

AVERY HOUSE & AVERY HOUSE HISTORIC DISTRICT

Rental Information and Policies

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 small events and 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 Rates:

Rental Space	Capacity	Size	Minimum Rental Period	Extra Hour	Features
Photograph Session in the Avery House	By Pre-arrangement with PLF Rental Coordinator		No Minimum \$100 per hour	\$100	
Avery House Only, for Ceremony Only	50 people	Use of the Avery House Ground Floor	\$300 for 2 hours	Not Available; if additional time at our venue is desired, please consider renting the Carriage House and/or yard	Suitable for a small wedding ceremony with room for up to 30 chairs, and some additional space for standing guests; ground floor access only. The Avery House is a registered historic landmark and is not ADA compliant: visitors with mobility issues may have difficulty accessing the building and the restroom is not ADA-compliant. PLF approved equipment vendors, only.
Avery House Only, for Small Gatherings	50 people	Use of the Avery House Ground Floor	3 hour minimum. \$450	\$150	Suitable for a small stand-up gathering; ground floor access only. The Avery House is a registered historic landmark and is not ADA compliant: visitors with mobility issues may have difficulty accessing the building and the restroom is not ADA-compliant. PLF approved equipment vendors and caterers only.
Carriage House Only	30 - 40 people	Use of the Carriage House Ground Floor	2 hour Minimum Rental \$150	\$50	Suitable for business or club meetings, memorial services, small weddings and / or receptions, or fundraisers.
Avery Yard, with use of Ground Floor of the Carriage House	125 people	Use of the Avery Yard along with the Ground Floor of the the Carriage House	4 Hour Minimum Rental \$550	\$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.

Attendant

The presence of a PLF representative is required for all events. For use of the Avery House, or both the Avery House and Carriage House, multiple attendants are required. Attendant(s) 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, or setting-up or breaking down the event.

Good judgment 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 each Saturday and Sunday. During Avery House Open Hours, 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.

It may be possible to arrange tours of the Avery House for members of the rental party. This is at the discretion of the Rental Coordinator and the availability of Docent Volunteers and is by pre-arrangement only. A per-person admission fee is applicable. Please direct group tour requests to the Rental Coordinator.

Avery House

For rental events held in the Avery House, an attendant must be present. No additional furniture or chairs may be brought into the Avery House unless authorized by PLF. The Avery House furnishings are historical pieces. Guests may only sit on the furniture within the Avery House with the permission of the PLF attendant. Rearranging of the furniture or furnishings is to be done only with the permission and assistance of the attendant.

No food or beverages are allowed in the Avery House without the express permission of PLF. If permitted, refreshments may only be served by PLF approved caterers. **Red wine cannot be served or consumed in the Avery House.**

The Avery House is routinely decorated for holidays and PLF events and exhibits. It is not possible to remove decorations or exhibit materials, for a rental event. Decorations or banners on the outside of the Avery House for other events cannot be removed.

Real candles cannot be used in the Avery House, however electric candles can be used with permission.

Alcoholic Beverages

Alcoholic beverages are permitted to be served on the property and are subject to all applicable State and local alcohol licensing or permit requirements.

Beer must be in bottles and cans only, no kegs or flasks allowed.

Guests consuming alcohol must be of legal drinking age.

All event alcohol must be served gratuitously to invited guests 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 confines of 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.

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 canceled 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.

The refrigerator is available for the rental party’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 natural disaster or other casualty, or become unavailable or unusable because of a strike, public emergency, or other cause beyond the reasonable control of Poudre Landmarks Foundation, PLF may elect to terminate this Agreement and return the Client’s deposit, and the parties shall have no further obligation whatsoever hereunder.

Liability

Renters are responsible for any damage to the property caused by them, their 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, and may be reduced if county or city restrictions are in place. Maximum Occupancy for rental events is as follows:

Avery Yard: 125 people;

Carriage House: 30–40 people;

Avery House: 50 people (we can only accommodate a maximum of 30 chairs inside the Avery House for wedding ceremonies).

All events with over 75 attendees, where refreshments are served, 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 the 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; parking restrictions may also apply during weekends. 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 and is not for use related to PLF rental events.

Payment

Check or cash payments are preferred, in an effort to decrease PLF's operating costs and keep rental rates lower. 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. If the event is planned less than two months before the event is scheduled to take place, payment in full is due at the time of scheduling.

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.

For photograph sessions scheduled in the Avery House, a PLF-authorized attendant must be present. No additional furniture or chairs may be brought into the Avery House unless authorized by PLF. The Avery House furnishings are historical pieces. Guests may only sit on the furniture within the Avery House with the permission of the PLF attendant. 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, and through-out the year various exhibits may be in place. It is not possible to remove decorations or exhibit items for an event. Decorations or banners on the outside of the Avery House for other events cannot be removed. No food, drinks or regular candles are allowed in the Avery House.

During public open-house hours of the Avery House, please minimize interruptions to volunteers and visitors touring the Avery House.

Rehearsals and Pre-Wedding Walk-Throughs

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

There is no access to buildings without prearrangement. Additional rental fees may be required.

Rental Periods

Rental periods include set-up 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.** Renters must be fully finished, packed-up, and have removed all of their items, and any vendors' items, from the property at the end of the rental time. Noncompliance with this policy can result in a **penalty of \$200 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. The PLF attendant is not authorized to sign for event equipment delivery.

Restroom Facilities

The Avery House is an historic landmark and there is not an ADA accessible restroom within the building.

An ADA accessible restroom is located in the Carriage House.

All events with over 75 attendees planned, and serving drinks or refreshments, 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 renters to share with the rental company that provides the portable outdoor toilet.

While unusual, it is possible that a portable outdoor toilet may be located at our venue on the day of your event, arranged for the use of another rental group using the venue on a consecutive date, and NOT for the use of your party.

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 leftover 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. Please allow 4 weeks for processing for return of the security deposit.

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 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. Please ask your PLF attendant regarding wi-fi access.

Vendors

For rental events inside of the Avery House, renters must use the services of vendors and caterers that have been pre-approved by PLF.

For rental use of the Carriage House and Yard, 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, along with their arrival and departure times.

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 chests 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 scheduling their event, including preparation and clean-up, during daylight hours, or renting additional lighting if their event is held past sunset.

Main irrigation 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.

If large canopies with deep stakes are used, we require a utility locate is performed in advance of the event, marking utility lines with temporary flags and not permanent paint markings. *Please advise the Rental Coordinator well in advance if you are considering use of large canopies, so that arrangements can be made for a utility locate. Additional fees may apply.*

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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.

Additional Rental Considerations, and Modifications During the COVID19 Pandemic

Poudre Landmarks Foundation will comply with all state, county and city guidelines, restrictions and mandates. These restrictions are fast-evolving and may have a significant impact on your event. These restrictions are beyond the control of Poudre Landmarks Foundation and their representatives, and we require that renters, their vendors and their guests all comply with current guidelines, restrictions and mandates. *Violation or disregard of county and city guidelines, restrictions and mandates may result in the following consequences: cancellation and closure of the event and venue during the rental period, removal of renters, their vendors and guests, fine, arrest or legal action, forfeiture of all fees and deposits and ineligibility to make future reservations.*

Booking

Poudre Landmarks Foundation will comply with any and all state, county and city guidelines and restrictions. If restrictions are in place, they may impact the number of attendees allowed at our venue, both indoors and outdoors. They may also impact the use of our venue and the activities of all present at our venue. Please discuss these with our representative. We require renters, their guests, and their vendors, comply with all current guidelines, restrictions and mandates. **It is possible that the City could close our venue entirely, especially if use of our venue breaches guidelines, restrictions and mandates.**

Additional rental time may be required, as per City guidelines, to facilitate social distancing by renters, vendors and attendees, during set-up and break-down of your event. Please consider this as you plan your event.

Carriage House

There may be severe limitations on the number of people able to access the ground floor of our small Carriage House, and impacting the use of the Carriage House. Please discuss these restrictions with PLF's representative.

Contracts & Liability

During this time, PLF require that renters sign a waiver and release, acknowledging the contagiousness of COVID19, and agreeing to comply with the restrictions in place at the time of the event. The renters will also assume the responsibility for the adherence of their vendors and guests to these guidelines, restrictions and mandates. Furthermore, the renter assumes the risk and responsibility for exposure or infection to themselves, their guests, and their vendors.

Occupancy

During this time, limitations may be imposed on the maximum occupancy allowed both indoors and outdoors at our venue. Renters are required to comply with these occupancy limits.

Vendors

Vendors are required to adhere to all guidelines, restrictions and mandates in place at the time of the event.

We require that renters assume the risk and responsibility for exposure or infection to their vendors.

Yard and Property

During the summer months, PLF will request the City provide landscape maintenance prior to the event, but the City may not provide this service as a result of funding and staff shortages..