



Booking Policies and Procedures
&
Rental Fees

I. Authority

- A. The Conference Center Director shall have full responsibility for the operation of the Center and shall act for and on behalf of the Town of Mountain Village in management, supervision and control of the facilities.
- B. The Conference Center Director is hereby authorized to enter into contractual agreements with groups, individuals and firms for events in the Conference Center which, in the Conference Center Director's opinion, are in the best interest of the Town of Mountain Village.
- C. The Conference Center Director is authorized to set and publish rates for optional equipment, audio-visual equipment, utility rates, office assistance and personnel. Rates are to be competitive with other Valley rates. The Conference Center Director is further authorized to negotiate rates as he/she determines necessary.

- II. Facility Rental Rates:
 (All room rates are subject to change without notice)
 (Seasonal Discounts apply, contact the Conference Center for more information)

Room Rates
 (Times include move-in to move-out)

<u>Area Name</u>	<u>Sq. Ft.</u>	<u>Mon-Thurs</u>		<u>Fri-Sun</u>	
		<u>7am-4pm</u>	<u>Mon-Thurs</u>	<u>7am-4pm</u>	<u>Fri-Sun</u>
		<u>OR 4pm-12am</u>	<u>7am-12am</u>	<u>OR 4pm-12am</u>	<u>7am-12am</u>
All Spaces	20,000 +	\$ 1,600	\$ 2,000	\$ 2,060	\$ 2,600
MV Ballroom	6069	\$ 800	\$ 1,000	\$ 1,040	\$ 1,300
West & Center	3947	\$ 720	\$ 900	\$ 900	\$ 1,100
East & Center	3845	\$ 640	\$ 800	\$ 800	\$ 1,020
West Ballroom	2222	\$ 560	\$ 700	\$ 750	\$ 950
Center Ballroom	1725	\$ 480	\$ 600	\$ 690	\$ 870
East Ballroom	2120	\$ 480	\$ 600	\$ 690	\$ 870
Franz Klammer	732	\$ 280	\$ 350	\$ 350	\$ 450
Fallon Boardroom	367	\$ 240	\$ 300	\$ 300	\$ 370
Office	312	\$ 110	\$ 150	\$ 160	\$ 200
Conference Plaza	9762	\$ 640	\$ 800	\$ 800	\$ 1,020
Mezzanine & Lobby	3169	\$ 480	\$ 600	\$ 640	\$ 800
Mezzanine	1189	\$ 280	\$ 350	\$ 350	\$ 450
Lobby	1980	\$ 280	\$ 350	\$ 350	\$ 450
Kitchen		\$ 560	\$ 700	\$ 750	\$ 950

- A. Rental Fee Includes: One basic Theater, Banquet, Boardroom or Reception setup, general house lighting, heating, air conditioning and custodial service for banquets and meetings only.

1. Additional charges for classroom set up apply:

MV Ballroom	\$ 200
Two Sections of Ballroom	\$ 150
Franz Klammer Boardroom	\$ 100
Fallon Boardroom	\$ 80

B. Overtime Fees: Times are inclusive. Additional time may be booked at the rate of 20% of the applicable room rate per hour or partial hour of use.

C. Move-In or Move-Out Fees

1. Monday to Thursday: Half the room rate for up to 8 hours of use. Additional time charged regular per-hour fee quoted above.
2. Friday and Sunday: The regular room rate for an 8-hour period. Additional time charged at regular per-hour fee quoted above.
3. Off Hours Move In/Out: Move in may occur outside of times when the conference center is staffed (i.e. late evening, early morning) at the discretion of the Conference Center Director. In the event of such an occurrence, the move in/out personnel shall meet with Conference Center staff and inspect the premises prior to move in and shall indemnify the Conference Center for any damage, loss or injury which results from the move in.

D. Conference Center & Plaza function hours

1. All Conference Center and Plaza functions must end at midnight
2. All loading dock activities must end at midnight.
3. Extensions to the functions hours may be requested through the Conference Center at least 2 months in advance.

III. Discounts Offered: (Only one discount applicable to any one-room rate.)

- A. Food and Beverage Discount: 50% off applicable room rate if catering is provided with minimum food and beverage revenue.
- B. Mountain Village property owner & associations: 10% discount off applicable room rate.
- C. Non-profit organization located in San Miguel County use: 20% discount off applicable room rate.
- D. San Miguel, San Juan, Mesa, Ouray, Montrose, Delta, Dolores, Montezuma, La Plata county discounts apply, contact the Conference Center for more information.
- E. Seasonal Discounts apply contact the Conference Center for more information.
- F. Bookings made within 6 or 3 months of event date receive a 35% or 50% discount respectively on room rental rates.
- G. The Conference Center Director is authorized to negotiate rental rates for any of the Conference Center facilities outside of the normal rental rate schedule when, in his/her judgment, such negotiated rates are in the best interest of the Town of Mountain Village. Such reductions can be for no more than one-time use.

IV. Food and Beverage Policies

- A. The rights to all catering, alcohol beverage and concessions are the exclusive rights of the Telluride Conference Center. The Telluride Conference Center has a full-time manager on site to service all your food and beverage needs. No food or beverage may be brought into the facility, unless provided by Telluride Conference Center. No other liquor licenses will be allowed in the facility, and the Telluride Conference Center will have the exclusive right to serve alcohol in the facility
- B. All Food and Beverage prices will be confirmed 90 days prior to the event date.
- C. Consumption of alcoholic beverages will be refused to anyone under 21 years of age, to anyone who can not produce a proper photograph identification, and /or to anyone who is in the Telluride Conference Center's judgment appears to be intoxicated. The Telluride Conference Center reserves the right to refuse service to anyone anytime.
- D. Guarantee of Attendance: A guaranteed attendance number is required for each function by 12 noon, three business days (72 hours) prior to event. No reductions are accepted to this guarantee after the 72-hour deadline. If no guaranteed number is received as required, the expected attendance will be used as the guarantee and charges will be applied accordingly. You will be charged for your actual attendance or your guaranteed attendance, whichever is greater.
- F. At our discretion, we will prepare and set for 5% above the guaranteed number to a maximum of 30 meals. This overage will be forfeited, and a surcharge may apply, based on 15% of the original menu price, if the guaranteed number is increased after the 72-hour deadline. Normally this overage is comprised of alternative menu selections, such as vegetarian meals.
- G. Any last-minute, new orders within the 72-hour deadline period are subject to a surcharge of 15% of the original menu price. Any substantial changes in event start time or finish time, which impact our employee scheduling, may be subject to additional labor charges.
- H. A labor charge of \$75.00 will apply to all meal functions with 14 guests or less.
- I. If a beverage bar is requested a bar fee of \$350 is applied if a bar minimum of \$500 is not met. (additional security staff may be required)
- J. Contact the Conference Center for Corkage fee.

V. Taxes and Service Charges

- A. All Food and Beverage charges are subject to state and local taxes currently at 10.4%. A 22% service charge will be applied to all catered food and beverage charges. All off premise rental and labor charges are subject to state and local sales taxes currently at 8.4%. All taxes are subject to change

VI. Advance Booking Policy

- A. Standing meetings/events held on a weekly/monthly basis may book only if duration is three (3) months or less.

1. No bookings or reservations taken more than three (3) years in advance
 2. 36 months or less Events using entire Ballroom area of the facility
 3. 24 months or less All events using less than entire Ballroom area
- B. Local and Granted events (using less than 3 days of Conference space) which desire to book Conference Center space may do so within one year of the desired date. Bookings made within a year but more than nine months from the desired date will be guaranteed one day within a seven day period of the desired date. Within nine months of the desired date, the Conference Center shall reserve the desired date if not already booked for an event or notify the User that the desired date has been booked. A Contract will be issued and a deposit is due upon confirming the event date.
1. Local and Granted events (using less than 3 days of Conference space) may book 9 months in advance without any restrictions.

VII. Contracting, Deposits and Rental Payments

- A. Contracts are to be issued as soon as the event is confirmed.
- B. If contracting is more than sixty (60) days in advance, a non-refundable deposit equal to 20% of the total room rental is due. The balance of the total room rental is due thirty (30) days prior to the event.
- C. If contracted less than sixty (60) days in advance, then a non-refundable deposit equal to 50% of the total room rental is due at the time of contracting. The balance of the total room rental is due thirty (30) days prior to the event.
- D. A deposit for damages may be required and set by the Conference Center Director if deemed necessary. A minimum of 24 hours after the completion of the event a building inspection shall be completed. In the event that no damage is sustained the deposit shall be refunded within 4 weeks.
- E. Final payment (includes Food and Beverage, AV, Additional Staff, etc. charges) is due within 10 days of receiving the final invoice. The final invoice will be billed shortly after the event. Non-payment will result in additional interest charges of 1 1/2% per month (18% annually).

VIII. Tentative Holds

- A. All tentative holds will be for a maximum of 3 months. In that time, the interested Client will confirm the date(s) and request a contract or release the date(s).
- B. If the Client has not confirmed the date(s) within 3 months, the date(s) shall become open and available for others to book.
- C. Tentative holds shall not be placed on dates less than 60 days from the date of the hold.

IX. Challenges To Tentative Holds Or Events Contracted Without A Deposit

- A. When a date is held by a prospective Client on a tentative basis or a contract has been issued but no deposit has been received, the following challenge procedure may be initiated by a second Client interested in the date(s) in question:
1. The Client challenging the date will present a payment equal to the minimum rent of the facility.
 2. At the time the challenge deposit is received, the first Client will be notified by telephone and in writing that a challenge for the date has been received.
 3. If the first Client wishes to secure the date, they have two (2) business days (48 hours), after notification of the challenge, to present the required deposit and complete a contract.
 4. If the first Client elects to secure the date, the second Client will receive a full refund of the deposit.
 5. If the first Client does not secure the date within the required time, the second Client (challenger) receives the date and will be required to execute a contract immediately.
 6. Deposits applied to dates received through the challenge process will not be refunded under any circumstances regardless of when the cancellation occurs.

X. Cancellation

- A. All deposits are non-refundable and non-transferable. In the event of a cancellation, all deposits are retained by the Telluride Conference Center.
- B. The Telluride Conference Center must be notified in writing in the event of cancellation. The cancellation fee will be based on the date the written cancellation notification as received by the Telluride Conference Center.
- C. In the event of cancellation, the following fees will apply in addition to forfeiting the non-refundable deposit:

<i>Notification of cancellation</i>	<i>Cancellation Percentage</i>
181 – 364 days prior to arrival	30% of estimate total event revenue
61 – 180 days prior to arrival	50% of estimate of total event revenue
0 – 60 days prior to arrival	100% of estimate of total event revenue

XI. Scheduling Other Events

- A. The Telluride Conference Center may schedule and contract with other events in parts of the Telluride Conference Center which are not part of the Client's agreement.
- B. The Telluride Conference Center may schedule and contract for similar events (not competing companies) both before and after the dates of a Client's agreement without notice to the Client, unless otherwise specified in writing in the contract.

XII. Liability Insurance

- A. Comprehensive Liability Insurance is recommended for all events using the facility. The Conference Center Director reserves the right to require comprehensive liability insurance from anyone.
- B. If Comprehensive Liability Insurance is required, the Insurance policies must meet the following conditions:
 - 1. Provide at least \$1 million combined single limit per occurrence of Comprehensive Liability Insurance.
 - 2. If an Aggregate Policy, the combined limit must be at least \$2 million.
 - 3. Name the Town of Mountain Village and the Telluride Conference Center as additional insured.
 - 4. Specify the dates applicable inclusive of move-in to move-out.
 - 5. Be from an insurance company acceptable to the Conference Center Director and the Town of Mountain Village Finance Director.
 - 6. Certificates evidencing such insurance coverage shall be on file with the Conference Center ten (10) days prior to the start of the event.

XIII. Security

- A. The Conference Center will require, at the Client's expense, such security personnel as may be determined necessary by the Conference Center Director and other safety officials.

XIV. Decorations and Flame Retardant Requirements

- A. No decorations are allowed on any fixed glass surface in the facility. *No pins, staples, nails or similar fasteners are permitted* on curtains or stage and table skirting. On walls and surfaces other than glass and tack board, decorations may be *applied only with gaffers*. Licensee may apply decorations only in those rooms rented and shall not include hallways, lobbies, restrooms or other common areas.
- B. Any type of tape applied to the floor must be approved in advance by the Facility Manager. Caution: Many brands do not come off the floor cleanly. Client will be charged a cleanup fee for such tape.
- C. No staples or nails are permitted to be driven into the Conference Center's tables, walls or other fixtures.
- D. All decorations must be flame-retardant. Proof of a satisfactory flame retardant may include a flame test. Materials not passing will be prohibited.

XV. Damage to Building or Contents

- A. Renter is responsible for damage to the facility, furnishings, fixtures or equipment, whether caused by Renter, his guests, exhibitors or contractors, ordinary wear excepted.

XVI. Lost and Found

- A. The Center assumes no responsibility for personal items, meeting room equipment or decorations left in the meeting rooms. Items left will be maintained in the Administration Office for a period of fourteen (14) days. If not claimed in fourteen (14) days, items will be sent to the Town of Mountain Village Materials Management Department for disposal.

XVII. Smoking Policy

- A. Smoking is not allowed in any of the controlled areas of the Conference Center. Smokers are asked to use the public areas outside the facility. (Smoking areas cannot be within 15 feet of a public entrance by law).

XVIII. Audio-Visual Services

- A. The Conference Center can provide audio-visual equipment at competitive prices. If requirements exceed our in-house inventory, the Conference Center Director or his/her designee may also make arrangements for outside equipment at a competitive rental rate.

XIX. Optional Services and Equipment Rates

- A. Optional equipment, office assistance and personnel may be obtained at an additional cost and must be reserved no later than ten (10) days prior to the event.