

## 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.
- 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.

### 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 room 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.

### 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.

**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.**

# Walbye Rental FAQs

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

A: The base rental time is 4 hours and costs \$59. The same amount of time costs a non-profit \$35 and includes 4 hours of access to room. More hours may be added for an additional \$59 an hour regular rate or \$35 an hour non-profit rate.

**Q: Is there a deposit on this space?**

A: There is no longer a deposit for this space. However, your booking is not confirmed until the rental fees have been paid in full.

**Q: Do I have to have event insurance?**

A: Most Walbye events are now eligible for an insurance waiver

**Insurance waivers are NOT available for events that include:**

- Alcohol
- Events that include minors
- Renters that will rent the room for more than a series of 2 days

If the event does not qualify for the insurance 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 each occurrence and \$1,000,000 aggregate.

**Q: What is the maximum capacity of the Walbye Conference Room?**

A: The maximum capacity of this space is 12 people.

**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 fees paid as set-off for services and expenses incurred by the City.

**Q: Is bar service available for my event?**

A: Yes, the Rialto has its own bar in the Devereaux/Hach room that can be used for Walbye conference Room events with the addition of a \$27 per hour Bartender Fee. (minimum 2-hours)

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

A: A flat screen monitor for presentations

**Q: Is there Wifi available for my event?**

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