



Casa Libre
 en la Solana
Where the Writer is Inn
 228 North Fourth Avenue
 Tucson, AZ 85705
casakeepers@casalibre.org
 520-325-9145
www.casalibre.org

Date of Event: _____

Event Contract: Part One

Event Name: _____

Event Time (please include date & hours): _____

Coordinator: _____ Event Host: _____

Phone Number: _____ Email: _____

Billing Information

Payee Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Backup Phone: _____ Fax: _____

Deposits: For *all* events, there is a required **\$25 non-refundable registration fee** to reserve space for your event date and time. This fee covers the cost of garbage bags, tablecloths (use & cleaning), and the use of miscellaneous utensils, bowls, wine keys, candles, lamps, and advertising. For events in the rear courtyards (option 2 below), we require an **additional \$50 deposit** to hold your reservation and to ensure that the terms of this contract are met; the \$50 deposit will be applied to your invoice balance if all of the terms of this contract are met.

Use Fees: We have two areas available for your event (please check your preference):

____ **1) Library & Front Courtyard.** Accommodates up to 50 guests in combined inside and outside space. There is a \$100 use fee for this option. There is no use fee for this option if your one-time event is free and open to the public; fees for continuous events such as classes and reading series are negotiated separately with individual organizations. Donations are always encouraged and appreciated.

____ **2) Rear Courtyards, Library, & Front Courtyard.** Accommodates up to 100 guests. There is a use fee of \$150 for this option for an event lasting 1 to 4 hours. An additional \$25 will be charged for each additional hour. This fee is a venue fee only and does not include the use of Casa's staff for setup or cleanup.

Optional Services: Check line if your organization will be utilizing and purchasing the following services:

_____ **PA System (\$25):** Casa's PA system may be used for a \$25 fee, but must be set up and put away by Casa Libre staff only. If equipment is damaged by anyone at your event or by your volunteers or staff, you will be charged for the replacement or repair of the damaged goods.

_____ **Set-up & Clean-up (\$200):** Choose this option if you would prefer Casa Libre to clean-up and set-up for your entire event for a fee of \$200. This includes setting up to your tastes, and returning chairs and tables

to their proper locations; putting out tablecloths, candles, and lamps; picking up refuse; emptying garbage/recycling bins; cleaning up and replacing trash bags in receptacles.

_____ Customized Play List (\$20): Choose this option if you would like Casa Libre to create a customized play list for your event for background entertainment of music and/or spoken word for a fee of \$20. Casa Libre can accommodate a specific type of music or a mix of styles. Theme play lists are also available with plenty of advanced notice to management. Please specify: classical, jazz/blues, 30's/40's oldies, 50's/60's oldies, rock/pop, worldbeat/reggae/dance, other:_____.

_____ Refreshment Service (\$100): Choose this option if you would prefer Casa Libre staff to tend a drink and snack bar (open bar only). You must provide your own beverages, snacks, plates, cups, napkins, and utensils. The fee includes opening, pouring, and serving beverages for the duration of your event, and help with cleaning up at the end.

Please Note: You are welcome to bring your own caterers and/or bartenders. If you are going to have a cash bar where alcohol will be sold, you must have a third party licensed vendor. Casa Libre can not be held responsible for the collection of money for any food or drink. Casa Libre will not be held responsible for verifying the age of guests consuming alcohol. It is the responsibility of your event coordinator, not Casa Libre staff or volunteers, to verify that all of the guests consuming alcoholic beverages are 21 years of age or older.

Notes or special requests: _____

Advertising: Please email your event description, complete with all the details of the event and contact information as a PDF or word document to casakeepers@casalibre.org. Digital photos can also be accommodated. Please speak with Ann Fine about any additional PR needs. Casa Libre can publicize your event on our website, through press releases, and on email listservs.

Payment: Casa Libre accepts cash or checks (payable to Casa Libre en la Solana; please put the name of your event in the memo line of your check). Casa Libre does not accept credit cards except for online donations. Total payment is due before or on the day of the event. The deposits are due upon completion and receipt of this contract.

Total Deposit: _____

Total Use Fee: _____

Total Optional Services: _____

Event Coordinator Signature

Date

Casa Libre Director Signature

Date

To make an online donation to Casa Libre go to <http://www.casalibre.org/donate/donate.html>

Event Contract: Part Two (policies and event details)

Please refer to and initial the items in the following list to indicate that you agree to the terms of each.

Set-up & Clean-up: If you choose to clean-up and set-up on your own, you must have at least two volunteers come before and stay after the event. We recommend volunteers arrive 30 minutes before small events and an hour to two hours before large events. For an additional fee, described in Part One of this contract, Casa Libre staff may be hired to do your set-up and clean-up.

You are required to:

- Have volunteers remain after an event for a walkthrough to make sure everything is clean.
- Collect all refuse from the event areas and all garbage bags should be removed and emptied in the proper receptacles in the alley and replaced with new bags (to be provided by Casa Libre).
- Empty all ashtrays return them to the tables.
- Return all furniture including chairs, tables, and other borrowed equipment, to their original location and storage (this includes any patio furniture that has been rearranged for your event).
- Collect dirty tablecloths and other linens and put them in the laundry room.
- Wash and properly store all borrowed utensils and/or serving platters and bowls, etc.,
- Package leftovers to take or, if you choose to leave them, they must be properly packaged and stored (the library kitchen has a refrigerator for this purpose).
- Extinguish all candles, lamps, fireplaces, and heaters.

PA System: Casa's PA system may be used for a \$25 fee, but must be set up and put away by Casa Libre staff only. Please check the option in Part One of this contract if you will need to use the PA system. If equipment is damaged by anyone at your event or by your volunteers or staff, you will be charged for the replacement or repair of the damaged goods.

Parking: Parking in the front parking lot is for Casa Libre's residents only. **All** event guests (and organizers) must park on the street or in the parking lot across the street from Casa Libre. Short term parking for loading and unloading is permitted before and after events. Please advertise accordingly.

Refreshments: All organizations hosting events at Casa Libre are responsible for the control of alcoholic beverage consumption and legal distribution. The sale of alcoholic beverages is prohibited unless there is a licensed third party vendor serving. Casa Libre will not be held responsible for underage drinking, but reserves the right to remove any individual who is discovered illegally drinking from the property immediately.

Guest Activity: Casa Libre is first and foremost a writer's residency, and as such will always have writing guests in the suites. If your organization is hosting an event in the common areas (pool or rear courtyards) we ask that event organizers please ensure their event guests respect the privacy and space of our resident guests. Loud, rude, offensive, and disruptive behavior will not be tolerated by Casa's hosts. **We reserve the right to remove anyone from the premises who is causing a disruption to the peaceful enjoyment of our writing guests, other event guests, or Casa Libre staff and volunteers.**

Event Cancellation: If an event is cancelled at any time after this contract is signed you will forfeit your \$50 deposit. Casa Libre will also keep the \$25 non-refundable deposit for events reserved in the library or back courtyards which are cancelled after contract signing.

Event coordinator, please sign here if you have read and understand the terms of this contract:

Event coordinator: _____

Date signed: _____