

Rialto Theater Center Usage Rules

GENERAL

Reserve and use only the room(s) you need. You will only have access to the parts of the building reserved for you.

- A Cleaning Deposit in the amount of \$200 will be collected within two months before the event. You agree to leave the Facility in the clean condition in which you found it. You agree to be responsible for all damage caused to any portion of the Rialto by yourself, your attendees, or anyone you contract with for the event. Deposit will be refunded within 7 days of the event if these terms are met. Failure to comply with this rule could result in the complete or partial forfeiture of your deposit.
- Provide complete setup instructions when booking. Buffets and other displays or services may not be set up on the bar counter or within 4' of the art installation on the west wall of the Deveraux Room.
- Adult supervision by at least one person over the age of 21 is required at all times during the Event Rental.
- The Facility should be clean upon arrival. If it is not, Renter must inform the Rialto Staff immediately
- All music and other sounds should be kept at a reasonable volume to share the space with other events.
- No tobacco usage or smoking of any kind, including e-cigarettes and vaping, is allowed inside the building.
- Any requests for modification to services that result in staffing changes must have (7) seven business days' notice.
- Sponsors may distribute information and samples. Product samples must not be alcoholic or any other controlled substance. **The Rialto cannot accept donated alcohol.**

FOOD AND DRINK

- All food, decorations, and other props that you bring to the Facility must be cleaned up and removed at the end of the Event. Caterers and other vendors must clean up after themselves. If the Prep Kitchen is used, it must be cleaned and returned to its original state.
- No equipment belonging to caterers or other vendors may be left at the Facility after the Event is over.
- Possession and consumption of alcohol other than through the City of Loveland Liquor License is strictly prohibited. Alcohol is strictly prohibited outside the designated areas in the building. The Bar area is restricted to authorized personnel only, no part of the

bar area or its equipment is available directly to the renter. Failure to comply with any part of this rule could result in the complete forfeiture of your deposit.

DECORATIONS

- Nothing should be hung from the ceiling or ceiling fixtures. No glitter or confetti is allowed. No open flames of any kind and only battery-operated candles are allowed.
- Do not use staples, tacks, nails, pins, scotch tape, packaging tape, or duct tape on the walls or ceilings.
- Public art displayed in the Facility shall not be moved or hidden from view.
- Fog machines set off fire alarms and are prohibited.

Violation of these Rules may result in early termination of the Event and withholding of your Deposit, and you may be prohibited from renting City facilities in the future.

Devereaux/Hach Rental FAQs

Q: What is the base rental cost of renting the Devereaux? What does that include?

A: In 2026, the full-day standard base rental time is 8 hours and costs \$499. The same amount of time costs a non-profit \$431 and includes 8 hours of access to the room. The half-day base rental time is 4 hours, the standard rental cost is \$445, and the non-profit cost is \$391. More hours may be added for an additional \$59 an hour. Payment in full is required at the time of reservation.

Q: Is there a deposit on this space?

A: A Cleaning Deposit in the amount of \$200 will be collected within two months of the event. The deposit will be refunded within two weeks of the event if the Facility is left in clean, undamaged condition. Failure to comply with this rule could result in the complete or partial forfeiture of your deposit.

Q: Do I have to have event insurance?

A: Some events are now eligible for an insurance waiver. **Meetings-** 120 participants or less (e.g. Board Meeting, Annual Meetings) **Programs-** 120 participants or less (e.g., Recitals, lectures) **Events-** 75 participants or less (e.g. baby showers, anniversary celebrations, workshops)

Insurance waivers are NOT available for events that include:

- Alcohol
- Events that include minors as performers or as the main audience (e.g., recitals, workshops)
- Black box performances- with public audiences and technical equipment, props, sets
- Other large equipment
- Events including risers or set pieces that create uneven flooring
- Renters that will rent the room for more than a series of 2 days
- Dancing

If an event is not eligible for a waiver, the Renter is required to provide the City with a certificate of insurance for comprehensive general liability insurance insuring the Renter and naming the City as an additional insured with minimum combined single limits of \$1,000,000 for each occurrence and \$1,000,000 aggregate.

Q: What is the maximum capacity of the Devereaux/Hach event space?

A: The maximum capacity of this space is 120 people. It's most comfortable if you don't exceed 100.

Q: What catering options are acceptable?

A: All catering options are acceptable- if desired, a small prep kitchen is available for \$86.

Q: What is the cancellation policy on this space?

A: Renter may cancel the reservation and terminate the Agreement with 14 days written notice to the City, in which case the City will retain the rental fees collected as set-off for services and expenses incurred by the City.

Q: What is this space ideal for? What has been hosted here in the past?

A: Weddings, banquets, cocktail parties, fundraising/galas, corporate events, trainings, seminars, performances, and parties.

Q: Is bar service available for my event?

A: Yes, the Rialto has its own bar set up for events in the Devereaux/Hach room with the addition of a bartender fee of \$28 an hour per bartender. One bartender for up to 50 guests; 2 bartenders for 51-125 guests. Bar staffing is at the discretion of the Rialto Theater staff.

Q: What equipment and AV services can the Rialto provide?

A: We have complete lighting, sound, and video facilities. We can produce a show from start to finish. Renters have a whole menu of technical options to select from.

Q: Is there wifi available for my event?

A: Yes, the entire building is equipped with high-speed internet service.

Q: Do I need to bring my own computer for the projection screen

A: Yes, any PC with an HDMI or VGA monitor port will work with our system. If you have an Apple device, you will need to bring your own adaptors.

Q: Where should my guests park?

A: There is limited street parking in downtown Loveland- especially for evening events. There are several Public Parking Lots, however: The Foundry Public Parking Garage between Lincoln Avenue and Cleveland Avenue on 2nd Street is the largest. Street Lots include 5th Street and Lincoln Avenue by the Museum, 5th Street and Railroad Avenue, and 5th Street and Jefferson Avenue.

Q: What is the best way into the Devereaux /Hach Room?

A: The best entrance is on 4th street just west of the Rialto Theater lobby doors It is a dual door that opens into an entryway for the restaurant Door 222 (on the right) and into the lobby of the Rialto Theater Center (straight ahead). The Devereaux room is just at the top of the stairs. An elevator is also available just past the stairway.