

# Riverwalk Clubhouse

## Private Event Guide

2751 W. Riverwalk Circle, Littleton, CO 80123

Phone: 303-798-9414

Fax: 303-347-1413

E-mail: riverwalk1@estreet.com

*The Riverwalk Clubhouse is a spacious and bright facility that is an ideal place for birthdays, weddings, receptions, reunions, anniversaries, memorials, baby showers, graduations, business meetings, proms and more. Parking is conveniently located just outside the Clubhouse and around the inside circle of the community. Our neighborhood is quiet and well-maintained with easy access to anywhere in the Denver Metro area via Santa Fe Drive and C-470. As soon as you contact us, you'll find the staff ready to assist you in making your event a memorable one!*

**CAPACITIES:** The Riverwalk Clubhouse can hold up to 175 guests and has enough seating inventory available to accommodate approximately 150-160 guests. Areas available to rent include the Main Hall with a fully functional bar and TV/lounge area attached, a Ballroom and a Multi-Purpose Room. There is also a caterer's kitchen available and a billiards area, which requires an additional deposit to use. Rental of the Main Hall will usually entitle you to use the Ballroom and Multi-Purpose Room at no additional cost if the rooms are available at the time the contract is signed. This detail must be noted in the written contract; otherwise, the Ballroom and Multi-Purpose Room will be deemed available to others and may be rented separately for the same time period.

**RENTAL AGREEMENT:** A Rental Agreement in proper form must be completed and signed by the person responsible for the event. Signing the Rental Agreement shall be deemed acceptance of the terms and conditions of the Rental Agreement and of the rules and regulations contained in the Private Event Guide.

### **RESERVATIONS, DEPOSITS, CANCELLATIONS AND REFUNDS:**

#### **Reservations:**

Main Hall reservations may be made up to eighteen months in advance of the event date. The Ballroom and Multi-Purpose Room may only be reserved up to 60 days in advance to the event. Other restrictions may apply. No reservations will be accepted without a deposit to hold the date and time.

#### **Deposits:**

The deposit will hold the reservation until 30 days prior to the event date. Deposits are not applied toward the rental fee. **Deposits will be returned within 30 days, less any cleaning charges, additional time at facility, damages to interior, exterior or grounds of facility. If cleaning charges, damages or additional time at venue (including contracted vendors) exceed the deposit amount, the remainder will be billed directly to responsible party and due within 30 days of invoice date.** \_\_\_\_\_ (Initial)

**Cancellations and Refunds:** Cancellations may be made by the party who made the reservation by giving written notice to the Clubhouse Manager. The notice may be delivered in person, regular mail, fax or e-mail and is effective on the date of receipt. If the notice of cancellation is received at least 60 days prior to the event, 100% of the deposit and any other amounts paid with the deposit will be refunded. If notice is received between 30 and 59 days prior to the event, 50% of the deposit and any other amounts paid with the deposit will be refunded. No refunds will be made for cancellations received less than 30 days prior to the event. The Riverwalk Master Association retains the right to cancel and terminate any contract (1) for cause, including: any default by the renter in any of its obligations to the Master Association which, after reasonable notice to the rental is not cured to the satisfaction of the Clubhouse Manager at least ten days prior to the scheduled event; or (2) due to any condition that in the judgment of the Clubhouse Manager makes or may make the Clubhouse unsafe or unfit for the intended event, or would subject any persons to an unreasonable risk of personal injury

or would subject the Clubhouse or any other property to an unreasonable risk of damage. Such conditions may include but are not limited to fires, floods, windstorms or other damage from the elements, acts of God, strikes, riots, acts of war or of terror, actions or inactions of government authority or litigation.

***ALCOHOL:*** If more than a champagne toast is served, a designated bartender must be present and in charge of dispensing all alcoholic beverages. For parties with 50 or more guests, a professional (or commercial) bartender is required and the bartender must provide a Certificate of Insurance specifying Alcohol Liability. \_\_\_\_\_ (Initial)

The Riverwalk Clubhouse is not a licensed premise and cannot accommodate cash bars. Any admission or other charge, if any, paid by attendees/guests as a condition of entry and participation at the event must be uniform to all without regard to whether or not an attendee/guest consumes alcohol. It is the responsibility of the host/renter to obtain any necessary licenses, permits and insurance no later than thirty days prior to the event. It is the responsibility of the host/renter to assure that the dispensing of alcoholic beverages is in compliance with all applicable laws and regulations. No alcoholic beverages shall be served on these premises to individuals less than 21 years of age. **Alcoholic beverages shall be served and consumed only inside the Clubhouse building and on the patio, not in the front entryway or the parking area. The bar must close 30 minutes prior to the scheduled ending time of your event. Kegs and “slides” and drinking games of any kind are not permitted in the Clubhouse or surrounding property.**

***CATERERS AND SERVICE VENDORS:*** The Riverwalk Clubhouse is not responsible for the performance of caterers and vendors of services you hire for your event. The Clubhouse can provide you with a list of caterers, but does not enter into arrangements with the caterers. The terms of agreement and the fulfillment of services stated in such agreements are a matter of private contract between you and the vendor. Caterers are expected to bag all trash and leave it in the room behind the kitchen at the close of your event. It is your responsibility to inform your caterer of scheduled arrival and departure times. Caterers must show a license to operate a food service establishment and proof of insurance against liability, product liability and workers compensation insurance 30 days prior to the event. You must clarify and understand your contract with the caterer, so that all serving, room set-up and clean-up issues are covered. Failure to comply may result in the forfeiture in whole or in part of your deposit. Other fees may also be charged.

***Food Service:*** No food shall be cooked or prepared in the Clubhouse kitchen. No grills or open flames permitted on premises. Food may be warmed, cooled, arranged and served from the Clubhouse kitchen and behind the bar or in the uncarpeted hallway outside the dining room. Chocolate fountains must be supervised at all times while in use. Coolers must remain on non-carpeted areas or protected with a tarp underneath at all times.

***Deliveries:*** Time and dates are to be arranged in advance with the Clubhouse Staff. Deliveries and pickups by caterers, florists, bakers, rental companies, etc. must occur during regular Clubhouse office hours, through the west entrance. Rental and personal items are to be stored in assigned places and must be removed from the Clubhouse by noon on the first business day following the event. Failure to do so may result in an additional fee. Please note the Clubhouse is not responsible for items left on premises before or after your event.

***Rental Schedule:*** Your Rental Agreement will indicate both the time of access to the building and your expected time of departure. **Should you, your volunteers or catering company arrive prior to the arranged time or vacate after the time indicated on the Rental Agreement, the additional time will be deducted from your deposit or billed directly to you if in excess of deposit at the hourly rate noted on Rental Agreement.** \_\_\_\_\_ (Initial)

***MUSIC AND DANCING:*** Amplification is to be used indoors only, well away from doorways. Sound level must remain acceptable for a residential neighborhood and be approved by the Clubhouse Staff. Amplification cannot exceed a decibel level of 95 at the source. Please inform your musicians of our sound limits. Please protect floor from damage from musical equipment. **The Clubhouse Staff reserves the right to require that the doors be kept closed and/or that the volume be turned down. Music must be terminated 30 minutes prior to guest departure.** Available audio equipment includes: radio, CD and wireless microphone. It is the responsibility of the host/renter to ensure that the user knows how to operate the in-house audio equipment.

**CHILDREN:** It is imperative that children be supervised at all times. Children under 12 must be accompanied by an adult at all times. \_\_\_\_\_ (Initial)

The Multi-Purpose Room is a great place to supervise young children and can be used at no additional cost as long as it is not being used at that time for another purpose.

**FURNITURE:** The glass foyer table, credenza, large screen television and billiards tables are not to be moved. If the glass foyer table is to be used, the host must first cover it with a protective cloth. The furniture that is permitted to be moved is expected to be returned to its original position at the close of your event.

**YOUR REPRESENTATIVE:** Your event will run more smoothly if you appoint a responsible liaison who assists our staff with communication and details during your event as well as to remind vendors of departure and arrival times and to ensure that all agreed upon tasks have been completed prior to leaving. Please notify the Clubhouse Staff of the name of your “go-to” representative.

**PERSONAL ROAD SIGNS:** Signs or decorations that direct guests to the Clubhouse may be used, but shall not be attached to road signs and must be removed promptly at the end of the event.

**TRESPASSING:** Please ensure that your guests, including children, do not trespass onto neighboring homeowner properties. This also includes the courtyard area on the south side of the building.

**DECORATIONS:** Decorations may be taped but staples and nails cannot be used. Rice, birdseed, confetti, glitter, luminaries, fireworks, and other difficult to clean materials cannot be used. Bubbles are not permitted within the Clubhouse. All balloons must be weighted down. Candles must be flameless. No open flames are permitted.

**SMOKING:** Smoking is prohibited inside the Clubhouse. Smoking may occur on the back patio, but not in the front entryway. Please ensure your guests use the smoking receptacles provided on the back patio. The cost to pick up cigarette butts or other smoking materials will be deducted from your deposit.

**DISCRIMINATION:** Riverwalk Clubhouse does not discriminate on the basis of race, creed, color, national origin, gender, religion, age or disability in the provision of services.

**INDEMNIFICATION:** A renter or responsible party shall, by signing the Rental Agreement, agree to indemnify and save harmless the Riverwalk Master Association from and against any and all losses and claims arising out of or resulting from the use and occupancy of the Riverwalk Clubhouse, related properties and facilities. In addition, the renter or responsible party shall be responsible for any property of the Riverwalk Clubhouse that may be damaged or stolen.

**I agree to the terms and conditions contained herein.**

\_\_\_\_\_  
Renter or other Responsible Party

\_\_\_\_\_  
Date