

POLICIES AND GUIDELINES 2016

RESTRICTIONS: The Cable Center facility and grounds shall not be used for any unlawful purpose. The Cable Center reserves the right to refuse use of the facility and grounds to any organization or individual in the event that a program or its content does not comply with The Cable Center's policies and guidelines. Plans for facility use must be discussed and/or submitted by the user to the Events Department prior to contracting. The user must agree that it will not practice, advocate or permit discrimination or segregation based upon race, creed, color, sex, age, disability or national origin. Any event serving alcoholic beverages must also provide adequate food service. The Cable Center reserves the right to prohibit events providing only alcoholic beverage service.

HOURS: The Cable Center business hours are Monday through Friday from 8:00 am to 5:00 pm. All evening events must end by 12:00 am. Soft bar close for alcoholic beverages must be no later than ½ hour before end of the event. The last song played by bands or DJ's must be no later than 11:55 pm. Clean up and tear down must be completed by 1:00 am. Additional time outside of these parameters will be charged at \$200.00 per hour.

ALCOHOL: Alcohol may not be sold, given away, served or consumed within or around the Center except by our preferred beverage caterer, Peak Beverage. Alcohol is not permitted off grounds. All alcohol served in the Drendel Gardens and/or Rogers Amphitheater shall be enclosed within The Cable Center property. Users will inform all guests that alcohol is to remain within The Cable Center property. During evening and weekend functions and anytime liquor is served, it will be necessary to have a security guard (of The Cable Center's choosing) present during the Event. The User shall pay for the hourly charge for this additional service. Serving alcohol to minors is prohibited. The Cable Center reserves the right to remove anyone from the premises who is suspected of being intoxicated and poses a threat to others or property. At no time will kegs or shots be allowed at the Center.

EQUIPMENT/AUDIO VISUAL/RENTAL: All A/V needs must be ordered through The Cable Center A/V Department no later than 1 week prior to the event. All rental and furniture needs must be ordered through Event Rents at the user's sole expense. Certain equipment (tables, chairs, audio-visual, etc.) may be available for use at an extra cost to users of the facility. A complete list of *preferred providers* will be made available to the user. Room sets requiring additional or different furniture will be accommodated at an additional charge. No electrical equipment or extension cords may be used without The Cable Center's prior approval. The Cable Center will not assume liability for such items delivered or stored on the premises. All equipment and materials brought in must be removed immediately following an event, unless other arrangements are made with the Events Department. The Cable Center will not be responsible for personal property, displays, exhibits, equipment or other items lost, stolen, or damaged in or around the Center.

GUARANTEES: The Cable Center must receive a final count of guests one week prior to the event and the user agrees to send the final event order three days prior to the event. The Cable Center will make every reasonable effort to accommodate the change in number of guests with the same or comparable arrangements.

DECORATIONS/SET-UP: Renters may begin decorating and/or setting up 2 hours prior to the event. In certain situations The Cable Center may limit or adjust set up times. All decorations and set up plans must have prior approval from the Events Department. User must furnish his/her own decorations. User will not post or exhibit nor permit the posting or exhibiting in or around the Center of any signs, advertisements, show bills, lithographs, posters, or cards of any description without The Cable Center's prior written approval in each instance. Décor Postings are allowed only on acoustic wall panels. Banners are permitted in limited areas and must be scheduled to be hung with the Events Department for an additional charge. No nails, pins, wire, tape, hooks, racks, screws, or adhesive backing may be used to apply decorations to the building surfaces. No hanging decorations or signage is allowed to be hung from the ceiling. User is responsible for removing all materials used as decoration. At any time The Cable Center may place displays and exhibits throughout the facility without prior notification to rental clients. No displacement of fixtures or other Cable Center items is allowed without prior approval from the Events Department. Property of The Cable Center may be

repositioned only by an authorized Cable Center employee. No helium balloons, open-flamed candles, or smoke effects are permitted inside the facility. No unprotected flames are allowed except for food warming devices. Candles should be used sparingly and flames must be protected entirely within votive holders or glass hurricane lamps. **Use of helium balloons, explosives, pyrotechnics, confetti, glitter, silly string, rice, birdseed or bubbles is prohibited anywhere on The Cable Center premises.** The Cable Center will not be responsible for decorative items left after an event.

FLORAL/PLANTS: All floral arrangements and plant matter brought into the building must be clean and pest free. No live plants or trees potted in dirt are allowed inside the building.

PARKING: Metered parking is available in front of The Cable Center, subject to the rules and regulations of the University of Denver, including, without limitation, applicable parking fees. If User anticipates additional parking in connection with the Event, The Cable Center shall use all reasonable efforts to obtain additional parking spaces from the University of Denver at User's sole cost. Parking passes may be purchased for guests and an attendant will be required if more than 60 spaces are required. Valet options can be arranged through the preferred valet vendor by the client.

PUBLIC SAFETY: The entire event, including set up and teardown, must conform with all applicable fire, electrical, safety and access standards and codes.

FOOD/BEVERAGES: Food and beverages will be allowed only in areas designated by the contract. Food and beverages are prohibited inside the theater, and the library.

SMOKING: Smoking is neither permitted anywhere inside The Cable Center building nor any balcony adjacent to a conference rooms. User understands that the Center is a smoke-free facility and agrees to so inform its officers, directors, agents, employees, subcontractors, licensees, or invitees attending the Event. Smoking is only permitted outside of the building in designated areas. All smoking materials must be disposed of in designated containers.

ANIMALS: Pets, with the exception of service animals, are not allowed at The Cable Center unless permission has been granted by the Events Department.

CLEAN-UP: After an event, users must leave the building and grounds clean, and clear of debris and trash and in at least as good condition as it was found at the commencement of the event. Trash must be bagged and placed inside the dumpster. All rental equipment and materials must be removed from the rental area. If the dumpster is full, trash still must be removed from the premises. Rented items must be properly placed behind the kitchen area and ready for pick up. Charges for cleanup and removal may be assessed or deducted from the damage/security deposit if premises are not left clean and clear.

DAMAGES: The user is liable for all damages, expenses, and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the user's use of the facility and all tangible property. Costs will be assessed and charged to the user and/or deducted from the damage/security deposit. Replacement value may be used by The Cable Center to determine the damage cost charged.

DELIVERIES AND PICK-UPS: Deliveries to The Cable Center relating to the scheduled event may take place no sooner than 24 hours before the event, and must be picked up within 24 hours after the event. There deliveries may be subject to additional fees if outside of contracted time. Access to the loading dock must be arranged in advance in order to ensure security clearance and the availability of proper equipment.

SHIPMENTS: User is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, and any other item to and from the Center. The Cable Center must be notified in writing in advance of shipping arrangements; but The Cable Center shall have no liability or obligation to User in connection with or arising out of any shipments to or from the Center.

Materials and shipments relating to scheduled events may be shipped no more than one week in advance. Label shipping information:

Attention:

Events Department
The Cable Center
2000 Buchtel Blvd., Denver, CO 80210

Include the name and date of the event, contact person and number of packages shipped. Outbound shipping arrangements must be made prior to departure.

ADVERTISING: For promotional purposes, The Cable Center reserves the right to take a limited number of royalty-free photographs of the User's activities in The Cable Center. Such photographs shall be The Cable Center's sole and exclusive property for the full copyright term, and the Cable Center shall have the right to copy, exhibit, display, and otherwise exploit such photographs by any means and media throughout the world; provided however, that The Cable Center shall have the sole responsibility for obtaining any third party clearances, release and consent necessary for The Cable Center's use of such photographs.