

Ah Haa School for the Arts Events Facility Rental

The Ah Haa School for the Arts is located in the center of the Town of Telluride, at 160 South Fir Street. The facility occupies three floors within the Silver Jack Building, which also houses an underground public parking structure and ten condominiums. The Ah Haa School's top-floor community room and adjacent rooftop deck are available for private rentals, with limited access to certain other parts of the facility.

Pricing:

\$4,000 Venue Rental; includes cleaning fee.

Event Duration/Timing Details:

Access to the third floor for setup is available between the hours of 9 a.m. and 2 p.m. Event use should take place between the hours of 2 and 9 p.m., unless otherwise contracted with Ah Haa's Special Events Coordinator. If you wish to reserve additional time, that can be negotiated.

Full take down and cleanup should be completed between the hours of 9 and 11 p.m.; no noise allowed (i.e. music, loud talking, loud tools, etc.).

Pre-Event Walk Through/Ceremony Rehearsal:

Within 24 hours of their event, the renter and event coordinator will conduct a mandatory pre-event walk through of the building with Ah Haa staff. Wedding parties are also allowed to use the space for a ceremony rehearsal, which should last no more than one hour and be scheduled in advance (along with the walk through) with Ah Haa's Special Events manager.

Ah Haa Site Inclusions:

Venue accommodates up to 64 seated guests contained within the third floor community room (about 760 sq. ft.) or up to 100 seated and standing guests when combined with the adjacent outdoor deck (about 1,150 sq. ft.), which is partially covered.

Use of the venue includes the third-floor community room and adjacent deck, second floor kitchen, bathrooms throughout the building, ground floor lobby, public elevator and public stairwell.

While there is public parking on the premises, it is not included in this contract and is subject to Town of Telluride parking restrictions and fees. Given the multiple uses of the Silver Jack Building and on-site tenants, after-hours (post 9 p.m.) noise violations are strictly enforced. Renters should also be respectful of shared use of the elevator and stairwell.

Food, Beverage & Alcohol Services:

Caterers must be pre-approved by the Ah Haa School and be able to prepare food off site. Heating and plating can take place on site, in the school's non-commissary kitchen on the second floor. All alcoholic beverages must be purchased from and served by the Ah Haa School per the school's liquor license requirements.

What is my Deposit/Final Payment?

\$2,000 with a signed contract; final \$2,000 due one month prior to date of event.

Event Coordination:

A preferred local planner should be secured for your event and must sign off on Ah Haa's coordinator responsibilities agreement.

Event Insurance:

Renter is required to purchase and provide proof of general liability and alcohol liability insurance coverage for the duration of the event (including set up and clean up time). Insurance policies must meet the following conditions:

- 1) Provide at least \$1,000,000 combined single limit per occurrence and an aggregate policy with the combined limit of at least \$2,000,000.
- 2) Name the Ah Haa School for the Arts as additional insured.
- 3) Specify the dates applicable, inclusive of move-in to move-out.
- 4) Said insurance shall be primary.
- 5) A certificate evidencing the required insurance must be provided to the Ah Haa School for the Arts no less than 30 days prior to the event. FAILURE TO PROVIDE PROOF OF COVERAGE AS DIRECTED IS CAUSE FOR CANCELLATION OF THE EVENT. NO REFUND OF MONIES WILL BE PAID TO CLIENT FOR FAILURE TO COMPLY.

Site Cleaning Requirements:

You (or your planner) are responsible for leaving the building as you found it with all trash, rented party supplies and decorations removed by 11 p.m.

Handicap Access:

The Ah Haa School is ADA compliant with a public elevator servicing all three floors, as well as the underground parking garage.

Electricity/Sound System:

A Fender Passport Event Speaker System that includes two speakers and two microphones and stands can be rented for \$150. This is not a PA system for bands or DJs; it can be used for toasts, announcements, and to play music from iPod. For all electricity needs, please make sure your vendors provide their own extension cords, etc.

Event Decoration:

You can decorate the Ah Haa School on the day of the event within certain parameters. No nails, screws, tacks for permanent tape or glue can be used to hang décor. Floral wire is fine, but it must be removed during take down. All candles must be safely housed

inside hurricane glass, and no sparklers are allowed. We do not permit rice or confetti at anytime.

Remember that ALL decorations, flowers and other embellishments, along with all personal items, must be removed from the Ah Haa School at the end of the event. (This is another responsibility that you can delegate to your planner.) Please make sure you have what you need (bags, boxes, etc.) to pack up all your things. Plan ahead and don't forget items delivered and installed by your florist, which are your responsibility.

Event Coordinator Responsibilities:

Your Event Coordinator will work with the Ah Haa School to:

- Clearly communicate all guest expectations;
- Schedule and attend final walk-through and rehearsal;
- Provide timelines, vendor information, setup requirements, floor plans, etc.;
- Confirm that all vendors know venue policies.

Your Event Coordinator will work with the third-party vendors and clients to:

- Clearly communicate all venue rules and regulations, timeline expectations, and contractual agreements;
- Oversee set-up and breakdown of the event by ensuring vendors understand clean up procedures, and that they are accountable for all decorations brought onsite;
- Handle any set up of the client's personal items and an inventory of these items, as well as their removal from the venue. Items may include table signs, escort cards, gift table décor, guest book table décor, bar signage, multi-use flower décor, and decorations according to clients' wishes (i.e. aisle flowers as table centerpieces, etc.).

Your Event Coordinator must remain on site for the entire event, liaising in a professional manner between guests and the clients' vendors. Coordinator should greet guests as they arrive and lock the street-entrance door once all guests have arrived. At the conclusion of the event, once the building is clear of all people, personal items and décor, Coordinator is responsible for locking and securing the building. Coordinator will facilitate all ceremony execution logistics, from processional to recessional.

COORDINATOR NAME

COORDINATOR SIGNATURE & DATE

COORDINATOR CONTACT NUMBER & EMAIL