

CITY OF CHERRY HILLS VILLAGE

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

Quincy Farm Regulations (“Regulations”)

Quincy Farm is available for use by public and private entities for classes, meetings, education, photography, painting, and other artistic endeavors and other similar uses that instill an appreciation and respect for the natural and human history of the vicinity. The City reserves sole discretion to refuse entry or decline to offer reservations or permit use or occupancy of any portion of Quincy Farm if it determines such use is inconsistent with the conservation easement governing the City’s use of Quincy Farm. The following Regulations shall be strictly enforced:

1. ***Description of Premises***

Use of the Anderson House is limited to the first floor and the adjacent improved lawn and nature trail only. The basement and second floor spaces may not be used or accessed.

2. ***Damage Responsibility***

The organization or individual is responsible for any damage or loss to the Property caused by persons attending the event, and all injuries or damages or suffered by persons attending the event. By submitting a reservation application, the organization or individual executing such application agrees to hold harmless and indemnify the City for any damages or claims whatsoever related to the use of the property.

3. ***Maximum Occupancy***

Events held in the Anderson House can host a maximum of 40 attendees.

4. ***Pre-event Meeting***

The Organization’s agent or individual must meet with City Staff at least one week before the event to discuss the logistics and needs for the event.

5. ***Furnishings***

The piano and backgammon table may not be moved. Large pieces of furniture such as couches, chairs, tables, and lamps may be moved only with permission of City staff.

6. ***Parking***

Limited parking of up to 10 vehicles is available at Quincy Farm. If additional parking is required, accommodations must be made with City staff for off-site parking. Permit holders must not block the driveway; emergency vehicle access must be maintained at all times.

7. ***Kitchen***

The kitchen area is available to use as a staging area to serve food. At this time, no facilities are available to heat, chill, or prepare food. Sale of food or drinks is prohibited. All trash must be removed from the premises by the organization or individual.

8. ***Music***

No amplified music is allowed inside or outside at Quincy Farm.

9. ***Photography***

Visitors are welcome to take photos. Television or film crews are allowed on the property only with advance written approval by the City.

10. ***Smoking***

Smoking is prohibited at Quincy Farm.

11. ***Animals***

Feeding of birds or other animals is prohibited.

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12. *Cleaning*

The Organization agrees that the Anderson House will be cleaned and returned to the condition that existed prior to the organization’s or individual’s use.

13. *Set-up and Clean-up Times*

One half-hour before and after scheduled rental hours will be available at no charge for set-up and clean-up of the event. If the organization or individual uses Quincy Farm facilities outside of these allotted times, it may result in a loss of part or all of the individual’s deposit to account for extra staff time.

14. *Cancellation*

Notify City staff as soon as possible if an event must be cancelled. Cancellations given with less than two business days’ notice will forfeit all deposits and fees.

15. *Insurance*

A certificate of liability insurance is required for the use of Quincy Farm. The City of Cherry Hills Village must be listed as an Additional Insured with the following limits of liability: \$1,000,000 per occurrence/\$2,000,000 general aggregate.

16. *Deposit*

The City shall refund the deposit to the User within five (5) business days of the conclusion of the event unless the City determines the event caused damage to City property in which case the City is entitled to retain the full deposit and take further action as deemed necessary by the City.

I have read and understand the Quincy Farm Use Regulations and agree to adhere to all conditions and regulations above. Failure to comply with these Regulations may result in forfeiture of deposit and disqualification from future use of Quincy Farm.

Signature: _____

Printed name: _____ Date _____

Final Approval (City staff):

Signature: _____

Printed name: _____ Date _____