



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

Table of Contents

1. Abandoned Equipment /Lost or Misplaced Articles
2. Access
3. ADA
4. Alcohol Policy
5. Animal Policy
6. Audio/Visual
7. Balloons
8. Booth Storage
9. Cancellation and Booking Policy
10. Competing Show Policy
11. Carpet Tape
12. Decorating and Signs
13. Display Vehicles and Display Equipment
14. Electrical Service
15. Equipment – Convention Center
16. Fire Hose Cabinets, Pull Stations, Aisles and Exit Doors
17. Food
18. Fog/Smoke/Laser Lights
19. Freight/Mail Deliveries
20. Hours of Operation
21. Insurance
22. Janitorial Services
23. Move-In/Move-Out Policies/Rehearsals
24. Outside Solicitors
25. Parking
26. Prohibited Materials
27. Safety
28. Sales Tax
29. Security
30. Smoking
31. Sound
32. Telephone Services/Wireless Internet

Initial _____(Lessee)

Adopted 01/07/09 All Items Subject to Change

Two Rivers Convention Center | 159 Main St., Grand Junction, CO 81501
Phone: 970-263-5700 | Fax: 970-263-5720 | E-mail: trcc@gjcity.org



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

1. Abandoned Equipment/Lost or Misplaced Articles

- Any article or equipment remaining at the center past the expiration of the license period without prior arrangements with event coordinator may be considered abandoned and may be disposed of by the Center as the director deems necessary at the group's expense
- The Convention Center and Avalon Theatre shall assume no responsibility for losses suffered by the group, its agents, servants, employees or guest
- The Convention Center shall have the sole right to collect and have custody of any articles left on the premises by the attendees and to provide for the disposition thereof

2. Access

- All working building personnel, the Facility Manager, Event Coordinator and General Duties shall have access to all areas of the building at any time. The Convention Center will determine who shall and shall not be permitted in all service areas
- Load-in for convention center:
 - Public doors (may be limited based on facility needs)
 - North doors in auditorium area (parking on Main Street may be coordinated with GJPD)
 - Load-in and load-out traffic may be monitored by show security
 - Overhead door in Gunnison Room
 - Overhead door should not be opened during show hours
- Load-in for theater:
 - Public doors (may be limited based on facility needs)
 - Loading dock on east side of facility is accessible for direct state entry

3. ADA

- Please see the Event Coordinator (or Convention Center staff) for a complete Convention Center ADA assistance and building map

4. Alcohol Policy

- Alcohol may not be brought into our facilities for consumption
- Please contact the Event Coordinator for clarification of the Convention Center's alcohol policy as it applies to specific events, including but not limited to donated wines or beer for events
- Donations (sample invoice available upon request for proper invoicing procedure): Events with donated alcohol must adhere to the following procedure:
 - Donations from retail facility must be pre-approved by the General Manager of Two Rivers Convention Center and the Avalon Theatre
 - Donation **must be** from wholesale facility (individuals or organizations **may not** purchase alcohol from a retailer intended for donation toward an event taking place at the Convention Center or Avalon Theatre)

Initial _____ (Lessee)

Adopted 01/07/09 All Items Subject to Change



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

- Invoices for donated alcohol must list the following:
 - Current date
 - Header on invoice from wholesale facility
 - (Sold) to: Two Rivers Convention Center or the Avalon Theatre (based on facility used)
 - Specific list and amounts of donated items *with retail pricing listed preferred*
 - Invoice total must be \$0 (zero)
 - The word “donated” in body of invoice
 - Reference to event name
 - Invoice signed by “donating” facility
 - Invoice signed by Two Rivers Convention Center representative receiving and verifying the inventory into the facility
- Unused donated product must be removed from the Convention Center or Avalon Theatre by the promoter immediately following the event
- All donations of alcohol from a retail facility must be pre-approved by Two Rivers Convention Center facility Manager prior to event
- Nonprofit auctions may display **one** item of each flavor of donated product for auction purposes
- Silent auction purchases, including donated alcohol, must be transferred off Two Rivers Convention Center and Avalon Theatre properties
- Displays containing alcohol must be pre-approved by management prior to event
 - Wineries:
 - Cannot sell any sales of bottles of wine on premise
 - Non-alcohol winery products may be sold on premise
 - Winery can take orders for off-premise delivery or pickup
 - Wine tasting must adhere to permits and approval by City of Grand Junction City Clerk’s office
 - Tastings must be coordinated with event coordinator. Wine must be sold to convention center at “cost” from the winery (not wholesale, but cost associated in the making of the bottle of wine)
- All process or events to bring alcohol onto the licensed property of the Avalon Theatre or Two Rivers Convention Center must be within parameters set by Colorado State Liquor Laws. Alcohol purchased by Two Rivers Convention Center may not be transferred to the Avalon Theatre. Alcohol purchased by the Avalon Theatre may not be transferred to Two Rivers Convention Center. The same rules apply to any donated alcohol that an individual or organization holds at either location. Although Colorado Law 12-47-411 (3.5) has afforded the ability to take opened bottles of wine off premise, Two Rivers Convention Center, legal holder of a State of Colorado Alcohol Beverage License and City of Grand Junction Liquor License, exercises its right to enforce a policy prohibiting the removal of opened wine bottles from premise
- Wine tastings must be in coordination with Colorado State Liquor Laws & Regulations
- All events held at Two Rivers Convention Center and the Avalon Theatre in which alcohol is being served shall host an appropriate level of food service, complying with Colorado State Liquor Laws & Regulations
- The Convention Center reserves the right to check any and all packages being brought into the center

Initial _____(Lessee)

Adopted 01/07/09 All Items Subject to Change

Two Rivers Convention Center | 159 Main St., Grand Junction, CO 81501
Phone: 970-263-5700 | Fax: 970-263-5720 | E-mail: trcc@gjcity.org



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

- The Convention Center reserves the right to refuse alcohol service to any patron at any time for any reason

5. Animal Policy

- No pets or animals are permitted in the facility; only service animals or animals used for an approved training activity are allowed in Two Rivers Convention Center, the Avalon Theatre and surrounding area
- Approved animal in the facility must be on a leash, within a pen or under similar control; the Licensee assumes full responsibility for any approved animal
- In the event a live animal is being auctioned for the benefit of a nonprofit organization at an event being held in the facility, arrangements must be made in advance with the event coordinator. The animal will be contained until such time that it is brought in for the auction; this is for the safety and well-being of the animal. This policy is enforced and used discretionarily by facility management pursuant to Colorado State Health Department regulations, which state that unapproved animals are not permitted inside the Two Rivers Convention Center or the Avalon Theatre
- Final discretion on animals allowed to be brought in facilities lies with facility management or service animal consideration when it is beyond the scope of service a disabled person and it is an entertainment or training issue
- Programs including animals must have program request submitted no less than 2 weeks prior for approval from appropriate departments and agencies

6. Audio/Visual

- Audio/Visual equipment is available through Two Rivers Convention Center and the Avalon Theatre. Outside services may be arranged by or through our convention services or brought in by client on a contractual basis in addition to the ability to provide personally owned outside equipment
- In the event the client chooses to bring in outside equipment, Two Rivers Convention Center and the Avalon Theatre are not responsible for any damages or losses incurred

7. Balloons

- To prevent escape to the ceilings, helium-filled balloons and similar objects must be secured
- Helium-filled balloons may not be distributed in the convention center
- If the use of balloons is planned for your function, please advise your Event Coordinator
- Helium on site must be safely secured prior to removing bottle lid

8. Booth Storage

- Items for booths must be removed upon close of show; shipping arrangements may be made through facility office but are not the sole responsibility of convention center staff. Shipping labels, arrangements and pickup calls must be provided by booth vendor

Initial _____ (Lessee)

Adopted 01/07/09 All Items Subject to Change



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

- Due to the limited amount of storage space, excess materials must be stored off site unless show promoter has provided an area for storage when booking facility

9. Cancellation and Booking Policy

- One-day room reservations that are canceled at least 90 days prior to the start of the event will receive a 50% deposit refund. Room reservations of two or more days that are cancelled at least six months prior to the event will receive 50% deposit refund
- Events that include catering may cancel food and beverage needs **no less than** 10 days prior to event. If within the 10-day window, a minimum estimated value of catering is due for space held
- Food events will be billed for the guaranteed amount or the amount served, whichever is greater. Events that do not submit their guarantee 72 business hours prior to event will be prepared for the estimated amount and no more, and will be billed accordingly. The convention center does not prepare food over the guaranteed amount; seating will be set up based on submitted guarantee up to 5% over on seating only. Final discretion on seating is left to the event coordinator
- An 18-month booking window leads a priority booking to multi-day events with sleeping rooms for available dates
- Social events are expected to pay for their event in full prior to the event taking place

10. Competing Show Policy

- It is not the responsibility of the facility to monitor “like” events when booking. When similar events are being booked within 60 days of another similar event, we make our best effort to notify recent promoter prior to contracting procedure

11. Carpet Tape

- The show manager's service contractors are responsible for the removal of all tape residue marks on the exhibit hall floor. The Center requires the use of a quality carpet tape
- Additional fees apply for removal of tape and tape residue from equipment, floors, windows, atrium, glass cases, walls and carpets
- Removal and damage costs incurred by the Center from the use of inferior tape will be charged to the event with charges beginning at \$200

12. Decorating and Signage

- Do not attach anything by any means to walls or doors without prior approval
- The use of Scotch tape or decals on walls, partitions, doors or windows is strictly prohibited
- The use of nails, tacks, brads, screws or other driven fasteners that penetrate the integrity of the facility is prohibited
- Adhesive-backed decals and stickers may not be distributed in the Center
- Notify the event coordinator of any banners needing to be suspended prior to show load-in; additional charges may apply

Initial _____ (Lessee)

Adopted 01/07/09 All Items Subject to Change

Two Rivers Convention Center | 159 Main St., Grand Junction, CO 81501
Phone: 970-263-5700 | Fax: 970-263-5720 | E-mail: trcc@gjcity.org



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

- Scissor lifts, ladders and easels can be provided to assist with signage and banner materials; refer to Equipment Rental Rate Sheet for charges that may apply
- Banners must be coordinated with event coordinator **prior** to event

13. Display Vehicles and Display Equipment

- Any motor or motorized equipment on display at the Center must comply with the City of Grand Junction Fire Department regulations. The basic requirements are as follows:
 - Vehicle must not have more than ¼ of a tank of fuel when being displayed on the inside of the facility (this applies to but is not limited to four-wheelers, boats, cars, trucks and motorcycles. Vehicles cannot be stolen vehicles
 - Gas cap must be taped off
 - Battery cable disconnected (for computer-based vehicles, this may be discussed)
 - All equipment displays must have a plastic- or rubber-backed floor liner to prevent carpet damage from fluid drips
 - Carpet damage resulting from vehicles, trailers and carts is the responsibility of the Lessee
- Notify the event coordinator prior to arrival of large equipment displays entering the Center for weight limitations or height limitations, or similar information

14. Electrical Service

- Wall, column and permanent building utility outlets are available throughout the showroom floor with data and telephone capabilities
 - Additional needs may require 3-phase, spyder or 4-plex that apply with additional charges as listed on Equipment Rental Rate Sheet
 - Electrical rates quoted for all connections include service to the booth. They do not include connecting equipment or special wiring
 - Power needs beyond what is basically available at the convention center must be coordinated through event coordinator; additional charges may apply. No outside contractors or electricians are allowed without prior approval from facility management
 - Show vendors must provide their own
- See your Event Coordinator to pre-arrange your electrical requirements
- All equipment must comply with all federal, state and local safety codes
- Exhibitors are expected to provide their own extension cords (UL-approved utility cord)

15. Equipment – Convention Center

- All Center equipment such as food and beverage carts, table carts, dollies and jacks must be returned to the Center after the event move-in/move-out
- Any damage to the above equipment will result in additional expense to the event promoter

Initial _____ (Lessee)

Adopted 01/07/09 All Items Subject to Change



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

- Only the Center's staff is approved to operate TRCC scissor lifts and TRCC forklift
- Equipment at TRCC is limited to the amount available on inventory at the convention center

16. Fire Hose Cabinets, Pull Stations, Aisles and Exit Doors

- Do not block any doors marked with an overhead exit sign; exit areas are shown on gridded diagrams
- Each of these must be visible and accessible at all times. Contact your Event Coordinator or Facility Operations Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required
- Stay within your designated booth area. Chairs, tables, boxes, hot-tub lids, ladders and other display equipment must be clear of all aisles, corridors and other exit areas

17. Food (exceptions include Grandfathered Events found at end of document)

- Please note that no outside food or beverage is allowed (with the exception of wedding cake and matching mints, as approved by our Event Representative)
 - In the event a client wants to only have cake served and no additional food service, the service charge for cake service is \$2.50 per person
- Two Rivers Convention Center is the exclusive food service provider for the Avalon Theatre and Two Rivers Convention Center and surrounding property; TRCC shall retain all revenues for food and beverage services
- The State of Colorado's Health, Liquor and Insurance Regulations prohibit any leftover food or beverages to be taken out of the facility. Leftover food, as applicable and if possible, may be donated to local licensed and approved food banks
- Buffet hours are limited to two hours' service; beyond two hours, additional charges apply
- Beverage service must be compliant with Colorado State Liquor Laws and Regulations
- Portions for sampling are limited to the following:
 - Non-alcoholic beverages shall not exceed two ounces (2 oz.) of liquid
 - Soft foods shall be distributed in a soufflé cup not exceeding two ounces (2 oz.) in size
 - Sliced food, e.g., cookies, pizza, brownies, etc. shall be individual pieces not exceeding one and one-half inches (1 ½ ") square in size
 - **It shall be the responsibility of the vendor to provide the proper documentation** (for additional information, see licensing of same document) and arrangements for storage as well as distribution by qualified food handlers to ensure public health and safety as required by the rules and regulations governing the sanitation of food service establishments in the State of Colorado
 - All food must be handled following the guidelines of the Serve Safe Policies
 - Gloves must be worn for all ready-to-eat food and in the preparation of raw food
 - Loose hair tied back
 - Serving utensils must be provided; no open sampling
- Facility management reserves the right to forbid the serving of any food or drink not compliant with these standards

Initial _____ (Lessee)

Adopted 01/07/09 All Items Subject to Change



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

- Food items for party favors, table decor or booth giveaways must be:
 - Sample size (individual bite size)
 - Factory sealed
 - Factory wrapped
- Vendor failing to comply with policies listed will not be allowed to display (financial loss is at the responsibility of the vendor and will not be absorbed by facility)
- All food products other than samples shall be sealed and packaged for off-premise consumption

18. Fog/Smoke/Laser Lights

- Fog, smoke effects or laser light shows shall be permitted upon management's discretion in the facilities; it is the lessee's responsibility to notify guests because of potential difficulties with strobe-style lighting

19. Freight/Mail Deliveries

- Deliveries received on sites should be addressed to the appropriate show or event; specific reference must be made to "show and date"
- Freight deliveries for an event may not arrive more than two business days prior to the event. Freight arriving sooner than two days prior to the event will be refused
- Please contact an exhibit contractor or freight handler for all shipping services
- Freight to be shipped must be picked up within two business days after the event; it is the shipper's responsibility to notify freight companies for pickup

20. Hours of Operation

- The normal maximum contractual hours of occupancy for events is scheduled between 6 a.m. and 1 a.m. of the succeeding day. Arrangements regarding activities beyond these hours must be made with the Director and will be subject to overtime charges and/or additional charges

21. Insurance

- Two Rivers Convention Center requires the lessee to provide to lessor proof of insurance, as required below, at least 10 days prior to the scheduled event. Such proof shall be in the form of a certificate of insurance evidencing the existence of commercial general liability insurance applicable to premises and operations hereunder with liability limits at least in the amount of \$1,000,000 per occurrence: combined single-limit bodily injury and/or property damage. Liability insurance covering all owned, non-owned and hired automobiles; and workers compensation and occupational disease insurance including employer's liability, meeting the statutory requirement of the State of Colorado and the City of Grand Junction
- The certificate shall show the lessor, City of Grand Junction, Two Rivers Convention Center (or the Avalon Theatre, as it applies), Two Rivers Convention Center and its agents, as an additional named insured under the policy and shall contain substantially the following statement: "The insurance described in this certificate will not be cancelled or materially altered unless ten (10) days' written notice has been received by the lessor."

Initial _____ (Lessee)

Adopted 01/07/09 All Items Subject to Change



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

- Please present this outline when obtaining event insurance
- For assistance, please contact Two Rivers Convention Center and the Avalon Theatre

22. Janitorial Services

- Event areas are cleaned daily at no charge. Additional cleaning requirements may result in charges to the event
- Additional cleaning charges may apply for excessive cleanup necessary, including but not limited to cardboard, boxes, packing materials, trash, gum residue, confetti guns and the like
- Excessive trash removal charges may apply; additional Dumpster or dump fees are available on Equipment Rental Rate Sheet
- Grease disposal charges apply for food shows

23. Move-In/Move-Out Policies/Rehearsals

- Loading and unloading is permitted through designated doors of the facility in coordination with arrangements with the event coordinator. Occasionally, alternate doors must be designated for ingress/egress based on other events in house
- Room rentals cannot be waived for move-in/load-in dates; in the event the facility is available for minor load-in of items and it does not increase staffing needs and does not go beyond operation hours for that date, and space is available, clients may coordinate a limited load-in with the event coordinator, coordinated no more than 10 days prior to actual load-in date needed. Load-in beyond available hours is available at \$175 per hour. If the move-in/move-out requires room temperatures, additional time or staffing beyond minimum levels, 100% of the rental rate will apply
- In the event the Center is not vacated by Lessee upon the expiration of the Term, Management is authorized to remove from the Center – at the expense of the Lessee – all goods, wares, merchandise and property of any kind left therein, and Management shall not be liable for any damages to or loss of such goods, wares, merchandise or property which may be sustained by reason of such removal, and the Management is hereby released from any and all claims for damages of whatever kind or nature, including but not limited to non-use or unavailability of such property. Items left after contract time are no longer the responsibility of Two Rivers Convention Center for storage or return

24. Outside Solicitors

- Soliciting is not permitted on the Convention Center property
- Individuals loitering or sleeping around Convention Center property can be asked to leave; the facilities are public and coordination may be made with management staff when asking individuals to leave premise
- Peaceful picketing or protestors, with individuals appropriately dressed, may take place with the following criteria:
 - Cannot impede pedestrians
 - Cannot plant signs in foliage or on stands in the outside areas
 - Cannot block doorways
 - Must be held only in public areas outside of facility not blocking main ingress/egress patterned areas

Initial _____ (Lessee)

Adopted 01/07/09 All Items Subject to Change



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

25. Parking

- Two Rivers Convention Center has dedicated parking to the south and underneath the convention center, and is available at no charge for event attendees
- Surrounding parking areas are available. Parking meter rates apply at metered parking spots, and vehicles parked on private property are subject to applicable regulations
- Parking is available to guests for event parking only; all other vehicles are subject to towing
- Extended or dedicated parking may be arranged with facility management and permits will be provided by event coordinator
- Handicapped parking is reserved for credentialed individuals; all others subject to parking fines
- No parking in fire lanes, service roads, loading dock areas or any other unauthorized location is permitted. Reasonable attempts will be made to notify vehicle owner; unauthorized vehicles will be removed at owner's expense
- Avalon Theatre
 - Dedicated parking within east lot must be coordinated with event coordinator prior to event
 - Motorcoach parking must be coordinated prior to event with event coordinator for proper permitting procedure
 - Blocking of traffic is not allowed

26. Prohibited Materials

- The following items are hazardous and prohibited (but not limited to):
 - Sparklers
 - Open-flamed candles
 - Combustible items
 - Packaged fireworks
 - Untreated Christmas trees, cut evergreens or similar trees
 - Fireplace logs or similar materials
 - Confetti, Mylar balloons, metallic décor or feather boas
 - Charcoal, hay or straw
- L.P. Gas (i.e., propane and butane) are limited to no larger than 20-pound tanks or single-use butane cans and must be used in coordination with available approved fire extinguisher (provided by vendor)
- Food preparation equipment for sampling must be approved by Building Maintenance Supervisor and/or Executive Chef

27. Safety

- Two Rivers Convention Center's goal is to provide a safe, enjoyable atmosphere for every event and our guests. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties, and corrective measures are to be made immediately. Final event decisions are left to facility management or applicable fire department discretions based on ICC Uniform Fire Code policy

Initial _____ (Lessee)

Adopted 01/07/09 All Items Subject to Change



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

- Placement of equipment and furniture must be within designated areas
- 10-foot show aisles will be observed for public show
- Placement of booths and/or displays shall be clear of egress areas
- Placement of booths and/or displays in concourse hallways must be offset, and final discretion is the judgment of event coordinator or Fire Department representative
- Fire Department will be consulted for any unordinary setup, fabrics, pyrotechnics, displays and shows for approval
- Vehicle requirements for inside display is listed under "Vehicles" of same document
- Deviation from ICC codes shall be by approval of fire prevention officer with proper precautions arranged
- All electrical cords must be secured and blanket taped in public pathways at the expense of lessee (with proper tape) to the approval of staff and/or Fire Department representative

28. Sales Tax and Licensing

- Documentation must be presented for tax exemption prior to event
- No sales tax shall be waived without prior approval or exemption documentations
- Proper sales tax collection is the responsibility of the lessee to verify for ALL booths and vendors participating in their show prior to open of show
 - Random inspections from State of Colorado and City of Grand Junction sales tax professionals (representatives) may take place without prior notification. It is asked that when these professionals arrive, they check in with facility management to coordinate inspection
- Food vendors must present their most recent and valid health certificate from the Federal, State or County level, or food brokers who are not subject to health department inspections shall provide a copy of a current business license
- The event promoter is responsible to present to event coordinator prior to show copies of the required inspection report or business licenses (licenses do not take the place of inspections for facilities that are inspected by Mesa County Health Department)
 - Vendors will not be allowed to participate without proper documentation submitted

29. Security

- Required Security services for Two Rives Convention Center will be arranged for as required by the event coordinator and charged to the lessee at the prevailing rate
- The number of required officers is based on the event coordinator's or facility manager's discretion
- Security may be required by Two Rivers staff based on alcohol service or crowd control needs and final number of officers based on event coordinator's or facility manager's discretion
- Security on duty must be unarmed; this applies to security provided by show promoter as well
- Show promoter may provide security over and above the required security; however, promoter security must coordinate directly with facility manager on duty. Promoter security may not take the place of required security by Two Rivers Convention Center

Initial _____ (Lessee)

Adopted 01/07/09 All Items Subject to Change



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

- All security at Two Rivers Convention Center must be coordinated through the event coordinator; the only armed security allowed at the convention center is uniformed City of Grand Junction Police Officers or County Sheriff Officers. Any person whose conduct is objectionable, disorderly or disruptive to the Center's use or is in violation of any law shall be refused entrance or shall be immediately ejected from the premises. Lessee assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, invitees and attendees of the event
- Overnight security within the facility shall be the discretion of facility management due to the nature of sensor security equipment within the facility
- Outside overnight security or off-show hours security is the responsibility of lessee; security may be arranged by TRCC staff or by the lessee for outside overnight security

30. Smoking

- Smoking is not permitted in the Convention Center
- Outside areas have been designated as smoking areas

31. Sound

- Noise levels may be controlled by TRCC staff with final discretion with facility management on duty for guest comfort and city noise requirements

32. Telephone Service/Wireless Internet

- Only Two Rivers Convention Center, City of Grand Junction I.S. Department or authorized dealers are authorized to modify system wiring and cable
- Phone needs must be pre-ordered at least three days prior to event and are available on a limited basis
- Conference call capabilities all available and must be pre-arranged with event coordinator

Initial _____ (Lessee)

Adopted 01/07/09 All Items Subject to Change



**TWO
RIVERS**
CONVENTION
CENTER

Two Rivers Convention Center & the Avalon Theatre General Guidelines & Facility Policies

Information, responsibility, and regulations listed within are not limited to the items listed. It is the responsibility of the lessee and all parties involved in the event to adhere to all the policies and rules as described and involve the participation by all show vendors. It is the lessee’s responsibility to notify their vendors and representatives of information listed and assist in the enforcement of such policy. Failure to comply may be subject to closure of show at the lessee’s expense and/or charges for damage and cleaning fees.

By signing this document, you are in agreement with these Policies.

Show Name _____

Show Date _____

Lessee _____

Date Submitted _____

Facility Representative _____

Title _____

Date _____

Proof of insurance required

Internal: Grandfathered waived room rentals include setup and tear down days for Lions Club Carnival, se up day for Kiwanis Pancake Breakfast and JUCO Banquet events. Grandfathered food items include Kiwanis Pancake Breakfast & Lions Club Carnival.

Initial _____ (Lessee)

Adopted 01/07/09 All Items Subject to Change