

NORTHERN COLORADO ARTIST COMMUNITY (NOCOAC) PUBLIC SPACE RESERVATION FEES

NOCOAC has space, perfect for various functions, such as art shows, corporate & networking meetings, club activities, yoga classes or other shindigs. It is a large industrial space, open and versatile and is able to be used for messy events like art classes. There is a smaller adjacent space, ideal as an reception area for your event. (This space is not a messy zone.)

NOCOAC Space Guidelines:

*Alcohol can not be served at any function, at this location. *The loft is off limits and not available for events. *Drop Cloths are to be used for messy events, i.e. art classes, birthday parties. *Children must be supervised while out in the parking lot.

LARGE INDUSTRIAL SPACE

ROOM SIZE: 1,200 square feet, carpeted

HANDICAPPED accessible

AMPLE PARKING

REST ROOM

TIME AVAILABLE: 7am - 9pm

AMENITIES:

- 20 folding chairs
- Four, 6' folding tables, One, oval 4' table
- Microwave, coffee maker
- Utility sink for art cleanup / 3 drop cloths
- 128 sq ft (32'x4') peg boards & pegs for hanging
- 55' TV and Chromebook

○ Allowed to bring in additional equipment needed for event and is responsible for set up and removal

MANDATORY INSURANCE REQUIRED IF YOU ARE NOT NOCOAC MEMBER (NOCOAC members are covered)

A Vendor Liability Policy is needed to use this space for events which bring in equipment, artwork, and/or where damage to the property could occur.

We would need a certificate of liability (COL), which is a document issued by an insurance company to give evidence of a vendor's insurance coverage.

FEE FOR INDUSTRIAL SPACE

- 1-2 hours = \$50
- 2-4 hours = \$100
- Full day = \$150

○ NOCOAC Member

- 1-2 hours = \$40
- 2-4 hours = \$75
- Full day = \$110

*** For Nonprofits = is 1/2 the FEE
(as a nonmember or member)**

FEE FOR REOCCURRING PROGRAM

(i.e. weekly classes, monthly networking group)

*Considered individually and fee will be based on a sliding scale

*Fill out Registration form with intended use & duration needed (3,6,9, or 12 months)

CANCELLATION POLICY

- 24 hours notice needed for full refund
- Less than 24 hour notice half the reservation fee is refunded

○ Emergency cancellations will be considered by the board regarding refund

SET UP & TEAR DOWN

- SET UP = Space set up is the responsibility of person or group using the space
 - Folding chairs and folding tables will be available if specified
 - AV equipment will be available if specified
 - Pegs will be available if specified
 - Drop cloths will be available if specified
- TEAR DOWN = set up can remain in place
 - Tables, counters, microwave, coffee maker left clean at end of reserved time
 - Pegs left in peg boards
 - Remove personal items

REFUNDABLE CLEAN-UP AND DAMAGE DEPOSIT

- Deposit is equal to the space/time fee
- Amount will be refunded within seven business day after the event if space is clean and without damage

ENTRY INTO FACILITY

Code will be given for the door

EMERGENCY EXIT: Back door in Industrial Space—always locked but can be pushed open from inside - will lock once closed

Facility address: 3121 Kintzley Ct. Unit A, Laporte, CO 80535

**Your reservation will
be confirmed within
48 hours upon
receiving your
application.**

NOCOAC PUBLIC SPACE RESERVATION & AGREEMENT

Facility address: 3121 Kintzley Ct. Unit A, Laporte, CO 80535

CONTACT NAME _____

BUSINESS _____

EMAIL _____ PHONE _____

DATE for SPACE _____ TIME for SPACE _____ LENGTH of TIME _____

REOCCURRING PROGRAM DESCRIPTION _____

PAYMENT: cash _____ credit _____ check (payable to NOCOAC) _____

FEE FOR INDUSTRIAL SPACE

- 1-2 hours = \$50
- 2-4 hours = \$100
- Full day = \$150

○ NOCOAC Member

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FEE REOCCURRING PROGRAM

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*Considered individually and fee will be based on a sliding scale

*Fill out Registration form with intended use & duration needed (3,6,9, or 12 months)

SET UP & TEAR DOWN

SET UP = Space set up is the responsibility of person or group using the space

- All items requested will be available for set up

TEAR DOWN = set up can remain in place

○ Tables, counters, microwave, coffee maker left clean at end of reserved time

- Pegs left in peg boards
- Remove personal items

EQUIPMENT NEEDED: No extra charge for equipment needed

- TV _____
- Folding tables, # of _____
- Café table and stools _____
- Chromebook _____
- Chairs, # of _____
- Pegs _____
- Drop Cloths _____

REFUNDABLE CLEAN-UP AND DAMAGE DEPOSIT:

Amount equal to space/time fee _\$ _____

Refunded ☐ Not Refunded ☐

LIABILITY INSURANCE CERTIFICATE(COL)

Needed

☐

Not Needed

☐

NOCOAC Space Guidelines:

- Follow Set up and Tear down procedures
- Children must be supervised while out in the parking lot
- The loft is off limits and not available for events
- Drop Cloths are to be used for messy events, i.e. art classes, birthday parties
- Alcohol can not be served at any function, at this location

Your reservation will be confirmed within 48 hours upon receiving your application.

EMERGENCY EXIT: Back door in Industrial Space—always locked but can be pushed open from inside - will lock once closed

DOOR CODE: _____ Will be given once application accepted. Only activated for time indicated.

Signature _____ Date _____

NOCOAC Representative _____ Date _____