



Photo by Elise Aline Photography

RENTAL RATES & SERVICES

2019 – 2020 Rate Schedule

Rates Effective January 2019

Evergreen Memorial Park & Recreation Association

26624 N. Turkey Creek Rd.

Evergreen, CO 80439

303-674-0556

www.TheBarnatEMP.com

TheBarn@EvergreenMemorialPark.com

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BRIDE

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WEDDINGWIRE



The **Barn**
at Evergreen Memorial Park
& Recreation Association



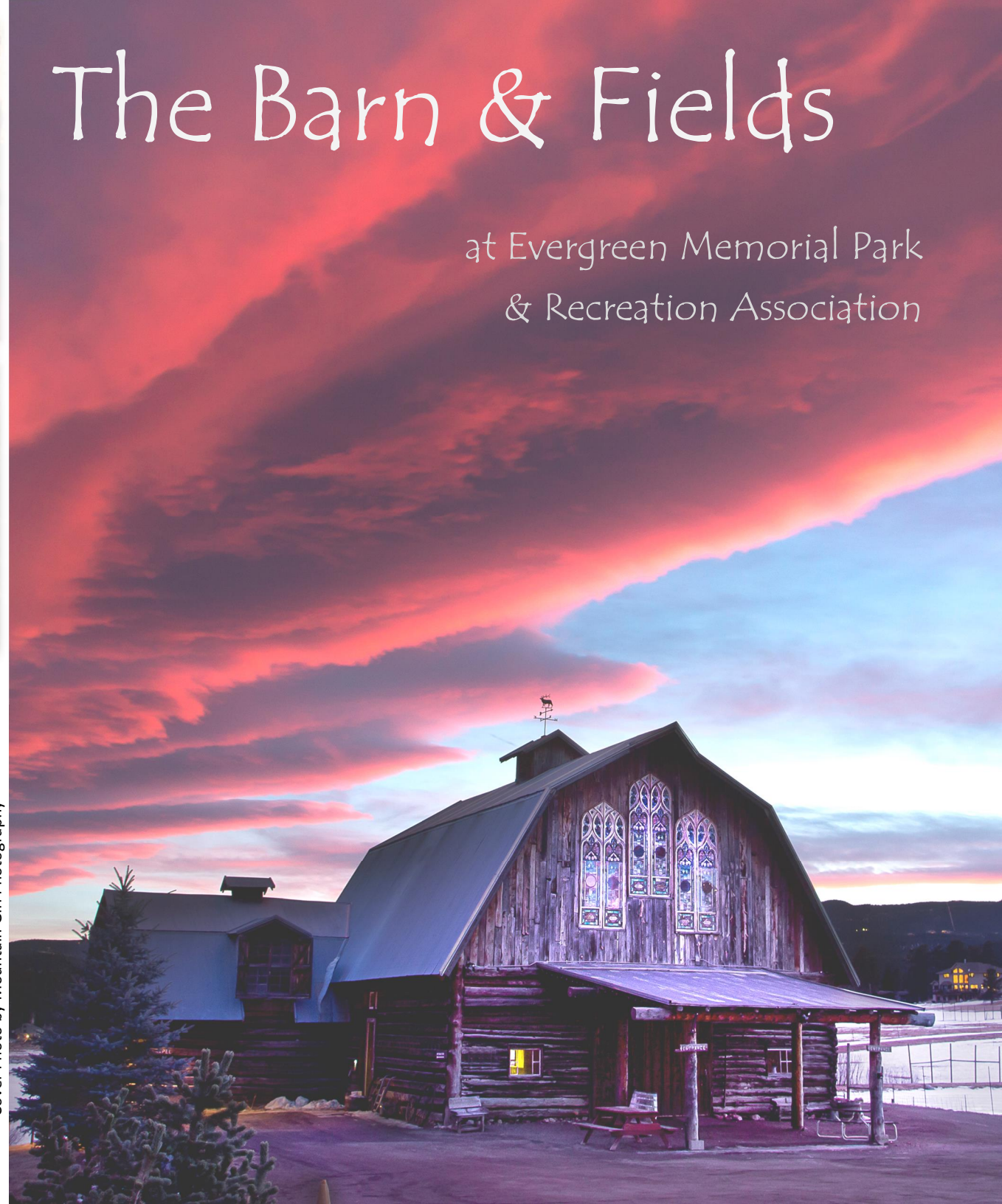
THE VENUE REPORT

The Most Breathtaking Wedding Venues in Colorado

Cover Photo by Mountain Girl Photography

The Barn & Fields

at Evergreen Memorial Park
& Recreation Association



The Barn and Fields at Evergreen Memorial Park & Recreation Association

is a spectacular venue with something for everyone to enjoy during your event. The Barn Chapel, created through the recycling of materials from multiple historic buildings found throughout Colorado, including five old barns, a church and a resort, makes a unique venue for your next event. The main floor, parlor, loft, and walk-out lower level that provide a rustic Colorado atmosphere for up to 200 guests on 3 separate levels. The focal point and heart of The Barn Chapel are the beautiful antique stained glass windows. From the Barn and Fields, your guests can take in gorgeous views of the reservoir, pond and the high mountain meadows that are home

to our buffalo, elk, yak, goats and fallow deer.

The adjacent Fields at Evergreen Memorial Park can accommodate large or small weddings, ceremonies or parties. With the warm ambience of the Barn Chapel and the picturesque fields, The Barn and Fields at Evergreen Memorial Park is truly a unique and memorable setting for your special event.



Photo by Lauren Neely Photography



Photo by Rodney Adams

General Liability Insurance – The Renter shall maintain commercial general liability insurance, including host liquor liability, in the amount not less than \$1,000,000 combined single limit for bodily injury and property damage. Such insurance shall name Evergreen Memorial Park & Recreation Association and Evergreen Memorial Park as additional insured, and a certificate of insurance with an endorsement must be provided no less than 90 days prior to event date. Please contact your insurance agent for more information or visit these websites for policies – www.MarkellInsuresFun.com or www.theEventHelper.com

Disclaimers – Acts of God – The performance of the contract is subject to termination without liability upon the occurrence of any circumstances beyond the control of Evergreen Memorial Park & Recreation Association – such acts of God, war, acts of terrorism, government regulations, disaster, rain storms, snow storms, floods, strikes, civil disorder, or other emergencies – to the extent that such circumstances make it illegal or impossible for Evergreen Memorial Park & Recreation Association to provide, or for client in general to use, “The Barn’s” facilities.

Evergreen Memorial Park and its surrounding acreage serves many functions (Funeral Home, Cemetery, Crematory, Pet Cemetery, Wild Game Ranch and Event Center).



Photo by Mark Creery Photography



Photo by Kelli Kraynie EMPRA.

The grounds are open to the public, and the Renter may not be the only event held at Evergreen Memorial Park on the reserved date.

The Renter will be the only event in progress at The Barn during the reserved time block, however, other uses and events may and will continue as necessary on the surrounding acreage.

How to Reserve Your Date –

Payments / Reservation Deposits — The Barn @ Evergreen Memorial Park accepts cash, personal checks, Visa, MasterCard, and Discover as forms of payment. At the time of booking, a \$800.00 Security / Damage Deposit** is due. Once this deposit is received, a Rental Agreement will need to be signed within 24 hours and Rental Fees agreed upon. It is understood that the Renter is the responsible party for any damage(s) incurred to the facility, EMPRA's equipment or grounds arising from the event, whether or not it is more than the Damage Deposit. Payment in full must be made 150 days before the event date. Any late payments will be charged a 10% late fee. If the full payment is more than 30 days delinquent, the reservation will be cancelled and all monies paid will be forfeited. Checks should be made payable to Evergreen Memorial Park and Recreation Association (EMPRA), 26624 N. Turkey Creek Road, Evergreen, Colorado 80439. Credit card payments are accepted over the phone at 303-674-0556.



Photo by Elise Aline Photography

Cancellation Policy — The Renter may cancel the scheduled event in writing or by email 180 days prior to the event date and forfeit ½ of what was paid for the damage/security deposit. Cancellations less than 180 days, but more than 150 days will forfeit the full amount paid for the damage/security deposit, with any additional monies paid to be refunded. Cancellations less than 150 days, but more than 120 days will forfeit the full amount paid for the damage/security deposit and ½ of Rental Fee, with any additional monies paid to be refunded. Cancellations less than 120 days will forfeit all monies previously paid. Event reservation may not be transferred to another renter/party. No show events will forfeit rental fee and damage/security deposit. All refunds are processed within 30 days of cancellation. If EMPRA must cancel the scheduled event for any unforeseen reasons, EMPRA will refund all monies that have been paid to date within 30 days of cancellation.

The Barn, EMPRA, AND EMP reserve the right to make changes at any time regarding pricing, procedures and policies.

The Barn & Fields 2019 Rental Rates

Effective January 1, 2019

Set up and clean up need to be completed within the contracted time block.

Time Block Hours	8 Hours	10 Hours	12 Hours
Monday—Thursday	\$2800.00	\$3200.00	\$3600.00
Friday—Off Season	\$3500.00	\$3900.00	\$4300.00
Friday—Peak Season*	\$4100.00	\$4500.00	\$4900.00
Saturday—Off Season	\$4400.00	\$4800.00	\$5200.00
Saturday—Peak Season*	\$5100.00	\$5500.00	\$5900.00
Sunday—Off Season	\$3500.00	\$3900.00	\$4300.00
Sunday—Peak Season*	\$4100.00	\$4500.00	\$4900.00
Holidays**	Add \$600.00	Add \$600.00	Add \$600.00

* Peak Season May—October **Holidays include New Year's Eve, New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.

The Barn's Rental Rates include: Use of The Barn and a one-time setup of EMPRA's available tables and chairs, use of minimal kitchen facilities, trash supplies and usage of the fields for your ceremony if desired. Rates also include on-site Supervisory Staff, Security for the event and Parking Attendants.

The Barn's layout: The Barn can seat up to 200 on the 3 separate levels. The main floor holds up to 150 people ceremony style, less for reception style with reception tables, buffet, cake, and gift tables, DJ or band, and if there is room reserved for a dance area. The loft holds up to 50 people. The walkout lower level holds up to 50 people and has the minimal kitchen, prep area, and a large buffet counter. Sample floor plans are available. Floor plans will be finalized 20 days prior to event date.

Rehearsal Fee: The fee for a 90 minute rehearsal is \$150.00. There is no setup for rehearsals and no decorating is allowed during the rehearsal time. The rehearsals may not be booked more than 30 days in advance and is based on availability of The Barn and The Fields.

The Barn, EMPRA, AND EMP reserve the right to make changes at any time regarding pricing, procedures and policies.



Photo by Narra@ve Imagery

ADDITIONAL SERVICES AVAILABLE

Rehearsal Fee: (90 minutes)	\$150.00
<i>(No setup and no decorating is allowed during the rehearsal time. The rehearsal may not be booked more than 30 days in advance is based on availability of The Barn and The Fields.)</i>	
Video Screen Package	Starting at \$75.00 ***
<i>(TV Screens, Video Hookup / Streaming Hookup)</i>	
Early Arrival Fee:	\$200.00 / ½ hr *
<i>*(See Early Arrival description under Time Block information. This cannot be added to time block hours, day of event fee only. Cash payment due upon arrival.)</i>	
Fee for trash not removed from grounds by Renter	\$8.00 / bag (40lb max)
Special Field Preparation Fee:	\$120.00 / hr (1 hr min)
<i>(Special requests by Renter for specific grooming of grounds or special arrangement of field for event.)</i>	
Special Décor Modification Requests	\$100.00 / hr (1 hr min)
Additional Cleaning	\$100.00 / hr (1 hr min)
<i>(Cleaning not performed by Renter after event, day of event only charge)</i>	
Removal Fee for Outside Source Rental Equipment	\$250.00 minimum
Removal / Teardown Fee of EMP Equipment or Furnishings	\$250.00 + \$1.50 / item
***Taxable	

PLEASE READ THE RENTAL CONTRACT FOR A COMPLETE LISTING OF ALL RENTAL RELATED POLICIES REGARDING PRICING AND PROCEDURES FOR EVENTS.

The Barn, EMPRA, AND EMP reserve the right to make changes at any time regarding pricing, procedures and policies.

Time Blocks and Special Pricing are available for
Non-Wedding related
Non-Profit Events,
Celebrations of Life
Funeral and Memorial Services
Birthday Parties, Anniversary Celebrations
Sports / School Banquets, Fund Raisers
Eagle Scout Ceremonies, Etc.
Ask EMPRA's Staff for more information
303-674-0556

Example: A 10-hour time block might be:
1:00PM Arrive, setup & decorate
4:00PM Ceremony Starts
5:00PM Bar & Buffet Open
9:15PM Bar Closes
10:00PM Guests Depart
11:00PM Building clean and vacated

Photo by Dustin Sheffield Photography

Important Things to Know about The Barn at Evergreen Memorial Park—

- ◇ No Time Block may start before 9:00AM.
- ◇ EMPRA requires that ALL events end by 10:00PM and the building cleaned and empty no later than 11:00PM.
- ◇ EMPRA's Staff will have complete control over the volume of any music or noise-making device.
- ◇ Smoking of any kind (including but not limited to cigarettes, cigars, pipes, vaping, or any other types of smoking or smoking devices) is not permitted within The Barn or within a 15ft perimeter surrounding The Barn. Smoking is only allowed in "Designated Areas".

Items NOT PERMITTED in The Barn or on EMP Grounds –

- ◇ NO candles. Ask EMPRA Staff for suggestions and ideas.
- ◇ NO glitter, table glitter or confetti, or anything like it may be used.
- ◇ Only existing wall plugs may be used. No rewiring for any reason.
- ◇ No cardboard chafing dishes, oil lamps, Chinese floating lanterns, fog, fireworks, or bubble machines are permitted in The Barn or on EMP grounds.
- ◇ No helium balloons may be used as decorations inside The Barn facility.
- ◇ No fish or insects may be brought to or released into the Park.
- ◇ Consumption of marijuana in any form is PROHIBITED at The Barn or on EMP grounds.
- ◇ NO illegal activities (state or federal law) are allowed at The Barn or on EMP grounds.

Items permitted in The Barn or on the premises following specific guidelines –

- ◆ Only birdseed and real flower petals (not silk) may be thrown outside of the building (no rice). Renter must sweep off or gather remaining petals from sidewalks, walkways and ceremony areas. Failure to do so will result in a Cleaning Fee of \$100.00/hr to be deducted from the Damage Deposit.
- ◆ Barbecue grills and gas-cooking devices may only be used on the dirt areas outside the facility, and then only in the predesignated grilling areas.
- ◆ Due to high fire danger and/or local Fire Bans, the use of any outdoor fire producing materials is prohibited except with prior approval from both EMPRA and the local Fire Department.
- ◆ Sparklers are ONLY permitted when preapproved by EMPRA and the local Fire Department.

PLEASE READ THE RENTAL CONTRACT FOR ADDITIONAL INFORMATION FOR EVENTS.

The Barn, EMPRA, AND EMP reserve the right to make changes at any time regarding pricing, procedures and policies.

RENTER AGREES AND UNDERSTANDS THAT THE TIME BLOCK HOURS STIPULATED IN THE CONTRACT WILL BE STRICTLY ADHERED TO.

IT IS THE RENTER'S RESPONSIBILITY THAT ALL ATTENDEES ARE AWARE OF EMPRA'S POLICIES.

USE OF THE BARN & THE FIELDS, TIME BLOCK HOURS & RENTALS

Included in Rental – Rental includes use of The Barn venue, use of EMPRA's tables and chairs, and a ceremony in the Fields if desired, and EMPRA Staff Supervision during contracted Time Block.

EMPRA Staff will arrange the initial setup of EMPRA's tables and/or chairs for (1) of the following: The Fields or The Barn for the ceremony, or for the reception in The Barn, before the Renter's preparation time. Any furniture rearrangement required after the original setup is the Renter's responsibility. If Renter is providing rental chairs for the ceremony, it is the Renter's responsibility to set up the ceremony area.

Renter's Responsibility – It is the Renter's responsibility to inform all caterers, DJ's, musicians, florists, contractors, guests and family members of the specific times and nature of the rental agreement, and of all loading/unloading and parking areas. Renter is responsible that all event participants observe all aspects of this agreement and all EMP & RMPRA Policies.

Renter is the responsible party for any damage to the facility or grounds arising from the event, whether or not in excess of the damage deposit.

It is Renter's responsibility that ALL attendees abide by EMPRA's Alcohol Policies.

Time Block – Time Block includes any setup and cleanup within rented time. Renter's, contractors, vendors and all their equipment must be completely out of the facility by the end of the contracted Time Block. No early arrival's are permitted.

To be in compliance with Jefferson County Event Permit & State of Colorado Noise Ordinance, EMPRA's Staff will have complete control over the volume of any music or noise-making devices. At 10:00PM all events must end and all music or other noise making devices must stop.

Outside Source Rentals – You are welcome to rent chairs, tables, tents, or any other equipment from an outside source. Renter is advised that EMPRA will not be responsible for any items brought by individuals or rental companies nor will EMPRA Staff sign for deliveries. It is the Renter's responsibility to receive, setup, move, tear down, and load all rentals as received for pickup. A Rental Removal Fee will be assessed on any items left at The Barn after the event.

Exit Time – All events must end by 10:00PM, cleanup and out of building by 11:00PM. **Renter must check out of building with EMPRA Staff before leaving the property at the end of the event.**

The Renter understands that the final decision regarding the Damage Deposit and cleanup is done by the EMPRA Management, not the EMPRA Staff. EMPRA Staff document all events and report back to the EMPRA Management.

SETUP / CLEANUP, SPECIAL REQUESTS, & DÉCOR

Table & Chair Placement – Basic floor setup is included in the Rental Rate. An approved floor plan will be finalized by EMPRA Staff 20 days before event and EMPRA Staff will provide minimal initial setup per the approved Floor Plan before the time block begins. Any moving or adding of furniture, chairs, tables, etc. from the original setup is the Renter's responsibility. Lift all tables to move, do not pull across the wood floor. Any EMPRA's tables or chairs placed outside or on decks must be brought inside after event.

Décor – Interior & Exterior Décor – All décor items currently in The Barn are secured and may not be removed. You may add pre-approved items you would like for the décor. Outside décor must be weighted/secured to prevent fly-away. Please contact EMPRA Staff if you are unsure what is acceptable and what is not.

Special Requests – Any special requests that extend beyond provisions of this contract need to be presented to EMPRA Management for approval in advance of the event, preferably at the time of contract signing. If additional requests need to be made after the contract is signed, those requests must be presented to the EMPRA Management in writing, no less than 24 hours prior to the scheduled event itself. All last-minute requests must be presented to EMPRA Management for approval. A fee of \$100.00/hr will be assessed for requested Special Décor modifications.

Early Arrival Fee – If anyone from the wedding, including any vendors or rentals, arrives prior to the contracted rental time block and wishes to have access to The Barn and/or Fields, the Renter will be contacted for approval. If approved, and the Barn and/or Fields are available, a cash payment of \$200/ ½ hr minimum will be required at the time access is requested, otherwise early access will be denied.

Cleaning & Exiting Policy's for the Barn & Fields – Renter is required to leave the premises (The Barn and/or The Field's) clean and ready for the next event. This includes but is not limited to:

- | | |
|---|--|
| ◆ Tables wiped free of debris | ◆ All Rental Equipment placed outside The Barn |
| ◆ Chairs wiped free of debris | ◆ Floors swept and spot mopped |
| ◆ Taking down of all tables and chairs | ◆ Kitchen & bar area floors swept and mopped |
| ◆ All trash removed inside and outside The Barn | ◆ Restroom area floors swept and mopped |

Additional cleanup after the event that is deemed necessary by EMPRA Staff or Management will be assessed a fee of \$100.00/hr minimum. If wedding party does not take down EMP tables and chairs, a Tear Down Fee of \$250.00 plus \$1.50 per chair/table will be assessed.

All trash is to be removed from the building and grounds at the end of the event. Any trash left behind by Renter will be charged \$8.00/bag.



Photo by Elise Aline Photography

ALCOHOL POLICY

It is Renter's responsibility that ALL attendees abide by EMPRA's Alcohol Policies.

Alcohol Availability & Consumption During Any Event—

- ⇒ Maximum time alcohol service may be available at any event—
 - * 4 hour maximum for 6–8 hour time blocks
 - * 6 hour maximum for 10–12 hour time blocks
- ⇒ Special arrangements must be made with EMPRA and the insured bartending service if Renter desires alcohol to be available to wedding party prior to event and Bar Open time.
- ⇒ Failure to abide by EMPRA's Alcohol Policies may result in the Event being immediately terminated by EMPRA's Staff, forfeiture of Damage Deposit, and offender's being asked to leave EMP grounds or escorted off EMP grounds by Jefferson County Sheriff's Department.
- ⇒ A Renter-hosted bar may be provided to your guests. No cash bars are allowed.
- ⇒ A pre-approved, insured bartending service must dispense **ALL** alcoholic beverages. **ALL** alcohol (bottled and/or poured), kegs and toasts, must be under the supervision of an insured bartending service at all times or locked in EMPRA designated storage. It is the Renter's responsibility to procure a bartending service for the event and to submit the name of the bartending company and a copy of the bartending company's Liquor Liability Insurance to EMPRA at least 90 days prior to the event date. If liquor liability is not received, no alcohol will be allowed at the event.
- ⇒ No alcohol may be brought on to EMP grounds that is not dispensed by the contracted insured bartending service during event time block, including during set-up and open bar time. **Self-service of alcohol is NOT allowed at any time.**
- ⇒ No shots are allowed at any time.
- ⇒ Kegs are only allowed downstairs and must be enclosed in leak proof containers with can liners.
- ⇒ Open bar may not start until after ceremony ends.
- ⇒ Alcohol service must be shut down 45 minutes before the end of event prior to event cleanup time or no later than 9:15PM. No exceptions. EMPRA reserves the right to change the alcohol service availability times.
- ⇒ Renter understands that it is the Renter's responsibility to assure that the dispensing of all alcoholic beverages is in compliance with Colorado State Liquor Laws. No alcoholic beverages may be removed from the grounds during the Event.
- ⇒ The serving to and/or the consumption of alcohol by persons under 21 years of age is not permitted.
- ⇒ Drunkenness will not be tolerated, violators will be asked to leave the property.



Photo by Julia Renae Photography



Photo by Rodney Adams



Photo by Dawn Sparks Photography



Photo by Elise Aline Photography



Photo by Dawn Sparks Photography



Photo by Daylene Wilson Photographic



Photo by Callie Riesling Photography



Photo by Daylene Wilson Photographic