



City and County of Broomfield Community Center Kitchen Rental INFORMATION AND POLICIES

The Community Center has a full, health department-approved commercial kitchen with refrigerator, freezer, ice machine and lots of counter space. Due to liability reasons, the general public is not permitted to use any of the heating appliances (stoves, ovens, grill, steamer, microwave, warmers, and dish washing machine).

If you need to use any of the heating appliances, a kitchen supervisor employed by the City and County of Broomfield will be assigned to cover your kitchen rental and insure safe use of these appliances. **(Option 2)**

If your event is being catered and the caterers need to use the heating appliances, then the City and County of Broomfield requires proof of a current Colorado Food Service license and proof of insurance. **(Option 3)**

KITCHEN USE OPTION 1

- Walk-in refrigerator
- Ice machine
- Counters
- Punch bowls
- Coffee makers
- Rolling carts

Resident fee \$20.00 per hour/\$35.00 per hour nonresident

KITCHEN USE OPTION 2 (need 30 days notice)

includes OPTION 1, plus on-site supervised use of:

- Stoves and ovens
- Grill
- Steamer
- Microwave
- Warmers
- Commercial dishwasher

Resident fee \$55.00 per hour/\$70.00 per hour nonresident

Holiday Rates: \$75.00 per hour/\$90.00 per hour nonresident

OPTION 3 - Professional Caterer- includes use of above listed equipment.

Proof of current Colorado Food Service License and Insurance required.

Resident fee \$30.00 per hour/\$45.00 per hour nonresident

ADDITIONAL CHARGES:

If the kitchen is not left in clean, sanitary, and acceptable condition as determined by the kitchen and/or building supervisor a \$25 per hour clean-up fee will be assessed.

PRIORITY OF USE

1. All rental priorities are based on a first-come, first-serve basis.
2. Our building/facility is the Designated Emergency Center for the City and County of Broomfield. In case of a "community emergency" we reserve the right to terminate a rental/event with or without prior notice. All deposits/fees would be returned in full.

KITCHEN RENTAL POLICIES AND PROCEDURES

1. No smoking or illegal drugs are allowed in the facility.
2. No fire exit may be blocked by any decoration, table, platform, etc.
3. Alcoholic beverages are allowed only in accordance with the regulations of the facility.
4. Rentals only include what is listed after each Option. The Caterer/Renter must provide all serving utensils, plates, bowls, dishes, cups, silverware, mixers, hot pads, wine/can opener, napkins, coffee, filters, linens, condiments, etc.
5. All Options/rentals are subject to a minimum one-hour charge.
6. No grease cooking allowed.

7. Leftover food, personal, and rental items must be removed immediately following your event. We are not responsible for lost, stolen, or left items.
8. Your Caterer must check out with the building supervisor before departure.
9. Kitchen must be left in a clean, sanitary and acceptable condition as determined by the kitchen supervisor and/or building supervisor. Clean and wipe down all equipment, sinks, carts, counters, etc. that were used during rental/event.

Recreation Services Reservation Line 303-464-5509
280 Lamar Street Broomfield CO 80020 www.ci.broomfield.co.us/recreation/rentals