



AVERY HOUSE & AVERY HOUSE HISTORIC DISTRICT SPECIAL EVENT PROGRAM

*The Avery House, Margareth Merrill Memorial Gazebo, Fountain,
and Carriage House are listed in the National Register of Historic Places*

The Avery House, Carriage House, and expansive yard can be rented for weddings, receptions, teas, parties, photo shoots, meetings, and other events. The venue features beautiful grounds with historically accurate plantings and a large yard suitable for up to 125 guests. The Carriage House can be rented for meetings and smaller parties, seating up to 40 people. The Avery House can also be rented to allow event guests private tours of this wonderful Victorian house museum.

The Avery historic grounds provide an intimate, romantic setting for wedding ceremonies and receptions. The location also offers exquisite opportunities for event photography. Additionally, the venue is in the vibrant downtown area of Fort Collins, an attractive location for many uses.

Poudre Landmarks Foundation (PLF) is a non-profit organization that manages the City of Fort Collins owned Avery House. Rental includes the venue only, and you are free to hire whichever rental equipment company and caterer you wish, with no general limitations.

Rental Space	Capacity	Size	4-Hour Minimum Rental	Extra Hour	Features
Avery Carriage House & Yard	125		\$650	\$75	Popular for beautiful outdoor weddings/receptions and teas with the lush yard, the gazebo, and the convenience of an indoor space with changing room, wardrobe rack, and limited kitchen for many uses.
Carriage House Only	30 to 40	700 sf	\$300	\$50	Business/club meetings, memorial services, small weddings, receptions, fundraisers.
Avery House Only	30		\$450	\$50	Small stand-up weddings only.
Avery House, Carriage House, and Yard	125		\$900	\$75	Private tours of the Avery House are included with this rental.

Rental Policies

Attendant

The presence of a PLF representative is required for all events. If both the Avery House and Carriage House are rented, two attendants are required. Attendant must be present from delivery/setup of equipment until property and buildings are closed and secured following the event. Attendant fees are included in the rental fees.

The attendant's duties do not include planning or coordinating the activities of the renter's event.

Good judgement and responsible behavior are expected on the part of both hosts and guests. The attendant has been instructed to summon police assistance if any situation arises, such as excessive noise or actions that jeopardize any person or the Avery premises.

Avery House Tours

The Avery House has regular public tours from 1pm to 4pm each Saturday and Sunday. During these times, do not block access to the Avery front door, walkways, or porch with activities or equipment. Rental event equipment, decorations, canopies, tents, tables, and signs cannot be located in front of the Avery house during regular public tour hours.

Event guests (limit of 10) may tour the house with the Avery docents as guides during weekend if their event coincides with public open-house hours.

Avery House

No additional furniture or chairs may be brought into the Avery House unless authorized by PLF. Chairs for the aged or infirm may be taken into the Avery House at the discretion of the attendant.

The Avery House furnishings are historical pieces. Guests may not sit on the furniture within the Avery House. Rearranging of the furniture or furnishings is to be done only with the permission and assistance of the attendant.

The Avery House is routinely decorated for holidays and PLF events. It is not possible to remove decorations for an event.

Decorations or banners on the outside of the Avery House for other events cannot be removed.

No food, drinks or candles are allowed in the Avery House.

No photography allowed in the Avery House without permission.

Alcoholic Beverages

Limited alcoholic beverages are permitted to be served and are subject to all applicable State and local alcohol licensing or permit requirements.

Only beer, wine, and champagne are permitted. Beer must be in bottles and cans only, no kegs allowed. No hard alcohol, mixed drinks, liqueurs, or flasks.

Guests consuming alcohol must be of legal drinking age.

All event alcohol must be served gratuitously to invited and cannot be sold by or to any person on the property; therefore cash bars are not permitted.

At all events where alcohol is consumed on the property, the rental party must provide proof of alcohol liability insurance or use an insured caterer/bartender who provides alcohol service. Proof of alcohol liability insurance in the form of a Certificate of Liability Insurance and endorsement for the event, meeting PLF's minimum levels of coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, is required and due no later than 30 days prior to your event. You may provide evidence of insurance purchased from a company of your choice or extend coverage of a homeowner's policy for the event. Poudre Landmarks Foundation and the City of Fort Collins must be listed as an additional insured on event liquor liability insurance.

Alcohol liability insurance is still required if a champagne toast is planned or if alcoholic refreshments are provided for the bridal party while they prepare for the ceremony.

All event alcohol consumption must be within the Avery Property.

Consumption of alcohol on the Avery Property without authorization or unapproved beverages consumed during an event will be cause for the forfeiture of all deposits and possible legal action. Police can and will be summoned if there is any unauthorized consumption of alcohol by hosts or guests. All coolers and ice chests are subject to searches for non-permitted alcohol.

Booking

In the event of multiple requests for a single date, the date is given to the first party whose completed contract with a paid deposit is received by PLF.

Dates can be booked up to 18 months in advance.

Cancellations

50% of the rental fee will be refunded if the event is cancelled 60 days prior to the scheduled event, but not thereafter.

Cancellations due to inclement weather are not grounds for a refund of the rental fee.

Carriage House

PLF's tables and chairs or other furnishings can be used within the Carriage House but are not to be taken outside.

Items stored in cupboards and drawers (cups, dishes, bowls, utensils etc.) are not available for use.

No cooking in the Carriage House; a microwave for heating is available.

Refrigerator is available for renter's use.

Hot tables are not allowed.

Candles are not allowed.

The upstairs offices of the Carriage House are not available for use.

Contracts

All rentals must have a completed PLF contract, signed by all parties and returned to PLF along with a security deposit and/or rental fee to secure their events on our calendar.

Decorations

All decorations, signage, tables, materials, etc., must be displayed in a safe manner. Absolutely nothing may be taped, stapled, or nailed to any permanent property structures. Use gentle removable methods, such as zip ties, ribbon, removable tape, or 3M Command Damage Free products. No changes may be made to the existing facilities.

Diversity Commitment

PLF is committed to treating all staff, clients, guests, performers, and suppliers with dignity and respect. PLF's goal is to create an environment free from any form of harassment, discrimination, or violence.

Emergency Situations

In the event of a serious emergency (fire, police, medical), call 911 or contact the PLF attendant.

Evacuations

If for any reason evacuation becomes necessary, exit the area quickly but calmly and proceed to a safe distance away from the historic block.

Event Contact Person

The renter will designate a contact person, associated with the event, who has decision-making authority. This person is to be readily available to the PLF attendant during the event. The name and contact information for the contact person must be supplied to PLF before the event.

Force Majeure

If prior to the contracted event date the Avery Properties are destroyed or damaged by fire or other casualty or become unusable, PLF may elect to terminate this agreement and return the deposit, and the parties have no further obligation.

Liability

Renters are responsible for any damage to the property by renters' guests or vendors and will immediately pay for any damage that exceeds the damage deposit.

Renters are responsible for communicating all PLF rules and policies to event vendors, event volunteers and guests prior to the event and for enforcing them during their event.

Lost and Found

All items found left after an event will be kept in a secure area for a period of thirty (30) days. If not claimed by the rightful owner within that period, the item will be disposed of: Cash will be considered a donation to PLF; ID cards, credit cards, bills, and paper with personal information will be shredded; keys will be broken and discarded; other items will be donated to a thrift store, disposed of in the trash, or recycled.

Occupancy

Limits are strictly enforced. Carriage House & Yard: 125 people; Avery House: 30 people; Carriage House: 30-40 people.

All events with over 75 attendees planned will be required to rent a portable outdoor toilet.

Underestimating attendance to avoid renting a portable outdoor toilet can subject renters to loss of their damage deposit and/or penalties if event exceeds occupancy limits.

Parking

Street parking is available for events but cannot be guaranteed. Please check street parking signs for rules and hours of use. Downtown civic parking lots and garage information is available through the City of Fort Collins at <http://www.fcgov.com/parking/>. Please note that the parking lot across Mountain Avenue from the Avery House is private property.

Payment

Rental fees can be paid by check or cash. Security/damage deposits are due when the rental contract is signed. The balance of the rental fee is due 45 days from when the contract is signed. Failure to pay after 45 days may result in cancellation of reservation, and/or forfeiture of all fees and deposits.

Pets

No pets are allowed on the property except for service animals. ADA definition of a service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. The work or tasks performed by a service animal must be directly related to the individual's disability.

Photographs

PLF reserves the right to use photographs taken during events for promotional purposes.

During public open-house hours of the Avery House, no photography is allowed on the porch, on the porch steps, or in front of the house. Public open-house hours are Saturdays and Sundays, 1pm to 4pm.

Rehearsals

Wedding or event rehearsals must be prearranged. Please contact the event coordinator for scheduling to avoid conflicts.

Rental Periods

Rental periods include setup and take-down/clean-up time and are for arrival and departure times NOT event time: *absolutely no setting up early or the night before an event*. You must be fully finished, packed up, and off the property at the end of your rental time. Noncompliance with this policy can result in a penalty of \$100 per hour for any additional hour or part thereof.

We schedule only one event per day, but any rental (including take-down/clean-up) must end by 10pm, by which time the City of Fort Collins requires all outdoor events be completed per the city's noise ordinance.

The PLF attendant must be present when rental equipment is delivered, set up, and taken down. Attendant is not authorized to sign for event equipment delivery.

Restroom Facilities

An ADA accessible restroom is provided in the Carriage House. Renters may not deny use of the Carriage House restroom to their event guests who are disabled or have mobility issues.

All events with over 75 attendees planned will be required to rent a portable outdoor toilet that includes handwashing amenities. Units *must* be placed on the west side of the Carriage house in a predesignated area; a map showing the exact location is available for the rental company that delivers the portable outdoor toilet.

Rubbish Removal

PLF will provide up to three waste containers. One container will be designated as a recycling bin. PLF will dispose of all waste after your event and provide recycling. Renters must remove all left over food/drink/ice items from the refrigerator, or it will be disposed of immediately after the event.

Security Deposit

A security/damage deposit of \$500 is charged for every Avery Property event. The security deposit holds the date on our calendar; the balance of the rental fee needs to be paid within 45 days. The damage/security deposit will be fully refunded upon satisfactory completion of the event. Allow 4 weeks for processing for return.

Special Event Conflicts

It is the renter's responsibility to research dates/events and plan accordingly with regard to other Downtown Fort Collins events. Parking issues, trains, church bells, and general downtown activity can also cause unforeseen noise and inconvenience.

Smoking

Per Fort Collins ordinance, NO SMOKING is allowed anywhere on the Avery Property. This prohibition includes the use of e-cigarettes and marijuana.

Wi-Fi

Limited wireless Internet is available on request. Ask your PLF attendant.

Vendors

Renters can select vendors of their own choice without any general limitations. Names and contact information of caterers, bartenders, and equipment-rental companies must be supplied to PLF before the event.

Yard and Property

The City of Fort Collins Parks Department will mow the yard and perform landscape maintenance a day or two prior to the event date.

No motorized or livestock-pulled vehicles may be driven on the Avery House lawn.

No bird seed, rice, confetti, or silk flower petals. Real rose or other flower petals are acceptable as they naturally decompose.

No dumping of ice from chest or coolers onto the lawn. Ice and excess beverages can be poured in the street gutter along the sidewalks.

There is no outdoor lighting available for the Avery yard during night hours. Renters may want to consider renting lighting if their event is held past sunset.

An irrigation map of the Avery Property is available for rental companies to ensure that no damage from tent/canopy stakes, etc., occurs to the irrigation system. Main lines will be marked on the lawn by the City of Fort Collins Parks Department before each outdoor event, but renters are responsible for damages to irrigation lines caused by staking equipment.

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***Violation or disregard of rules and policies may result in the following consequences:
Ineligibility to make future reservations, removal, fine, arrest or legal action,
cancellation of reservation, and/or forfeiture of all fees and deposits.***



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