



FOUR  
MILE  
HISTORIC  
PARK

## FACILITY RENTAL POLICIES & INFORMATION



Terms: General, Rental, Food & Beverage

Event Spaces – Fees & Capacity

Add-on Options & Fees

Preferred Caterers

## **I. Policies and Procedures**

### **Rental Fees**

- ☞ Deposit in the amount of 25% of the total rental fee plus a \$250 security deposit shall be paid in advance upon review and acceptance of the rental contract. Payment in full is due a minimum of 30 days prior to the date of the rental. If payment is not received by this date, Four Mile Historic Park reserves the right to cancel all agreements and contracts and lessee will forfeit all pre-paid deposits, including the security deposit.
- ☞ Any loss or damages occurring during the rental are subject to fees in excess of the security deposit.
- ☞ If no loss, damages or violation of contract occur the security deposit will be refunded in full.

### **Additional Time Fee**

- ☞ Lessee will be charged an inconvenience fee of \$400.00 per hour for any time outside of their designated rental time. This includes time before a rental begins and time after the event is designated to be over. Rental time must be pre-approved with Four Mile Historic Park staff.

### **Cancellation**

- ☞ If a cancellation is received 60 days or more prior to the event, Four Mile Historic Park will retain a \$100 administration fee and refund the rest of the deposit.
- ☞ Cancellations received 30-59 days or more prior to the date of the event will be subject to 25% of the total rental fee plus the \$250 security deposit paid with the rental application.
- ☞ If a cancellation is received less than 30 days prior to the event, Four Mile Historic Park will retain 100% of all fees and deposits paid by the lessee, plus any unpaid balance due as of that date.

### **Weather Related Changes/Cancellations**

- ☞ Indoor rentals: Cancellations made for any reason, including weather, less than 30 days prior to the rental date, will be responsible for the full balance of the rental fee.
- ☞ Outdoor rentals: Rental fees may be transferred to the indoor area (Grant Hall), provided no other party has rented the space. Lessee will be responsible for the additional fees, at current market value, associated with use of Grant Hall. If Grant Hall is in use, lessee has the option to reschedule their rental within 90 days of original event date. Once set-up has begun in an outdoor rental area lessee is responsible for the full balance of the rental fee.

### **Caterer**

- ☞ All rentals taking place in Grant Hall, the Grove and the Meadow must use a licensed, full service caterer for their rentals. Rentals taking place in the Meeting Room or Conference Room with fewer than 50 guests do not have to use a licensed caterer. Caterers must remain on site for rentals unless otherwise specified.
- ☞ Four Mile Historic Park will provide all lessees with a list of preferred caterers. Any caterer not on the Preferred List must meet the following criteria: 1) be a licensed caterer and provide appropriate paperwork; 2) meet with the park's rental manager prior to the event; 3) read and

sign a copy of the park's Rules of Use Guidelines, thereby agreeing to follow the park's policies and procedures; and 4) lessee must pay a non-refundable \$500 usage fee.

- ☞ Brown bag lunches and potlucks are strictly prohibited.
- ☞ Lessee hereby releases FMHP from any liability related to the serving and/or consumption of all served products.
- ☞ Rental of Grant Hall includes the use of limited kitchen facilities for serving and food maintenance. There are no facilities available for food preparation for indoor or outdoor rentals.
- ☞ All items stored in the kitchen are property of Four Mile Historic Park and cannot be used or removed by lessee under any circumstances.

## Shelter

- ☞ Lessee may erect tents and/or canopies; however, size and placement must be approved by an authorized FMHP representative. Because of the Grove's historic nature, limitations there are as follows: a) only one tent may be erected no larger than 20' X 40' or 30' X 30' and b) all tents in the Grove must be weighted, not staked. No exceptions will be made. Tents in the patio area of Grant Hall must also be weighted.
- ☞ Lessee will be charged a fee of \$100 per hour for the amount of time it takes to setup and take down a tent. Delivery time must be previously agreed upon with Events and Rentals Manager.
- ☞ Lessee may provide lighting for tent, but must consult FMHP representative about power for tent.

## Deliveries

- ☞ All deliveries must be coordinated with the Events and Facility Rentals manager. Deliveries not listed and/or delivered or picked up outside of the rental time will be subject to additional fees.
- ☞ Rented or delivered items, including but not limited to catered items and staff, tables, linens, alcohol and flowers may be delivered no earlier than the agreed setup time.
- ☞ Rented or delivered items must be removed at the end of the rental or between 8:30-9:30am of the following day (regardless of the day of the week or holiday limitations). If Four Mile Historic Park is required to move or store items beyond the allotted pickup time, a fee of \$50 per hour will be assessed.
- ☞ It is the responsibility of the lessee to communicate these times to all delivery companies.
- ☞ Deliveries will not be accepted by Four Mile Historic Park Staff under any circumstances. Deliveries made outside of agreed upon rental time will incur additional fees and must be supervised by lessee.
- ☞ All delivery vehicles must stay on the park roads at all times.

## Clean Up

- ☞ FMHP and Grant Hall must be left in a clean manner, including removal of all decorations.
- ☞ Lessee is responsible for all setup and cleanup including, but not limited to,:
- ☞ Indoor rentals:
  - Setup and tear down of all tables, chairs, linens, etc.
  - All outside rentals must stacked and placed in coat room next to the kitchen
  - Vacuuming of carpet of space used

- Removal of all trash (trash bins are located in the southwest corner of FMHP parking lot)
- Clean up of any debris in kitchen and surrounding area.

Outdoor rentals:

- Setup and tear down of all tables, chairs, linens, etc.
  - All outside rentals must stacked and placed in a central location in the venue space or as directed by the FMHP representative on site.
  - Removal of all trash (trash bins are located in the southwest corner of FMHP parking lot, or by the back gate.)
  - Clean up of any debris or litter.
- ☞ Failure to do all of the above or other cleaning related tasks necessary will result in forfeiture of the security deposit and possible additional cleaning charge.
- ☞ Lessee must notify FMHP staff immediately in the event of an indoor spill, fire or similar occurrence.
- ☞ Lessee or lessee's caterer must place all trash and debris in the dumpsters located by the service gate.
- ☞ The condition of the grounds will be assessed by a Four Mile Historic Park representative.
- ☞ There will be an automatic \$250 charge for any clean-up involving biohazardous waste, including vomit.
- ☞ Excessive staining of the carpet in Grant Hall will result in a \$250 cleaning charge.

## Decorations – Indoor and Outdoor Rentals

- ☞ Plans for decorations and supplemental lighting must be approved by an authorized FMHP representative.
- ☞ Flower arrangements and potted plants may be used
- ☞ No tacks, nails, tape or staples may be used to apply decorations to permanent surfaces.
- Painters tape may be used. Lessee assumes responsibility for any damage done to FMHP property when using painters tape.
- ☞ Because they are hazardous if ingested by livestock, no inflatable objects, confetti or rice are allowed.
- Use of inflatables, including balloons, is strictly prohibited.
  - Bouncy Castles and other inflatable play places are strictly prohibited.
- ☞ All candles or other flames producing items must be enclosed (votives are OK) or dripless.
- ☞ No tiki torches or similar items are to be used.
- ☞ No fireworks, sparklers or confetti cannons are to be used.
- ☞ ALL decorations must be removed at the end of the event.
- ☞ Any damages done by approved decorations are subject to damage fees. If damages exceed the amount of the security deposit lessee will be subject to additional fees.

## Parking

- ☞ Four Mile Historic Park's parking lot is a public lot and accommodates approximately 70 cars. Parking in FMHP's lot is available on a first come, first served basis and not guaranteed.
- ☞ No modern vehicles are allowed on the park at any time, with the exception of drop off and pickup of persons not able to walk to the site or for food items and other rental materials. Times of these drop offs and pick-ups must be coordinated and approved by an appropriate Four Mile Historic Park representative.

- 🌀 All setup vehicles must stay on park roads at all times.
- 🌀 All setup vehicles must drive cautiously and slowly on the park roads at all times as other groups including children may be present on the park.
- 🌀 If given 45 days notice, the Events and Rentals Manager can arrange for another 100 street spaces.

## Music

- 🌀 Lessee must keep amplified music to 90 decibels or below for indoor and outdoor rentals.
- 🌀 Music must cease by 9:00pm for outdoor rentals in accordance with neighborhood noise ordinances.
- 🌀 Lessee agrees to comply with FMHP staff to keep noise and music at such a level as to not scare or disturb the animals.

## Animals

- 🌀 **No animals** are allowed on the park grounds or in the building except those used to assist the disabled.

## Restrooms

- 🌀 For indoor rentals, there are restrooms available in the Grant Family Education Center.
- 🌀 For outdoor rentals, there are two restrooms in the Bee House, as well as two restrooms available in the Gatehouse at all times.
- 🌀 If outdoor rentals require additional portable restrooms, it is the lessee's responsibility to arrange for delivery and pick up of units. Placement of units and delivery and pick up times must be coordinated with an authorized FMHP representative.

## Smoking

- 🌀 FMHP is a smoke-free environment. Smoking is strictly prohibited on Four Mile grounds and in all buildings. Lessee is responsible for informing and enforcing this rule with their guests.
- 🌀 Any lessee or attendee found smoking on the property will result in immediate loss of the security deposit.
- 🌀 A second smoking offense is grounds for immediate termination of the rental and removal from Four Mile Historic Park property.

## Liquor

- 🌀 Colorado State Liquor Laws apply to all events.
- 🌀 Four Mile Historic Park does not have a liquor license, thus all alcohol must be served free of charge to all guests over the age of 21. Cash bars, ticket systems or ticketed events are not permitted without a Special Events Permit.
- 🌀 Liquor distribution must be made by a licensed bartender.
- 🌀 Liquor must be attended by lessee at all times. This includes both liquor that will be served during the rental and any items with liquor contained within (ex: liquor in silent auction gift baskets).
- 🌀 The bar must close ½ hour before the end of the event.
- 🌀 Lessee must remove all liquor from the premises at the end of the event.
- 🌀 FMHP will not sign for any deliveries of alcohol. The lessee or a member of the catering staff must be present at the time of alcohol delivery to sign for the alcohol.

- ☞ FMHP cannot advise with regard to liquor consumption. The responsibility lies with the lessee to comply with all pertinent laws.
- ☞ A special event liquor license must be obtained for all events open to the public where liquor is served (sold or given). This includes, but is not limited to, festivals, fundraisers, etc. that are advertised in any public forum such as newspapers, websites, etc. Lessee must provide Events and Facility Rentals Manager with a copy of the liquor license no less than one week before the event.
- ☞ Four Mile Historic Park Management reserves the right to suspend alcohol services for any reason at any time.
- ☞ **Event attendees may not bring alcohol onto the premises. All alcohol must be served by a licensed bartender. Lessee assumes all liability for alcohol consumption on FMHP property.**

## Photography

- ☞ Photography is strictly forbidden inside the historic house museum.
- ☞ Photography on or around FMHP's animals or within animal enclosures is strictly forbidden.
- ☞ Lessee agrees photographs taken at FMHP are for private use only and may not be published without the written consent of an authorized FMHP representative.
- ☞ Photographs of your event may be used by FMHP in print or other media and at no cost to FMHP. By registering at, renting space from, visiting or being employed by FMHP and being present in public settings, you authorize the use and reproduction by the organization, or anyone authorized by the organization, to any photographs or video taken while at FMHP, without compensation. These photographs or videos may appear in future Four Mile Historic Park publications or other Park publicity. By signing this Agreement, lessee provides permission to FMHP to the use of these photographs in promotional materials or on our website.

## Security

- ☞ The lessee or lessee's representative understands that security must be provided for any event with over 500 guests. There must be 2 security guards for every 500 anticipated guests, and security will be arranged for by Four Mile Historic Park with fee paid by the lessee or lessee's representative.

## Lessee's Presence

- ☞ The lessee or lessee's representative must arrive at the beginning of the setup time to take care of last minute arrangements. This person should be the last to leave to ensure that clean-up is completed.
- ☞ The lessee is responsible for informing guests of the rules of use and for enforcing them.
- ☞ A FMHP representative will be available throughout the rental period for emergencies.

## Limitations of Access within FMHP

- ☞ The Four Mile House museum cannot be used for rental purposes except for guided house tours.
- ☞ Lessee may only occupy areas rented and specified in the rental agreement.
- ☞ Rentals in Grant Hall have NO access to the Park. Any violation of this rule will result in loss of the security deposit.
- ☞ All recreational equipment must be pre-approved by a FMHP representative.
- ☞ No balls, other projectile items or lasers may be used on the premises.

- ☞ FMHP reserves the right to refuse the use of its facilities for an activity that FMHP determines may jeopardize its status as a 501(c)(3) not for profit organization. FMHP prohibits the use of its space for any activities that are illegal or deemed a security or safety hazards to the park, buildings, landscaping, animals, visitors, or staff.
- ☞ FMHP does not endorse any event held here at FMHP without prior written approval from appropriate Park personnel and where doing so is consistent with the Park's Mission.

## Conduct

- ☞ Conduct must be appropriate to a residential area and guests must respect the neighbor's wishes for a peaceful neighborhood.
- ☞ Children attending functions at FMHP must be supervised by an adult at all times.
- ☞ Entering animal enclosures is strictly prohibited. Animals are not to be fed, teased, chased, touched or climbed upon.
- ☞ FMHP is not responsible for any injuries or theft sustained to the person or property of any member of lessee's group due to the actions of said person or other members of the lessee's group.
- ☞ FMHP's rules of conduct apply to all areas within the park, whether or not said areas are utilized for events.
- ☞ The lessee is responsible for informing guests of the rules of use and for enforcing them. The lessee will assume full responsibility for the conduct of all persons in attendance, including subcontractors, and for any damages done to any part of the Park premises or theft of property.

## Termination

- ☞ Lessee understands event use may be terminated if rules are violated. The decision to terminate use is solely at the discretion of an authorized FMHP representative.
- ☞ Lessee understands the violation of the rules of use during an event may result in full or partial loss of the damage deposit and possible additional fees. If violations are serious or illegal in nature, lessee and attendees may be asked to leave the property and forfeit all deposits.
- ☞ In the event use is terminated, lessee maintains responsibility for the payment of the space in full and all other fees due.

## Injuries or Losses

- ☞ It is understood FMHP, the City and County of Denver, and the City of Glendale are not responsible for any injuries or losses sustained to any person or the property of any member of the lessee's group. The lessee will hold harmless the aforementioned entities for any such loss or liability.

*Four Mile Historic Park reserves the right to add, change, modify, or alter in any way the above policies at any time. In the event of this occurrence, the Lessee will be notified of said changes via writing.*

## II. Event Spaces: Fees and Capacity

### Grant Hall\*\*

- 175 people (130 people comfortably)
- Rented in 6 and 8 hour time blocks beginning at 4:00 pm
- Tables and chairs included

- Pricing:
  - Friday-Sunday: \$1,800 (6 hours), \$2,200 (8 hours)
  - Monday-Thursday: \$1,500 (6 hours), \$1,800 (8 hours)

#### Meeting Room\*\*

- 60 people
- Rented by the hour (3 hour minimum)
- Tables and chairs included
- Pricing:
  - Monday-Friday 6:00 am – 5:00 pm
    - \$150/hour
    - Non-profit: \$100/hour
  - Monday- Friday after 5:00 pm
    - \$200/hour

#### Conference Room

- 12 people
- Rented by the hour (2 hour minimum); not available evenings or weekends
- Pricing: \$25/hour

#### The Grove\*\*

- 200-250 people
- Rented in 6 and 8 hour time blocks
- Tables and chairs not included
- Pricing:
  - Friday-Sunday: \$850 (6 hours), \$1,000 (8 hours)
  - Monday-Thursday: \$700 (6 hours), \$850 (8 hours)

#### The Meadow\*\*

- 500 people
- Rented in 6 hour time blocks
- Tables and chairs not included
- Pricing:
  - Friday-Sunday: \$1,500
  - Monday-Thursday: \$1,250

#### The Full Park\*\*

- 2000+ people
- Rented in 6 and 10 hour blocks of time
- Tables and chairs included, but may not move past awning of Grant Hall
- Pricing:
  - Starting at 4:00 pm: \$4,200 (6 hours)
  - Park closing (6 hours): \$6,000  
(FMHP will close the park to allow time for event set up)
  - Park closing (10 hours): \$10,000  
(FMHP will close the park to allow time for event set up)

\*\*denotes Nonprofit pricing available



### **III. Unique Offerings**

Four Mile Historic Park is proud to offer unique experiences to enhance your event.

- Use of Wooden Bar \$50\*
- Lanterns on Fence \$100
- Use of Fire Pit \$100
- Use of 1-15 Bales of Straw \$100
- Corn hole Set-Up \$100

#### **Media & Business Needs**

- 7 ft. screen included with rental\*
- Sound System \$200\*  
(podium/LCD/DVD/iPod hkp/2 mics/room speakers)
- Podium w/ microphone only \$75\*
- LCD Projector (only PC Compatible) \$75\*

\*These items may not be used outside

\*\*Prices are subject to change without notice

#### **Museum & Walking Park Tours**

Let your guests enjoy a guided tour of Denver's oldest home (Meadow, Grove and Full Park rentals only)

Summer Hours (Apr.-Sept.): 10am-7pm

Winter Hours (Oct.-Mar.): 10am-4pm

#### ***Based on caterer's final count***

- 1-50 people \$100
- 51-100 people \$200
- 101-200 people \$350
- 200+ by arrangement

#### **Horse-Drawn Carriage Rides**

Let your guests enjoy a horse-drawn carriage ride along part of the original Cherokee Trail! Pick-up and drop-off will take place at the hitching post near the Grove and horse barn.

- One Hour \$300
- Two Hours \$500
- Four Hours \$875

#### **Children's Activities**

Choice of 1: \$100 per hour (30 children max)

Choice of 2: \$175 per hour (60 children max)

- Pioneer Games: Play games such as stilts, tug-of-war, sack, three-legged, or hoop & stick races, jump rope and more!
- Gold Panning (May-Sept.): Pan for gold like the 59'ers, with guaranteed success! (subject to weather availability, Grove and Full Park rentals only)
- Cornhusk Dolls: Make a favorite pioneer toy!
- Jack Rabbit Hit: Make a Native American version of a badminton birdie!

*\*Please note: FMHP will have docents or staff to lead these programs; however, this is not a babysitting service. Parents should remain with their children at all times. FMHP maintains no responsibility for children involved in these activities.*

#### **IV. Preferred Caterers**

Clients are encouraged to use one of the following caterers and/or planners. All are familiar with Four Mile Historic Park and its policies and procedures.

Brothers BBQ Catering  
4645 W Colfax Avenue  
Denver, CO 80204  
Phone: (720) 297-7801  
[catering@brothers-bbq.com](mailto:catering@brothers-bbq.com)

Catering by Design  
11095 E. 45th Avenue  
Denver, CO 80239  
(303) 781-5335  
[bydesign-collective.com](http://bydesign-collective.com)

Colorado Catering Company  
10607 East Dartmouth Ave.  
Aurora, CO 80014  
Phone: (303) 750-0707 Fax: (303) 750-7238  
<http://www.coloradocatering.net/>

Denver's Picnic Company  
11095 East 45th Avenue  
Denver, CO 80239  
Phone: (303) 762-7330  
[www.denverspicniccompany.com](http://www.denverspicniccompany.com)

Jules Gourmet Catering  
1849 Cherry St. Unit 7  
Louisville, CO 80027  
Phone: (303) 926-1303  
[julie@julesgourmet.com](mailto:julie@julesgourmet.com)

Relish Catering & Events  
7860 W. 16th Avenue  
Lakewood, CO 80214  
Phone: (303) 727-9200  
<http://www.relishcateringco.com>

Serendipity Catering  
3460 Park Ave. W. Unit A  
Denver, CO 80216  
Phone: (303) 561-3663  
<http://www.serendipityfood.com>