your reschedule fee will be \$10.00 USD. The payment will be collected via electronic invoice.

You recognize that the cancellation & reschedule policies are intended to reflect CF&G Services LLC foregoing actual or potential business opportunities in booking the venue for your event and its diminished ability to rent the venue with limited time prior to an event date.

CF&G Services LLC reserves the right to cancel or reschedule your booking at any time due to unforeseen circumstances or booking errors. In the event that CF&G Services LLC cancels or

reschedules, we will...

- > Notify you immediately
- > Refund 100% of all payments made to CF&G Services LLC

**Recipient initial**

#### **FAIRVIEW 4. Other Fees & Charges**

Additional fees may occur if:

- > Damage to furniture, equipment, floors & walls - \$50 minimum, or replacement/repair costs
- > Cleaning is required beyond wiping counters/tables and sweep/mopping floors - \$100
- > Extraneous requests for materials or support are required during your event - \$50

An electronic invoice with additional fees will be sent to your email. These charges will be due within 3 days of your event end time.

Day-of requests for add-on services or 30 minutes of additional rental time will be charged at the regular rate, due before leaving the venue.

Additional hours may be purchased day-of your event at double rate, due before leaving the venue.

**Recipient initial**

#### **FAIRVIEW 5. Capacity, Rental Time & Availability**

##### **SMALL GROUP LIMITS**

Small groups may NOT be larger than 20 people. Should your group exceed this amount, you will be charged the Private Rental rate.

##### **PRIVATE RENTAL LIMITS**

Actual capacity of the Fairview Parlor varies GREATLY depending on your event type and layout. Consider booking a tour and consultation to discuss options.

- > All guests seated (with folding tables) - about 25 people

- › As-is parlor furniture - about 35 people
- › Classroom seating - about 45 people
- › Cocktail-height tables + couches - about 60 people
- › Outside patio - additional 10-20 people

Contact us to rent the entire Public Market (both floors) for a capacity of 80+ people.

#### RENTAL TIME

- › Reservation time must include client's setup and break-down needs
- › Access begins at rental start time
- › You, your guests and your personal belongings must vacate the venue by rental end time

#### AVAILABILITY

The Fairview Parlor can be rented daily. Availability is based on a first-come, first-served basis and available dates and times are shown live in the online booking system.

#### **FAIRVIEW 6. Additional Services & Catering**

Our cafe & general store is open for individual purchases during rental times. Group catering services are available by pre-order through our online Gathering Menu

#### PRE-ORDERS REQUIRED FOR SERVICES

Pre-orders are required for additional services and group food/drink offerings DUE 4 DAYS BEFORE your event to ensure the best quality.

Menus can be found and ordered through our website, or directly at [cfgpublicmarket.square.site](http://cfgpublicmarket.square.site).

Please type your event date in the order notes when submitting your order.

#### PRIVATE EVENTS ONLY

Outside food and drink is ONLY permitted if it is above and beyond our in-house offerings/services

#### **FAIRVIEW 7. What to Expect for Your Booking**

UPON YOUR ARRIVAL, YOU WILL...

- › Be greeted by our team and introduced to your on-site contact person
- › Receive a Guest Check-Out sheet with your event details and a pre-departure checklist
- › Access to the rental space in a clean and organized condition

## UPON ARRIVAL, YOU MAY...

- › Set up or move tables, chairs and furniture to suit your event needs
- › Decorate the room with your own decorations using ONLY scotch tape
- › Set up outside food and drinks

Any pre-ordered Add-On Services will be placed near the elevator prior to your arrival.

Any pre-ordered Gathering Menu items will be set for display prior to your guests' arrival to ensure best quality.

## PARKING & GUEST INFO

Shared parking is available to all guests of the Colorado Feed & Grain landmark businesses, including our private lot, street parking, and the public east lot. See guest & parking information on our website for complete information.

## UPON DEPARTURE, YOU WILL...

- › Carefully remove all decorations AND adhesives from walls, windows and furniture (NO tape remaining)
- › Gather and remove all personal belongings and outside food & drink
- › Empty all leftover ice or liquids into designated dump sinks downstairs
- › Pay open invoices for additional services, extra time and additional fees incurred
- › Complete the Guest Check-Out sheet, which includes:
  - gathering all trash/recycling
  - cleaning large spills and excess messes
  - resetting tables and chairs to their original positions
- › We welcome you to leave a gratuity for our helpful on-site staff

Failure to complete required tasks prior to departure may lead to additional fees. See Additional Fees clause.

## **FAIRVIEW 8. Acknowledgement**

By signing this agreement, I acknowledge...

1. I am responsible for reading and understanding all the policies and conditions for use of the venue.
2. Guests MUST abide by these rules and it is my responsibility to communicate and enforce these policies.
3. I MUST IMMEDIATELY notify on-site staff of any damages, broken glass or issues that arise.

CF&G Services LLC reserves the right to change rental policies at any time.

## Signatures

This contract may be signed electronically or in hard copy. If signed in hard copy, it must be returned to the Business for valid record. Electronic signatures count as original for all purposes.

By typing their names as signatures below, both parties agree to the terms and provisions of this agreement.

### Business signature

Owner name	Becca Bay, Proprietor
Owner signature	<i>Becca Bay, Proprietor</i>
Business date signed	04/06/2023

### Recipient signature

Recipient name	
Recipient signature	
Recipient date signed	