



EVERGREEN LAKE HOUSE BOOKING/RESERVATION FORM 2024/25

Please send completed reservation form to EPRD via an emailed PDF to:
Krista Emrich, Lake House Manager - kemrich@eprdco.gov
or mail completed form to: Evergreen Lake House, 1521 Bergen Pkwy, Evergreen, CO 80439

EVENT INFORMATION -

Today's Date: _____

NAME OF EVENT: _____

APPROXIMATE # OF GUESTS (200 MAX): _____

EVENT DATE: _____

ROOMS: GREAT OCTAGON BOTH

(NOTE: Both rooms must be rented for events scheduled Fri-Sun. In addition, both rooms must be rented for any event with groups over 100 people)

EVENT TIMES: [START TIME] _____ [CLEAN & EMPTY BY] _____

(NOTE: Event times are required in either 8-hr or 10-hr time blocks)

RENTAL RATE: _____ /PER TIME BLOCK

EVENT TYPE:

- Wedding Anniversary Other: _____
- Reception Meeting _____
- Both (Wedding & Reception) Special Occasion/Party

HOW DID YOU HEAR ABOUT EVERGREEN LAKE HOUSE? _____

RENTER INFORMATION -

(Please help to keep us informed of any changes in your personal information)

Primary Renter's Name: _____ Email Address: _____

Street Address: _____ Apt/Unit/Suite: _____

City: _____ State: _____ Zip: _____

Business/Home Phone: _____ Fax: _____ Cell: _____

On-Site Contact Name: _____ Cell: _____

Secondary Renter's Name: _____ Email Address: _____

Street Address: _____ Apt/Unit/Suite: _____

City: _____ State: _____ Zip: _____

Business/Home Phone: _____ Fax: _____ Cell: _____

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RENTER AGREEMENT -

Use of another caterer NOT on the preferred list (page 3) is an additional \$1000 fee. A non-preferred caterer requires additional paperwork (page 4) and Evergreen Lake House approval. Food service must be provided by a licensed caterer; no exceptions.

(I have been informed and understand the preferred and non-preferred caterer criteria.)

Please Initial: _____

Cancellation Policy: Renter may cancel event in writing at least 240 days prior to the event date and forfeit 1/2 of the damage/security deposit of \$750. There is a \$250 fee to change your event date. Cancellations less than 240 days will forfeit all monies previously paid. Half the Reservation Fees are due 240 days before the event date with the balance due 180 days before the event date. No show events will forfeit rental fee and damage/security deposit of \$750. Payments up to 30 days delinquent will be charged a 10% fee. If full payment is more than 30 days delinquent, the reservation will be canceled and all monies paid will be forfeited.

Refunds: Refunds will be processed through the District via check. Refunds are processed within 10 business days after the event date. Evergreen Park & Recreation District (EPRD) reserves the right to modify settings, landscapes or any part of the property at any time. Evergreen Park & Recreation District is not able to guarantee the absence of restrictions on gatherings from the county or state public health departments. Evergreen Park & Recreation District will stay in contact with guests about any closures or restrictions. Should a public health or executive order affecting your event occur, we will attempt to notify you as soon as possible. The Renter explicitly agrees to hold Evergreen Park & Recreation District harmless for any costs, inconvenience or changes required as a result of public health or executive orders. The Renter's sole remedy shall be a refund of any deposits and fees made to Evergreen Park & Recreation District to reserve the facility.

By signing the below, I acknowledge and understand the above information, rental rate(s), payment, non-preferred caterer criteria, cancellation and refund policy. EPRD reserves the right to make changes at any time regarding pricing, procedures, and policies.

Signature (Primary Renter / Date)

Signature (Secondary Renter / Date)

Security Amount Paid: _____ (NOTE: Security deposit is NOT applied to rental rate balance)

Payment Type: _____ **EPRD Representative:** _____

Full Payment is Due 180 Days Prior to Your Event Date.

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PREFERRED CATERERS LIST - EVERGREEN LAKE HOUSE

A Spice of Life	Aspiceoflife.com	Denver	303.443.4049
Biscuits and Berries	Biscuitsandberries.com	Golden	303.277.9677
Campfire Evergreen	Campfireevergreen.com	Evergreen	303.593.1018
Colorado Catering CO	Coloradocatering.net	Aurora	303.750.0707
Encore Catering	Encorecatering.net	Englewood	303.707.0909
Footers Catering	Footerscatering.com	Denver	303.762.1410
Good Foods Catering	Goodfoodscatering.com	Denver	720.334.0859
Hippie Chicks	Hippiechickscatering.com	Lakewood	303.919.0759
Italic Catering and Events	Rootscolorado.com	Broomfield	303.768.8970
La Cuisine of Evergreen	Lacuisineofevergreencatering.com	Evergreen	303.670.0159
Mountain Crust Catering	Mountiancrust.com	Denver	720.515.0917
PIG'N Out Catering	Pigginout.com	Lakewood	303.988.2749
Relish Catering & Events	Relishcateringco.com	Lakewood	303.727.9200
Rocky Mountain Catering	Rockymountaincatering.net	Englewood	303.216.0553
Serendipity Catering	Serendipityfood.com	Lakewood	303.561.3663
TBD Events	Tbd.events	Denver	303.489.9642
Three Tomatoes Catering	Threetomatoes.com	Denver	303.609.2267

Non-preferred caterers can still do business at the Evergreen Lake House. The additional "non-preferred fee" is \$1000 and the caterer will provide staff for the "duration" of the event. EPRD Lake Staff approval and additional paperwork are required for non-preferred caterers. All Preferred Caterers must provide staff for the "duration" of the event to perform clean and out responsibilities. Drop offs are not permitted.

By signing below, I agree to the terms and conditions regarding preferred and non-preferred caterer criteria.

Signature _____ Date _____



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NON-PREFERRED CATERER CRITERIA

- All food service must be provided by a licensed caterer.
- Use of a Non-Preferred Caterer is an additional \$1000 fee.
- Use of a caterer not on the preferred list requires Lake House Staff approval.
- Caterers must remain on site for the entire event and must provide staff for clean and out responsibilities.
If the caterer does not perform the clean and out responsibilities, a \$500 cleaning fee will be deducted from the renter's damage deposit.
- Caterer must provide:
 - Sales tax license and license to operate a food retail establishment
 - Proof of responsible vendor training is required if bartending is included
 - \$1M liability insurance certificate with the following requirements named as additional insured:

"EVERGREEN PARK AND RECREATION DISTRICT, ITS OFFICERS, OFFICIALS AND EMPLOYEES, EVERGREEN METRO DISTRICT, ITS OFFICERS, OFFICIALS AND EMPLOYEES, CITY AND COUNTY OF DENVER, ITS OFFICERS, OFFICIALS AND EMPLOYEES."

- Please list the following as the certificate holder on the insurance policy:

Evergreen Park & Recreation District
1521 Bergen Parkway
Evergreen, CO 80454

- Caterers are required to be at the final walk through so they understand what their responsibilities are for the event, i.e. location for parking, responsibilities regarding the cleaning of the facility after the event, etc.
- All fees are due at the scheduled final walk through.

No third-party beneficiaries or food drop offs are permitted.

By signing below, I acknowledge and understand the Non-Preferred Caterer Criteria.

Signature: _____

Date: _____

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CODE OF CONDUCT -

Evergreen Park & Recreation District (EPRD) strives to create an atmosphere of respect and courtesy. Appropriate social behavior and treatment of others is expected of all District employees, patrons and participants. Physical, mental, verbal or emotional abuse will not be accepted or tolerated by anyone participating in any District activity, facility, program or park.

Any District employee shall be authorized to enforce the Code of Conduct, along with any rules and regulations applicable to the facility, activity, park or program. Any person acting inappropriately or disrespectfully may be subject to a revocation of the privilege of using District facilities or participating in District activities or programs. Such revocation may be for any period of time District staff determines appropriate, up to a permanent ban from District programs and facilities based upon the circumstances of the specific incident or occurrence.

By signing below, I agree to the terms and conditions regarding EPRD's Code of Conduct.

Printed Name

Signature

Date:

Thank you for your cooperation and for making Evergreen Park & Recreation District's facilities, programs and parks a safe and enjoyable place to recreate!

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INDEMNIFICATION -

In consideration of the authorized use of the Evergreen Park & Recreation District's Lake House at 29612 Upper Bear Creek Road, Evergreen, Colorado, (The "Premises"), the Undersigned, (the indemnifying party), does agree to be solely responsible for any claim or liability that arises out of or in any way connected with the Undersigned's use of the Lake House or the serving of alcohol at the event, and does agree to indemnify and to hold harmless Evergreen Park and Recreation District, its elected officials, officers, directors, representatives, employees and agents from any liability, damage, cost or expense, including attorney's fees arising out of or in any way connected with the Undersigned's use of the Lake House or the serving of alcohol at the event including negligence by EPRD, its elected officials, employees and agents.

The undersigned will have liquor served by an "Approved Responsible Vendor" as per the Colorado Department of Revenue, and agree that no liquor, including 3.2 beer will be served on the premises to persons under 21 years of age. (Please note: The State of Colorado as well as EPRD does NOT ACCEPT On-Line Responsible Vendor Training, please use the following link for further information: <https://www.colorado.gov/pacific/enforcement/approved-responsible-vendors-training>.)

Further, the Undersigned agrees that no alcoholic beverages will be served to intoxicated persons and no open containers outside the facility except on the designated deck bar area. The sale of alcohol is not permitted. Once alcohol has initially been brought into the building, no more will be permitted to be brought in. The granting of permission to serve alcohol does not constitute a liquor license, and the Undersigned is solely responsible for compliance with the liquor laws of the State of Colorado.

Bartender is required to show "proof of training" and it must be available on-site during the event.

Undersigned, in consideration of the authorized use of the premises, does hereby agree to assume complete and full liability, of whatever nature, that results because of its use of the premises.

In the event of a conflict or inconsistency between this Agreement to Indemnify and the indemnification agreement contained in the Lake House Reservation Contract or the Park Use Permit, the broader provision shall control.

By signing below, I agree to the terms and conditions regarding EPRD's Indemnification Agreement.

Name of Event: _____

Event Date: _____

Indemnifying Party (Please Print): _____

Indemnifying Party Signature: _____

Date: _____

Permission to Serve Alcohol Granted (EPRD Representative): _____

Date: _____

(Must be at least 21 years of age)

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EVERGREEN LAKE HOUSE RENTAL CHECKLIST -

Please initial each item and sign at the bottom.

_____ It is the RENTER'S responsibility to select and retain all caterers, musicians, florists, and other contractors or subcontractors of the requirements contained herein. Renter is further responsible for informing all guests and family members of specific times and nature of this rental agreement, and of all loading/unloading and parking areas. Renter is responsible that ALL EVENT PARTICIPANTS observe all aspects of this agreement and all facility rules.

_____ RENTER AGREES THAT THE HOURS STIPULATED WILL BE STRICTLY ADHERED TO. NO EARLY ARRIVALS. Renters, Contractors and their equipment must be completely out of the facility by the end of "Clean & Empty" time. A minimum of 1/2 hour will be charged for late departures. There will be no refunds given for early departures.

_____ Rental includes use of Room(s) indicated, tables, chairs, kitchen and the exterior east and south deck. Limited equipment is available in the kitchen area such as a commercial microwave/convection oven and sink. A double alto sham and refrigerator are located by the ice machine. An ice machine is offered, however, we do not guarantee sufficient amounts for your individual/event needs. For any event the Renter/Caterer must bring all supplies including coffee makers, linens, utensils, dishes, etc.

_____ Renter is required to leave the building in the exact condition it was found. This includes tables wiped free of debris, no tape of any kind to be used on the tables or chairs, chairs wiped free of debris and placed against the walls around the perimeter of the room, floors spot mopped, swept, kitchen area floors swept and spot mopped, restroom area floors swept and spot mopped and all trash cans rolled out to dumpster and then dumped. Trash cans rolled back into the Lake House.
***Caterer is responsible for clean and out responsibilities.**

_____ Renter is the responsible party for any damage to the facility or grounds arising from the event, whether or not in excess of the damage deposit.

_____ A final walk thru needs to be scheduled with Lake House staff at least 30 days prior to your event date.

_____ Renter must provide catering information to Lake House Staff. Lake House staff must approve the caterer used for your event unless the caterer is on the District's Preferred List.

_____ Food service must be provided by a licensed caterer. Supplementations allowed by request.

_____ Caterers are required to remain onsite for the entire event to perform clean and out services. A \$500 cleaning fee will be charged if additional cleaning is required.

_____ Caterers on the District's Preferred List pay a fee to be on the List. The District makes no guarantees or representations as to the skill, performance, quality of service, or outcome of services provided by any caterer on the List.

_____ NO early drop-off or arrivals, and nothing to be left for later pick-up. Three hundred dollars (\$300.00) will be taken out of the Renters damage deposit for anything left overnight for morning pick-up unless prearranged with Lake House staff.

_____ NO feeding or harassing of wildlife - this includes water fowl (ducks, geese, etc.).

_____ Only existing wall plugs may be used - No rewiring for any reason. Brew coffee in kitchen with those wall plugs.

_____ Vehicles driving on the grass at the Lake House will be fined a minimum of \$100.00 PER violation.

_____ It is the Renter's responsibility to see that ALL TRASH is removed to outside dumpsters. A minimum of seventy-five dollars (\$75.00) will be charged for any trash left behind in or out of the facility.

_____ The Lake House staff will provide initial set-up before the Renter's preparation time. Any furniture rearrangement required after the original set-up is the Renter's responsibility. LIFT all tables to move, DO NOT PULL across the wood floor. A few 6'banquets are usually set-up on the outside deck for the bar area. These tables need to be brought in after the event. Up to 100 chairs can be placed on the lower deck for the ceremony.

_____ Rooms may not be pro-rated. The rooms available for rent are The Great Room, The Octagon Room (except during "peak" hours), or both rooms.

_____ Renter has read and understands the Cancellation Policy and Refund Policy on the reservation form.

_____ Renter understands that if the Octagon Room is solely rented, and guests and event overflows into The Great Room, that the Renter will, also, be charged for the use of that room.

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_____ The Renter understands that the final decision regarding the damage deposit and clean up is done by the Lake House Supervisor not the event staff. Event staff documents all events and reports back.

_____ Renter must supply staff with names and phone numbers of all subcontractors at the final walk thru. This includes but is not limited to caterers, musicians, florists, bakers, rental companies, liquor stores, etc.

_____ Renter understands there is not an alternate power source available at the Evergreen Lake House and that EPRD is not responsible for any loss of power to the building at anytime, due to circumstances beyond our control.

_____ Renter understands that Evergreen Lake Park is open to the public at all times and that parking is limited. It is strongly suggested that the Renter provide shuttles or inform guests that car-pooling may be necessary to find a parking space. Parking in fire lanes or other posted "no Parking" areas may result in vehicles being towed at owner's expense. Furthermore, the park may or may not be hosting other programs, activities or landscaping during events.

_____ Renter understands that during the events, non-motorized boats may be on the lake at any time from dawn to dusk, the Lake house is unable to delay, stop or prevent them at any time.

_____ NO open flame, sparklers, fireworks, sky lanterns, luminaries or tiki torches are permitted on the premises. Candles (NO TAPERS) are permitted providing CANDLES AND FLAME are fully enclosed/surrounded to catch the dripping wax and will not drip out or spill when moved and are not placed in an area where they will be easily knocked over.

_____ NO cardboard chafing dishes or oil lamps.

_____ NO use of nails, glue, silly string, tape of any kind, screws, tacks or staples inside/outside of the facility including on the tables, chairs, and windows.

_____ NO smoking, fog, bubbles, or bubble machines are permitted in the building.

_____ CONSUMPTION of Marijuana on District Property is strictly prohibited, including outdoors, inside any facility, or inside private vehicles.

_____ NO helium balloons are allowed at the Lake House.

_____ NO confetti, glitter, or fiber optic lights may be used as decoration in or outside of the facility. NO crayons in the facility.

_____ NO chairs or any other furniture will be allowed on the grassy areas. Venue tables and chairs stay inside. Venue chairs are not to be used for "chair dancing".

_____ NO fish, birds, or insects may be brought to or released into the park.

_____ NO Drones are allowed in the Park.

_____ Some DECORATIONS are acceptable inside and outside, however, outside décor must be weighed/secured to prevent fly away or landing in the lake. Please inquire if you are unsure of what's acceptable and what's not. The best way to secure/attach items is with flower wire.

_____ ICE SCULPTURES must be completely contained to prevent (water) damage to tables and floors, and must be disposed of in a proper manner, (not outside of the venue.)

_____ No birdseed or rice please. Rose petals (not silk) may be thrown outside of the building. Renter MUST sweep off all sidewalks, decks and walkways right after the ceremony. Failure to do so will result in a cleaning fee of \$75 to be deducted from the damage deposit.

_____ ALCOHOL service includes beer, wine, champagne and hard liquor, NO SHOTS. The sale of alcohol is NOT permitted. A TIPS certified bartender, provided by your caterer or a bar tending service is required, to serve alcohol throughout the event and proof of certification must be available on-site during the event. Mats must be used under bar/beverage areas to protect floors if inside. Kegs are required to be placed inside a keg tub and are preferred on the outside deck area.

_____ **The Agreement to Indemnify must be signed by the Renter - 21 years of age.**

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Please initial each item and sign at the bottom.

_____ BAR SERVICE must shut down a minimum of one hour before "Clean & Empty" time. Renter understands that it is the Renter's responsibility to assure that the dispensing of alcoholic beverages is in compliance with Colorado State Liquor Laws. No open alcoholic beverages may be removed from the building. (Please refer to the "Indemnification" form, page 6).

_____ MUSIC must be shut down no later than one hour before "Clean & Empty" and no later than 11:00 PM – NO EXCEPTIONS. Renter understands that facility staff will have complete control over the volume of any music or noise-making device, and that all music must stop at 11:00 PM. Staff has the authority to close all windows and doors after 10:00 PM, if necessary, due to loud events.

_____ Evergreen Parks & Recreation District reserves the right to modify interior and exterior fixtures, settings and landscapes at anytime.

_____ Evergreen Park & Recreation District is not able to guarantee the absence of restrictions on gatherings from the county or state public health departments. Evergreen Park & Recreation District will stay in contact with guests about any closures or restrictions. Should a public health or executive order affecting your event occur, we will attempt to notify you as soon as possible. The Renter explicitly agrees to hold Evergreen Park & Recreation District harmless for any costs, inconvenience or changes required as a result of public health or executive orders. The Renter's sole remedy shall be a refund of any deposits and fees made to Evergreen Park & Recreation District to reserve the facility.

_____ Any photos taken by district staff become property of the District, and may be used for promotional materials.

_____ Recycling is available: a bin will be placed at the "beverage" table. If more bins are desired, please ask Lake House staff.

_____ EPRD is not responsible or liable for lost or stolen items.

_____ Renter agrees to all of the above stated terms and certifies that Renter is at least 18 years of age at the date of the signature.

Signature of "RENTER": _____ Date: _____

Print Name of "RENTER": _____ Date: _____

Renter signature is required when all forms are returned. ALL VENDORS should read the Rental Checklist so all are aware of rental policies. Ultimately, the "Renter" is responsible, as a damage deposit was taken at the time of booking.

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EVERGREEN LAKE HOUSE 2024/25 PRICING

No Lottery Necessary.

PEAK SEASON			
Weekend <i>Both rooms are included on weekends. There is no off-season pricing for Fri & Sat.</i>	Friday	Saturday	Sunday
8-Hr Block	\$6500	\$7250	\$6000
10-Hr Block	\$8000	\$9000	\$7250
Weekdays <i>Groups over 100 must rent both rooms. Octagon Room available for groups under 30.</i>	Monday - Thursday		
	Octagon	Great Room	Both Rooms
8-Hr Block	\$2000	\$4000	\$5000
10-Hr Block	\$2500	\$5000	\$6000

OFF SEASON (Jan / Feb / Mar / Apr / Nov)			
Weekend - Off Season <i>There is no off-season pricing for Fri & Sat. Groups over 100 must rent both rooms.</i>	Sunday		
	Octagon	Great Room	Both Rooms
8-Hr Block	Call for Availability	\$3500	\$4500
10-Hr Block	Call for Availability	\$4500	\$5500
Weekdays - Off Season <i>Groups over 100 must rent both rooms. Octagon Room available for groups under 30.</i>	Monday - Thursday		
	Octagon	Great Room	Both Rooms
8-Hr Block	\$1500	\$3000	\$4000
10-Hr Block	\$2000	\$4000	\$5000

There is no off-season pricing for Fridays and Saturdays.

Time block includes set-up and clean up.

All reservations include indoor and outdoor chairs and tables that will be set up before access time.

All reservations include the Lake House outdoor deck area.