

**Montezuma County Annex Contract
Adopted June 27, 2011**

ISSUED TO: _____ ORGANIZATION: _____
ADDRESS: _____
PHONE NUMBER _____
DATE NEEDED: _____ TIME NEEDED _____
PURPOSE OF EVENT: _____

CASH ONLY FOR DEPOSIT AND ANNEX RENTAL

DAMAGE AND CLEANING DEPOSIT: \$350.00 Non County Residents \$500.00 deposit _____
Annex \$35.00 per hour _____ Hours @ \$35.00 _____
Annex \$350.00 exceeding 10 hours _____
Use of Kitchen \$25.00 (does not include silverware, pots and pans, serving utensils.) _____
Total Due _____

CONTRACT AGREEMENT:

I agree to the following conditions:

- A. Any organization catering food must adhere to all food service requirements set forth by Montezuma County.
Initials _____

- C. I understand that I will be responsible for cleaning the facility, including the parking lot. Any damages or failure to adequately clean the facilities may result in a forfeiture of the entire deposit I also agree that I am responsible for any additional cleaning and damages over the \$350.00 deposit.
Initials _____

- D. I agree not to have my event go past 2:00 A.M.
Initials _____

- E. I agree to save and hold harmless the County of Montezuma, Colorado, Its Officers, and Its Employees from any and all claims and demands arising out of the use of the premises, and will defend any cause of action brought to enforce any such claims or demands against the county or its employees.
Initials _____

- E. I understand that use of the dishwasher is only available if there is one person that is designated to use the dishwasher and said person has been instructed on its proper use.
Initials _____

- F. A cancellation fee of \$100 will be assessed against the deposit if notice is not provided at least 6 (six) business days prior to the reservation.

- G. Businesses or business-related activities must provide proof of insurance in the amount of \$1,000,000 (one-million) general liability coverage on an ACORD Certificate of Insurance or similar form listing the County of Montezuma County, Colorado, Its Officers, and Its Employees as additional insureds

Signature _____
Responsible Party / Date

Signature _____
Montezuma County Representative / Date

Key number _____

Date Returned _____

INSPECTION REPORT:

___ Yes: The building was left in good condition: No damage occurred and the deposit may be returned in full.

Date deposit is returned: _____