



MONTROSE PAVILION

E V E N T C E N T E R

Montrose Pavilion Auditorium Pricing and Guidelines 2021



Montrose Pavilion Event Center
1800 Pavilion Drive, Montrose, CO 81401
Phone: (970) 249-7015 Fax: (970) 249-6967
www.montrosepavilion.org



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Rental Requirements

To confirm a reservation, the following items must be on file:

1. Signed Use Agreement
2. Signed Estimate
3. Event Contact Information Sheet
4. Deposit
5. General Liability Insurance*

*At least two weeks prior to the event, a certificate of General Liability Insurance must be submitted to the Pavilion. Failure to do so will result in the cancellation of the event.

Insurance limits are as follows:

1. General Aggregate (\$1,000,000)
2. Each Occurrence (\$250,000)
3. City of Montrose Listed as Certificate Holder

The Pavilion can also obtain a quote for insurance through the city's insurance provider. Please contact the Pavilion Manager for further details regarding this process. (970) 252-4880

Event Policies

1. All event activities and schedules must be approved by Pavilion Staff one month prior to event.
2. A tech rider must be submitted to Pavilion Techs one month prior to show to ensure adequate equipment and supplies are on hand for event.
3. During the event, if staff witnesses guests bringing in outside liquor, the manager on duty will contact user to establish prevention plan. If this instance occurs second time, the event will be cancelled and all guests will be asked to exit the premises.
4. All outside vendors must provide own equipment and must load in and out within the 8 hour block rented by user, or a fee of \$60.00 per hour will be billed.
5. A valid City of Montrose Sales Tax license must be on file and must be accounted for with the city Finance Department.



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Room Rental Policies

1. Auditorium room rental fee includes one sound/lighting technician and all equipment in the Auditorium.
2. Room rental is for 8 hour blocks; any additional time is billed at \$60.00 per hour and event must be ended by midnight.
3. Pavilion Staff sets lighting and sound based on tech rider. All changes are subject to approval by tech staff.
4. Any additional equipment required is at the cost of user.
5. Room rental includes use of two large dressing rooms. Green Room usage is at discretion of Pavilion Manager.
6. Rental of the Auditorium allows for use of the space in front of Auditorium entrance, remaining use of Lobby space must be approved by Pavilion Staff.

Room Rental Fees

There are two rate schedules offered by the Pavilion: Resident of Montrose or Non-Resident of Montrose. To qualify for the resident fee, a Montrose mailing address must be provided on the use agreement and insurance.

Room	<u>Resident Rate</u>	<u>Non-Resident Rate</u>
Auditorium	\$429.00	\$660.00
Ballroom	\$403.00	\$620.00
Ballroom w/ Full Conference	\$698.75	\$1,075.00
Commons	\$156.00	\$240.00
Courtyard	\$162.50	\$250.00
Center Room	\$162.50	\$250.00
Founder's Room	\$143.00	\$220.00
Full Conference	\$529.75	\$815.00
Lobby	\$162.50	\$250.00
North Room	\$243.75	\$375.00
North to Center Room	\$406.25	\$625.00
South Room	\$162.50	\$250.00
South to Center	\$341.25	\$525.00

Equipment Rental Fees



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Additional equipment must be reserved at least one month in advance. Pavilion Staff will set up requested equipment during scheduled setup time. It is recommended that slide show presentations are tested at least a week prior to the event to ensure compatibility; this time can be scheduled with Pavilion Staff.

Furniture

Grand Piano
Marley Dance Floor
Pitt Removal
Upright Piano

Fee

Pricing TBD on tech rider
\$200.00
\$250.00
\$75.00

Alcohol Service

The Pavilion will exclusively provide all bartenders and alcohol for events upon request. Absolutely no alcohol will be brought on premises or served by another means.

To have a bar at an event, the bartender's hourly wage is billed at \$12.65 per hour with a minimum of two hours for setup. One bartender is recommended per 100 people to ensure a high quality of service is upheld.

Please note that 18% gratuity is billed for all requested host bars and any special order requests must be placed two weeks prior to the event.

Ticket Service

The Pavilion is a prime ticket outlet and one that patrons are used to utilizing. To sell tickets, the Pavilion requires the user to print them and deliver to Pavilion. Pavilion Staff will sell them during normal box office hours, Monday- Friday 10:00 a.m.- 1:00 p.m.

A processing fee of 4% is billed for all tickets sold to account for processing fees. Post event, a check will be sent to user less the 4% within 10-14 business days.

The Pavilion does not refund or re-sell tickets once they are sold.

Catering Policies



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All food brought into the Pavilion must come from a licensed caterer. It is the responsibility of the caterer to setup all food service settings and to provide non-alcoholic beverage service. This includes but is not limited to setting all guest tables with service ware, folding napkins and providing service staff.

The Pavilion charges a per person catering charge directly to the caterer for conducting business in our facility. This fee is billed based on the final count and will show up on a quote from the caterer as a Pavilion Service Charge.

Catering Fees*

1. Drop Off Service (\$0.50 per person)

Caterer does not have access to Pavilion Kitchens and drops off food to meeting room or designated space.

2. Buffet Service (\$1.50 per person)

Caterer may use Pavilion Kitchens and must provide either disposable goods for service or their own equipment. If user wants linens, they are \$5.00 each or \$0.50 per cloth napkin. Linen orders are required one week prior to event.

3. Full Service (\$2.50 per person)

Caterer may use Pavilion Kitchens and has access to all Pavilion glasses, silverware, plates, etc. Linens and cloth napkins are included. Linen orders are required one week prior to event.

*Type of service is contracted with caterer.

Catering List

The following caterers are approved to cater at the Pavilion. If there is a restaurant or caterer you would like that is not listed below, please contact Pavilion Manager with their information to ensure they meet Pavilion Requirements.

Camp Robber	(970) 240-1590
Daily Bread Cafe	(970) 249-8444
Fiesta Guadalajara	(970) 249-2460
Heidi's Brooklyn Deli	(970) 240-2044
Hog Rock Bar-B-Que	(970) 249-5420
Mountain Rose Catering	(970) 901-2525
Pine Cone Catering Company	(970) 249-9767
The Stone House	(970) 240-8899
True Grit Café	(970) 626-5739

Clean Up Requirements



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1. Clean up at the Pavilion is very simple: remove all items that you brought into the building. **This includes all décor, props, equipment, etc.**
2. All clean up should be completed within the 8 hour block of your reservation, otherwise an hourly fee of \$60.00 per hour will be billed.
3. Any leftover items that you wish to be discarded can be thrown in the dumpsters north of the building or arranged with a member of the Pavilion Staff.
4. Items forgotten must be picked up within 48 hours of the event or they will be disposed of.
5. The user will be notified of any damages to the building resulting from their event within 48 hours of event end time.

Event Advertising

When you schedule your Auditorium event here at the Pavilion, we will gladly advertise your event on our marquee and on our website. Please provide us with your preferred message and event information at least two weeks prior to your event.