





WESTMINSTER

Parks, Recreation and Libraries Rules and Regulations

From: Bill Walenczak, Director of Parks, Recreation and Libraries

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Subject: Westminster Promenade Terrace Rental Policies and Procedures

RESERVATIONS:

- All reservations will be made through the City of Westminster Parks, Recreation and Libraries Department, 4800 West 92nd Avenue, (303) 430-2400, Extension 2192.
- Reservations are taken from 8:00 a.m. to 4:30 p.m., Monday through Friday.
- Reservations for Westminster residents, recognized Westminster-based non-profit groups, and the Westin Westminster will be accepted one year in advance. Reservations are done on a year-to-date basis. If the desired date falls on a weekend, reservations will be taken on the Friday before. Requests for special reservations in advance of one year shall be made to the Manager of Recreation Programs or the Manager of Park Services.
- All other reservations will be accepted nine months in advance.
- Reservations are for the Promenade Terrace stage area, lawn area and the reflection pool. Reservations do not include the public walkways associated with the Promenade Terrace or any other areas of the Westminster Promenade, the Westminster Westin or parking lots.
- No reservation permit shall be issued except on satisfactory assurance that the use of the facility will be under the direct supervision of an adult 21 years or older.
- The area must be entirely vacated by the contracted ending time of the rental. This includes all guests, caterers, equipment, etc. Late charges will be assessed at the appropriate hourly rate.
- All rentals must be completed and area cleaned and vacated by sunset.

CITY PROGRAMS

City of Westminster-sponsored activities and programs may reserve the facility more than a year in advance.

CONDUCT

Individuals making the reservation are responsible for the conduct of their group and adherence to rental policies and procedures. The damage deposit may be withheld if damages and/or repairs to the park are needed.

CLEAN UP

The person or group reserving the Promenade Terrace is responsible for the general clean up of the Promenade Terrace by the expiration of their rental permit. A clean up fee will be withheld from the damage deposit for excessive trash.

CAPACITY

The maximum number of people the Promenade Terrace can accommodate is 500.

RENTAL FEES

Westminster residents/Westminster non-profits/Westin Westminster customers * :
\$200/hour

All Others:
\$300/hour

- * The Westin Westminster agrees to not charge their customers more than the resident fee (as established by the Westminster City Council) for the rental of the Promenade Terrace. Note that it is understood that the Westin Westminster will charge for other services rendered by them that may be needed by their customer to support the rental, i.e., catering, beverages, equipment.

DEPOSITS AND REFUNDS

- A \$300 deposit must be paid in full at the time of the reservation. This will serve as the reservation and damage deposit. The reservation deposit is non-refundable if the reservation is cancelled three (3) months or less prior to the event. If the reservation is cancelled more than three (3) months and less than six (6) months prior to the event, \$100 will be refunded. If the reservation is cancelled more than six (6) months prior to the event, \$200 will be refunded. No other refunds will be given.
- Balance of fees due for entire rental must be paid in full 30 days prior to rental date.
- Reservation/damage deposit will be refunded within 30 days after the rental date provided that the renter has met all obligations of the rental agreement.
- Any damage caused by renter to turf and planted areas, irrigation systems, electrical systems, or pathways will result in monies being withheld from damage deposits. The renter will be invoiced for any damages that exceed the \$300 damage deposit.

ALCOHOL

- Alcohol permit may be obtained subject to the approval of the Director of Parks, Recreation and Libraries or his designee.
- Permits shall be for 3.2 beer (cans only) and/or wine only.
- No glass bottles allowed (including champagne, wine or beer bottles).
- Alcohol permits will not be issued for those events honoring guests under 21 years of age.
- All participants at an event with an alcohol permit must be at least 21 years of age or accompanied by a parent or guardian.
- There is a four- (4) hour limit on alcohol permits.

- If alcohol is being served, it is required that an off-duty Westminster Police officer be present at the site. It will be the responsibility of the renter to contract and schedule with the City of Westminster for an off-duty officer to be present at any rental involving alcohol. Current charge for a police officer is \$40 per hour and is subject to change. Note that the Westminster Westin will provide their security staff to monitor any alcohol use by their customers at the Promenade Terrace and will not be required to contract with the City for police coverage. The Hotel agrees to hold the City harmless from any liability resulting from any alcohol-related incident involving a Westin Hotel rental group.
- Alcohol cannot be sold unless a special license is obtained from the City's Special Permits and License Board. These special licenses are only available to non-profit organizations.

TENTS

- Tents greater than 200 square feet must have approval of the Parks, Recreation and Libraries Department and the Fire Department for placement and safety.
- The City of Westminster reserves the right to designate tent vendors that may be contracted out by renters for use at the Promenade Terrace.
- Charges will be assessed for damage to underground irrigation systems or electrical components caused by the erection of any tents.

AMPLIFIED SOUND

Use of amplified music or live bands is prohibited without written consent of the Director of Parks, Recreation and Libraries.

CATERERS

- No cooking is allowed.
- Only State-licensed caterers may be contracted to bring in and serve food that was prepared off site.
- The City of Westminster reserves the right to designate caterers.
- It will be the responsibility of the renter to insure that all trash is properly collected and stored.

EQUIPMENT

- The Westminster Parks, Recreation and Libraries Department will furnish no tables, chairs or other equipment.
- All equipment brought in by the renter must be hand carried onto the Promenade Terrace from the approved parking areas or approved access paths. Cars and trucks are prohibited on the Promenade Terrace grounds.
- All equipment must be removed from the Promenade Terrace by the contracted ending time or late charges will be assessed at the appropriate hourly rate.

SIGNS

- Under no circumstances are signs or decorations to be nailed, pinned, taped, stapled, etc., to any fixture, tree or park sign.

- Copy of permit will be mailed to renters for their reference and a designated sign to post permit will be established at the park.

RICE, CONFETTI, ETC.

No rice, confetti, birdseed, etc., shall be used at events at the Promenade Terrace without prior approval from the Manager of Recreation Programs or the Manager of Park Services. Use of such items will be considered littering and subject to a clean up fee.

FLORAL ARRANGEMENTS

Any flower arrangements, garlands, etc., must be removed at the conclusion of the event. Any items left over may be considered litter and subject to a clean up fee being deducted from deposit.


PARKING SPACES

No reservation of parking space is allowed for Promenade Terrace rentals – only the actual Promenade Terrace can be reserved.

ACCESSIBILITY

The Promenade Terrace is fully accessible.

Dated and signed this 20th day of December, 2002



Bill Walenczak, Director of Parks, Recreation and Libraries