

**Montezuma County Annex Contract for Non-Profit Organizations
Adopted June 27, 2011**

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

Montezuma County-based non-profit agencies may use the annex once a year for an annual fund-raiser (48 hour maximum) free of charge. You must provide proof of your non-profit status.

Proof of insurance in the amount of \$1,000,000 (one-million) general liability coverage is required on an ACORD Certificate of Insurance or similar form listing the County of Montezuma County, Colorado, Its Officers, and Its Employees as additional insureds.

If you wish to serve beer and/or wine you must first get approval from the Board of Commissioners and a liquor license issued by the City of Cortez. Proof of insurance in the amount of \$1,000,000 (one-million) liquor liability coverage is required on an ACORD Certificate of Insurance or similar form listing Montezuma County, Its Officers, and Its Employees as additional insureds.

A cash only damage and cleaning deposit of \$350.00 is required. No Exceptions. The deposit may be returned after the event if there are no damages and the facility is left clean.

Use of the kitchen does not include: silverware, pots and pans, serving utensils

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

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.

___ No: Part or all of the damage deposit will be held because:

Date deposit is returned: _____