

# CHILSON RECREATION CENTER RENTAL FAQ'S

**What is the max capacity for the space?** 300 for Meeting type events, 250 for Reception/Formal type events. This allows you to celebrate in style with plenty of room for entertainment, delicious food and your guests to enjoy your celebration in comfort!

**Is alcohol allowed?** Yes, you would provide the alcohol for guests and monitor consumption. There is a \$100 permit fee and a \$100 refundable deposit as long as there is no break in the contract.

**Do you allow outside food?** Yes you can bring in food or have it catered. We do not have a vendor that you are required to use.

**Can we use the kitchen?** Yes There is an \$85 flat rate for the kitchen to keep things warm or cold and a nice space for storage for your items. Not used for preparing food.

**How late can our event run?** City Programs take priority over all room rentals. If available we run events Friday 4:00pm-Sunday 6:00pm. All events are vacated by midnight including Guests, Caterers, DJ, Band, Decorators etc. per Municipal Code 12.40.010

**Is there security or PD presence?** Events will be supervised by Chilson Staff, however PD or EMS would be called if there was an incident or emergency.

**Can I add on hours past the posted end times for my event?** No, events cannot go past the posted/contracted end times.

**How do I reserve the space?** Come in to the center or call 970-962-2503 to receive a contract. A completed contract and room deposit, alcohol deposit (if applicable) is all we need to reserve your date. Full payment is due 14 days prior to your event. The deposit will be refunded to the renter 14 days post event given there is no damage to the property and/or violations towards staff and venue policies.

