

Clarence's Corner Reservation Procedure and Rules

Date of Event: _____

Group Name: _____

Authorized Agent: _____

Mailing Address: _____

Telephone: _____ Email _____

Time: From _____ a.m./p.m. To _____ a.m./p.m.

1. Cleaning/Damage Deposit is \$100.00. You will be charged if the building is not cleaned!
2. A key is available at the Commissioner's Office. You may pick up the key the week of your reservation date. Return the key following use with a report on the number of bags of popcorn sold and payment for supplies used. This is how you are charged for use of the building and for supplies.
3. Only use the all-in-one packages of oil, popcorn and salt provided. Do not bring in other oil or popcorn supplies. This is to ensure a consistent, quality product. DO NOT make caramel corn in the popper.
4. **Use only the #4 white sacks provided.** The charge per bag is \$1. Please do not charge more or less.
5. If all instructions are followed, you will get 7 bags of popcorn from one batch of popcorn popped in the popper. The cost to your organization is 25 cents per bag sold for supplies. Your organization can keep 75 cents per bag sold for profit.
6. **Number of Bags Sold:** _____ x .25 = \$ _____ **Date Paid:** _____
7. The original popcorn machine is for display only. The power is shut off.
8. Due to Northeast Colorado Health Department Regulations, other than the popcorn, only sealed, pre-packaged products can be sold. You may sell cans or bottles of soda or water or other drinks. Individually packaged ice cream products are permitted as well as candy bars, chips, coffee, hot chocolate and tea may be sold. You will need to supply your own pots, cups, napkins, etc.
9. After closing for the day, sweep the floors and wipe up any spills on the floor. Wipe the counters, put all popcorn back in totes. **Wipe out the refrigerator and/or freezer and make sure it is completely dry!** Wash windows. Leave the building as clean or cleaner than you found it. **You will need to furnish your own cleaning supplies.** It is recommended to bring a container of hot soapy water to use to clean with. There is no sink in the building due to health department regulations.
10. Turn off all lights and the popcorn machine and AC when leaving (including the Open sign light). To lock the front window, you must use the dowel in the window track. Remember to lock the doors.
11. Please call Rick Cullip at 970-520-9919 or the On-call staff person at 970-520-9917 if there are problems.

**I HAVE READ AND AGREE TO ABIDE BY
THE ABOVE CONDITIONS AND FEES:**

Authorized Agent **Date**

Buildings and Grounds Supervisor **Date**

Chairman, Board of Commissioners **Date**