

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. *Children must be supervised while out in the parking lot.

LARGE INDUSTRIAL SPACE/SALON SPACE

ROOM SIZE: 1,200 square feet, & 250 sqft., carpeted

HANDICAPPED accessible

AMPLE PARKING

REST ROOM

TIME AVAILABLE: flexible (start and close times)

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, HDMI cable for laptop hook up

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

CANCELLATION POLICY

- 24 hours notice needed for full refund
- Less than 24 hour notice, half reservation fee is refunded
- Emergency cancellations will be considered by the board regarding refund

FEE FOR INDUSTRIAL/SALON SPACES

- Half day, 1-4 hours = \$50
- Full day, 9 hours = \$100

NOCOAC Member

- Half day, 1-4 hours = \$40
- Full day, 4-8 hours = \$75

*** 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)

MISCELLANEOUS INFORMATION

- **2 Swamp cooling fans for use in summer**
- **Large Format art exhibit space available—
INQUIRE AT GALLERY**

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 or NOCOAC member will let you in/lock up.

EMERGENCY EXIT: Back door in Industrial Space—always locked but can be pushed open from inside - must turn knob to lock

**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) _____

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FEE 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)

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

- Folding tables, # of _____
- Pegs _____
- Oval table _____
- TV _____
- Chairs, # of _____
- Drop Cloths _____

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

REFUNDABLE CLEAN-UP AND DAMAGE DEPOSIT—SEPARATE CHECK, if possible, so we can just hold and return.

Amount equal to space/time fee _\$ _____

Refunded Not Refunded

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

EMERGENCY EXIT: Back door in Industrial Space—always locked but can be pushed open from inside - must turn knob to lock

DOOR CODE: _____ Will be given once application accepted or NOCOAC member will let you in/lock up. Only activated for time indicated.

Signature _____ Date _____

NOCOAC Representative _____ Date _____