



Wet Mountain Valley Saddle Club  
 PO Box 501  
 Westcliffe, CO 81252

www.wmvsc.com  
[wmvscrental@gmail.com](mailto:wmvscrental@gmail.com)  
 Ileen Squire 719-371-3208

## 2024 WET MOUNTAIN VALLEY SADDLE CLUB BUILDING RENTAL AGREEMENT

*If you need to check availability or have questions, use contact information above. Please read the Building Policies and Procedures on the next page. Complete and return this form via mail or email. Date will be confirmed as available before being signed by WMVSC representative.*

NAME OR ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ HOURS REQUESTED: \_\_\_\_\_

1	\$100 Damage/Cleaning Deposit required (checks will be Deposited and reissued after inspection)
<b>Quantity:</b>	
_____	\$ 50 per hour
_____	\$500 per day 10+ hours
_____	\$900 per day for a Business
_____	\$ 50 per day Heating Surcharge for rentals Scheduled Oct. 1st – April 30th

**TOTAL DUE FOR RENTAL FEES \$ \_\_\_\_\_ DEPOSIT \$ 100 GRAND TOTAL \$ \_\_\_\_\_**

Discount available: 25% for Saddle Club Members or 15% for Non-Profit Organizations. NO DISCOUNTS ON ANY EVENTS OPEN TO THE PUBLIC.

**MEMBER FEES \$ \_\_\_\_\_ - 25% DISCOUNT \$ \_\_\_\_\_ DEPOSIT \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_**

**NON-PROFIT \$ \_\_\_\_\_ - 15% DISCOUNT \$ \_\_\_\_\_ DEPOSIT \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_**

Deposit received date: \_\_\_\_\_ Saddle Club representative: \_\_\_\_\_

Deposit return date: \_\_\_\_\_ Saddle Club representative: \_\_\_\_\_

**PAYMENT AND DEPOSIT DUE TWO (2) WEEKS BEFORE THE EVENT (USE):**  
**DATE: \_\_\_\_\_**  
**OR THE DAY YOU SIGN THE RENTAL AGREEMENT IF LESS THAN 2 WEEKS.**

**TERMINATION/CANCELLATION POLICY:**

- 30 days or more prior to reservation: A full refund will be issued for both the deposit amount and the facility rental fee.
- 7 – 30 days prior to reservation: ½ the facility fee and the full deposit will be refunded.

- Less than 7 days prior to reservation: Facility rental fee will not be refunded. Deposit will be refunded.
- Post Reservation: If the facility is reserved and not used, no refund for the facility rental fee will be issued. Deposit will be refunded.

**The Wet Mountain Valley Saddle Club will not be liable for injuries or accidents which occur during the above activities. WMVSC reserves the first right of consideration to host any concession or alcohol sales for any event. If approved for the organization to sell alcoholic beverages, the organization will be responsible for obtaining all appropriate permits or licenses, and proof of insurance; copies are required.**

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Person/Organization Representative signature and printed name

Date

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Saddle Club Representative Signature

Date

## **BUILDING POLICIES & PROCEDURES**

### **OPENING:**

- Lights are located on the left as you enter the kitchen, to the left of the refrigerator
- Heat thermostats are located on the wall above stage and closet wall next to garage door
- Light bulb under kitchen sink is to stay on – switch is by the stove top that turns it on/off
- Heaters in bathrooms also stay on

### **CLOSING:**

- Please be sure to turn both building heaters to 50 degrees.
- Clean and check bathroom supplies (toilet tissue, trash bags, etc.) and no garbage in trash cans.
- Garbage is placed in dumpster; new bags are placed into trash cans.
- Tables and chairs put away, floors are swept.
- The kitchen is clean, all food you brought is removed, and dirty towels together on the counter.
- If you have used the sound equipment, check that it is off, and the microphone is with the system. An additional fee may apply if this equipment is requested.
- Garage door and east door to the right are shut and locked.
- All lights are off.
- Please be sure to pull the door shut and double check that it is shut and locked.
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## **IMPORTANT RULES**

- PLEASE DO NOT DRAG ANY TABLES & CHAIRS ON THE FLOOR, AS THIS WILL REMOVE THE PAINT
- DO NOT USE ANY DUCT TAPE ON THE FLOOR, THIS WILL REMOVE THE PAINT