



**Rental Agreement**  
**The White Pavilion (“Pavilion”)**

This Rental Agreement (“Agreement”) is entered into between Event Holder listed below (hereinafter referred to as “Event Holder”) and White Pavilion LLC (hereinafter referred to as “White Pavilion”). All reservations are considered confirmed upon full payment of the rental fees, security deposit, and a signed Rental Agreement. Please read all information carefully.

**Event Holder**

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Name: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Information**

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Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ includes set-up and clean-up time

Check this box if you prefer access to inside toilet facilities (extra \$50; portable toilet is free).

**Caterer Information**

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Self-Catered

No food or beverage

Catered – Name and Phone Number of Caterer: \_\_\_\_\_

Serving alcoholic beverages (if checked, separate agreement must be completed)

**Additional Information**

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Amplified Sound: \_\_\_\_\_  
\_\_\_\_\_

Equipment / Staging / Canopies, Etc.: \_\_\_\_\_  
\_\_\_\_\_

Entertainment: \_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

White Pavilion LLC  
PO Box 2167, Castle Rock, CO 80104  
whitepavilionevents@gmail.com • 303.618.9386  
[www.thewhitepavilion.com](http://www.thewhitepavilion.com)

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## **Rules and Regulations The White Pavilion (“Pavilion”)**

1. Rental of the Pavilion only entitles use of the Pavilion space, not the surrounding/adjacent areas.
2. Total Rental Fee: **\$300.00**. Fee is payable in full at the time of rental confirmation. Rescheduling your reservation requires a processing fee of \$25.00 and must be done a minimum of ten (10) business days prior to your original event date. There is a \$20.00 service charge for all returned checks.
3. Security Deposit: The Event Holder shall post a security deposit of **\$150.00**, due at rental confirmation. The security deposit shall be refunded in part or whole upon inspection of the Pavilion, by check from White Pavilion LLC and should be received within ten business (10) days after the event. If the security deposit does not cover the cost of damages or clean-up, a bill will be issued for the balance. Failure to pay for additional costs within fourteen (14) days will result in future denial of reservation requests and referral of accounts for legal collection. Leaving the property late and noise complaints are grounds for immediately losing the full security deposit.
4. Cancellation Policy: Cancellations received greater than fourteen (14) days from event date are refunded in full, less a \$50.00 processing fee. Cancellations received less than fourteen (14) days are non-refundable. “No shows” do not receive a refund of fees. No refunds will be given for inclement weather.
5. Insurance Certificate. Please sign off by initialing one of the following:  
**Initials: \_\_\_\_\_ ORGANIZATION RENTAL:** I understand that I will need to provide White Pavilion LLC with a certificate of liability insurance for a minimum of \$1,000,000 that additionally insures White Pavilion LLC and 404-414 Note Acquisition LLC, its representatives, agents, officers, and employees, and must contained a 30 day cancellation period. Proof of insurance must be provided to the White Pavilion LLC a minimum of 30 days prior to the event.  
**Initials: \_\_\_\_\_ GENERAL RENTAL:** To the fullest extent permitted by law, the Event Holder agrees to save and hold harmless White Pavilion LLC and 404-414 Note Acquisition LLC, and its representatives, agents, officers and employees, from all claims, losses, damages, liabilities, expenses, and attorney’s fees of any kind, resulting from damages and/or injuries incurred in connection with any event or activity held at the White Pavilion.
6. Caterer Policy: The Event Holder is responsible for notifying caterer of all Pavilion rules and regulations. Event Holder is accountable for any violations and/or damages caused by caterer group.
7. Limited power is available at the Pavilion.
8. There is no running water at the Pavilion. One portable toilet will be available on-site for Event Holder’s use.
9. Personal inflatables are not permissible. The use of sidewalk chalk and water balloons are prohibited at the Pavilion.
10. Signs, banners, party decorations and canopies may not be attached to trees, the Pavilion ceiling or light fixtures. Banners may only be hung from the pillars of the sides of the Pavilion. Bird seed, rice, glitter, confetti and sparklers are not allowed in the Pavilion.

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11. You are responsible for your own set-up, take-down and clean-up, and all must be completed on the day reserved within the time reserved. Additional fees may be applicable for early delivery or late pick-up of Event Holder's rental equipment.
12. Parking is available on the street surrounding the Pavilion. Please note, cars may not be parked in non-paved areas. Parking or driving unauthorized motor vehicles except in designated roadways or parking areas is prohibited. Absolutely no vehicles are permitted under the Pavilion.
13. Blocking or closing of streets surrounding the Pavilion is prohibited without permitting directly from the Town of Castle Rock. Contact the Town of Castle Rock should you require street closures.
14. Alcohol is permitted only in cans, kegs, plastic bottles and/or boxed wine. Glass bottles and containers of any kind are not permitted.
15. In the event any alcohol is served during your venue, the Event Holder expressly acknowledges that the aforementioned indemnification and hold harmless shall apply to all potential claims, loss, damage, or liability resulting from the distribution or consumption of alcohol and assumes the risk association with same. All alcohol at the Pavilion is regulated by the State of Colorado and the Town of Castle Rock
16. Events selling alcohol must obtain a special event permit – State of Colorado regulated through the Town of Castle Rock. It is the Event Holder's responsibility to provide security for their event to cover all aspects of liquor sales and pouring during the event. For additional information, contact the Town Clerk at (303) 660-1367.
17. Motorized vehicles, horses, glass, firearms, littering or dumping, and open fires are prohibited under the Pavilion.
18. Disposing of ice, grease, charcoal, and other waste materials is not permitted on the grass or in sewer system. The Event Holder (this includes damages incurred from your caterer, event coordinator, or event attendees) will be held financially responsible.
19. Trash must be disposed of in trash barrels or dumpsters.
20. The White Pavilion staff will be the sole authority to decide if the volume is to be considered too excessive and the renter will be required to adjust accordingly.
21. The Event Holder will be held financially responsible for all damages, repairs, and restoration to include, but not limited to, new sod, aeration, plant and tree replacement, structural damage, irrigation system, litter pickup and power washing of hard surfaces.
22. If deemed necessary by the White Pavilion that the event requires site security, Event Holder will be responsible for hiring the Douglas County Sheriff or private security officers as determined by the scope of the event, the Town and/or the White Pavilion.
23. All amplified sound must be turned off by 10:00 PM per Town curfew.
24. Event Holder will provide a timeline of event and vendor list to the White Pavilion no later than fourteen (14) days prior to scheduled event.
25. Non-Profit Certification. If applicable, Event Holder agrees to provide to White Pavilion a copy of their non-profit certificate or similar documentation.
26. Diversity: The Pavilion is not available to groups who advocate the use of violence, or discriminate explicitly or implicitly against any race, gender, sexual orientation, religious or ethnic group.

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27. By completing this Application, the Event Holder, on behalf of himself/herself and all users of the Pavilion during the event, agrees to indemnify and hold the White Pavilion LLC and 404-414 Note Acquisition LLC, harmless against any and all claims, loss, damage, or liability resulting from, or in connection with, the event or any participants in association with this Application.
28. This application shall be effective upon the execution of the parties. Electronic and facsimile signatures shall be sufficient for all purposes.

In signing this Rental Agreement, the Event Holder signifies that he/she has reviewed and agrees with all rules and regulations governing the use of the White Pavilion. Any violation of these rules will result in the immediate cancellation of the event, loss of monies paid, and may result in additional fees and damages to the White Pavilion LLC.

\_\_\_\_\_  
Event Holders Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Holders Printed Name

\_\_\_\_\_  
White Pavilion LLC

\_\_\_\_\_  
Date

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