



## **Booking and Hold Policies:**

At Breck Create, we will make every effort to provide you with the dates you need to make your event a success. In cases where two parties wish to book the same date, the following policies and procedures will govern how dates are placed on "hold" and how "held" dates can be "challenged."

**DATES WILL NOT BE CONFIRMED UNTIL THE RENTAL APPLICATION IS APPROVED.**

- **Placing a Hold on a Date:**
  - Holds may be placed on a date (up to one year in advance) for which a lease has not been executed or a priority event has not been scheduled. Any hold on the calendar more than one year in advance will be considered tentative until the final scheduling of priority events. These include:
    1. Town of Breckenridge/Breck Create Events
    2. Partner/Resident Company season holds/recurring dates
    3. Prior events that have previously held the date on a recurring basis for three years.

Event bookings follow the priority listed above in order.

- If you are the first to request a date, you are given the "first hold" for that date. This gives you first right of refusal so that we will not sell the date to another party without first giving you the opportunity to execute a lease agreement and secure the date.
- If a hold already exists for a date in which you are interested, we will place a "second hold" (or third, etc.) on the date. This gives you the option to execute a rental agreement should those with holds above yours not finalize arrangements for the date.

- Hold Policies:

We will hold your date at no cost until:

- *Either* ninety (90) calendar days after the date the hold was first placed,
- *Or* ninety (90) calendar days prior to the event, whichever comes first.

At that time, *or* if the hold is placed within ninety (90) calendar days of the proposed event, you will be required to complete a rental application and execute a rental agreement for your date and provide full payment for all deposits and advance fees. A rental agreement will be drafted after the completed rental application has been received by the Director of Operations and Facilities. Rental agreement and deposits must be returned within fourteen (14) calendar days. Acceptable forms of payment will be at the discretion of Breck Create.

- Challenging a Hold Date:

Should you wish to secure a date that is being held by another party, the following procedures will apply:

- Notify the Sr. Director of Theaters and Technology that you wish to challenge the party holding the date you want. Upon approval of rental application, we will prepare a rental agreement for your signature and inform you of all deposits and advance fees due under the terms of the agreement. *Note: Some held dates are priority events such as recurring town events, resident company season holds. These dates are not subject to date challenges.*
- Upon receipt of the signed rental agreement and all deposits, we will inform the first party holding the date that they have seventy-two (72) hours in which to secure the date through the execution of a rental agreement and payment of deposit fees. Should the party release the date or not meet the 72-hour deadline, the date will be released to you (under the provisions of the executed rental agreement).
- Should the first party secure the date, your deposit will be refunded in full and your rental agreement will be destroyed.

*There is a premium for holiday rentals. Rental rates for holidays will be discussed upon inquiry.*

To place a hold on a date, please use the Venue Availability Inquiry links on the rental page or email your request to [rentals@breckcreate.org](mailto:rentals@breckcreate.org).