



Rules and Policies

For Special Event clients, the room rental fee is required as a security deposit at the time of contract submission, and is non-refundable. This payment can be made with a credit card (Visa, MasterCard, or Discover), check, purchase order, and/or cash.

1. **Cancellations:** A written cancellation must be received by the event planner no less than five working days prior to the event. If the event is cancelled less than five calendar days prior to the function, there will be a \$10.00 or 25% charge assessed whichever is greater. The Cancellation Form is attached at the end of this packet.
2. Prices are set according to this agreement for use of the facilities, catering, security, staffing and media.
3. There may be **additional charges** for events scheduled at unusual hours.
4. **Damages:** Additional charges may be assessed for damage (this includes loss) to walls, ceiling, floors, AV equipment, easels, chairs, tables, whiteboards, etc. This includes food and beverage spills or any damage to paint or walls when hanging banners or posters, etc. We recommend taping to white boards or using easels.
5. **Catering Options:**
 - a. The Aims Event Center has a list of preferred caterers. If a food order is not placed with one of our preferred caterers, a \$2.50 charge per person will be assessed.
 - b. Catering orders must be made through the event planner no less than **thirty (30) days prior to the event.** **A final food count is due ten (10) days prior to the event. Changes made after this time are not guaranteed.**
 - c. Food cancellations must be confirmed by fax or e-mail to the event planner no less than five (5) days prior to the event. If this does not occur, a minimum fee of \$100.00 up to the amount of the entire bill will be charged, based on the discretion of the caterer.
 - d. When using preferred caterers, food may not be removed from the premises due to Health Code Regulations.
6. **Alcohol:** Alcohol may be served (not sold) at the Event Center for a maximum of four (4) hours. No alcohol may be served at any event in honor of a minor, and all responsible parties for an event must prove that they are of legal drinking age.
6. **Media Needs:** Any media equipment that is needed must be scheduled through the Event Planner at least ten (10) days prior to the event. Late notices or changes may be subject to additional charges.
7. **Bad weather closures:** If Aims Community College designates a facility closure due to bad weather or emergency conditions, the client will not hold the Aims Event Center liable for losses incurred.
8. **Power/Mechanical Failures:** If failures occur outside the control of the Aims Event Center, the client will not hold the event center liable for any losses incurred.
9. **Children:** Children under the age of 18 must be supervised at all times when visiting the Aims Event Center and may not be in the lobby area unattended.

Aims Event Center
5590 West 11th Street • Greeley, Colorado 80634 • 970.339.6354
Monday - Friday, 8:00am - 5:00pm