



STEINBAUGH PAVILION: Rules and Rental Information

Steinbaugh Pavilion, 824 Front Street, Louisville CO 80027

The Steinbaugh Pavilion is available for rental. Priority usage of the Pavilion is given to City of Louisville events or events done in partnership with the City including Street Faire, the Louisville Farmer's Market and WinterSkate. Public rentals for 2020 may be made beginning February 1, 2020 for Louisville residents and February 15 for non-residents. All rental fees are due at time of reservation. Temporary holds will not be placed on the facility. The City reserves the right to modify this rental agreement as needed to address a variety of situations and uses of this outdoor facility.

Facility Specifications

Rental of the Steinbaugh Pavilion includes:

- Stage
- Backstage Area
- Covered Pavilion
- Water spigot, located in northwest corner of pavilion
- Electrical outlets, located behind stage and in back corners of pavilion
- Overhead lighting, breaker box located in backstage area
- 4 square picnic tables (movable, seats 8 adults)
- Additional Equipment: Rental of the Steinbaugh Pavilion does not include any additional equipment or promise its availability.

Special instructions

- **Special Events Permit:** Special Events Permits are available from the City Clerk's office and available [online](#). A permit is required if either of the following apply:
 - You are requesting a street closure
 - Your event has over 250 attendees
- **Restrooms:** No public restrooms are on site. Events with over 100 attendees are required to provide port-o-lets for attendees.
- **Trash:** Two small city trash cans are provided on site. Additional trash must be removed by renter.
- **Smoking:** Smoking is not permitted inside the pavilion.
- **Decorations:**
 - No tape, nails, staples or pushpins are permitted on the mural wall behind the stage.
 - Nothing may be attached to the netting underneath the pavilion.
- **Awning:** The awnings on the south side of the pavilion are only available for City Events and City sponsored events. A key is required to operate the awning and is not available to private renters.
- **Clean-up:** Renters are expected to leave the facility clean as they found it and put away all supplies.
- **Keys:** Keys may be picked up from the Louisville Public Library (951 Spruce St) 3 business days prior to your scheduled event. Following your event, please return keys to the Library. After hours, keys may be returned via the Utility drop-box at Louisville City Hall (749 Main St).

Parking

Renters and guests should use available public parking and obey all time restrictions. You can find a downtown parking map here: <http://www.louisvilleco.gov/visitors/downtown-parking>.

Live Music

- Steinbaugh Pavilion is commercially zoned and Live Music Permit is not required.
- Live music is allowed until 9:30pm.

Additional Rental Area: North Parking Lot

The parking lot to the north of the Pavilion is available for rental. Lot is covered by a tent from June-August.

- Rental fee is \$50.
- Renter must provide proof of insurance naming the City of Louisville as “Additionally Insured.”
 - When tent is in place (June-August), insurance must also name the Louisville Downtown Business Association as “Additionally Insured.”

Food, Drink, and Alcohol Policies

- Food is allowed and renters may use the caterer of your choice.
- Food trucks
 - Due to the close proximity of Steinbaugh Pavilion to local restaurants, food trucks must have special permission to operate at Steinbaugh Pavilion in accordance with the City of Louisville Food Truck Ordinance. For more information, please contact Lisa Ritchie, LRitchie@LouisvilleCO.gov, 303.335.4596.
 - Exception: Food trucks operating as a private catered event are allowed at Steinbaugh Pavilion without additional permissions.
- Alcohol is allowed under certain circumstances.
 - Alcohol may be given away or sold without a permit **IF** the event is a private event open only to members of the organization or club. This includes private parties with an invited guest list.
 - A Special Events Liquor Permit is required if the event is open to the public, regardless of whether the alcohol is sold or given away. Special Events Liquor Permits are only available to non-profit organizations. Permits are [online](#) and available from the City Clerk’s Office. Please allow at least 45 days for processing. For questions, contact Meredyth Muth, MeredythM@LouisvilleCO.gov, (303) 335-4536.

Cancellation Policy

- Changes and cancellations more than 10 days in advance will be charged 25% of their rental fee.
- Cancellations less than 10 days in advance will be charged 50% of their rental fee.

Questions? Contact Katie Zoss 303.335.4581, kzoss@louisvilleco.gov
Office located at Louisville City Hall, 749 Main St, Louisville CO 80027



City of Louisville

STEINBAUGH PAVILION FACILITY RENTAL FORM



Name: _____

Address: _____

Email: _____ Phone: _____

Cell phone contact for the day of the event (if different): _____

Date(s): _____

Set-up Time: _____ Event Hours: _____ Clean up: _____

Purpose of Rental: _____ Estimated Attendance: _____

Alcohol Served? _____ Food Served? _____

Will you be applying for a Special Events Permit? _____

Will you provide additional port-o-lets? (Required for events with 100+ people) _____

Are you requesting use of the North Parking Lot? (\$50 fee and insurance requirements apply) _____

Rental Fees: *Rental fees are charged for **all hours** used including set-up and tear-down. Full payment is due at the time of reservation and a credit card will be held on-file for the damage deposit.* Reservations are not confirmed until payment has been received and processed.

Under 100 people	\$235 for the first 4 hours, \$50 for each additional hour
Over 100 people	\$315 for the first 4 hours, \$75 for each additional hour
Non-profit/Educational discounted rate	\$45 per hour, 2 hour minimum rental

Rental Fees: \$ _____ for first 4 hours + \$ _____ x _____ additional hours = \$ _____
 Add \$50 for rental of North Parking Lot (if applicable) \$ _____
Total Due \$ _____

Credit Card: _____ **Exp. Date:** _____ **3-digit code:** _____

Check # _____ **Cash** _____

By signing below I state that I have read the rules regarding use of the Steinbaugh Pavilion, and agree to and am responsible for the party for which I sign:

Signature of Renter

Date

Please sign and return to Katie Zoss, kzoss@louisvilleco.gov, 749 Main Street, Louisville CO 80027.