



FACILITY RENTAL GUIDE

331 Elk Avenue | Downtown Crested Butte Historic District



Thank you for considering 331 Elk Avenue for your next facility rental!

331 Elk Avenue, an 1883 building located at the corner of Elk Avenue and Fourth Street in Crested Butte's Historic District, is owned and operated by the **Crested Butte Museum**, a registered nonprofit organization. Since its founding in 1991, the museum's mission has been to *preserve, share, and celebrate* the history and traditions of Crested Butte and the Gunnison Valley.

Since 2001, the museum has cared for 331 Elk Avenue—known by locals as **Tony's Conoco**. A beloved community gathering place, Tony's once served as the center of the town's social life, with the potbelly stove at its heart. Today, we are proud to continue Tony's legacy as the permanent stewards of 331 Elk Avenue, welcoming both longtime residents and new visitors to the museum and the community. Allowing our facility to be rented for community events and private gatherings is one way we carry on that spirit, though these rentals also pose the greatest challenge to our primary mission.



Renters who support our mission and value gathering in a historic facility surrounded by a unique and priceless collection of local artifacts and stories are encouraged to read this guide and consider any inherent risks their event may pose to our facility or collection before applying.



Getting Started: Frequently Asked Questions

- Rental rates are based on the time of year, rental start time, and type and length of use.
 - Winter season rates: November through April.
 - Summer season rates: May through October.
 - We do not allow facility rentals to begin before 6:30pm on Fridays or Saturdays in June, July, August or September.
 - Rental start times may be requested at 10:30am, 1:30pm, 3:30pm, 5:30pm (Winters only), and 6:30pm (Summers).
 - All events must be checked out of the facility by a Museum Host no later than 10:30pm.
- We cannot accommodate parties of more than 75 people.
- Renters do not have access to the facility before or after the rental times outside of regular public visitation. This includes vendors and storage.
- Rental requests must be submitted at least 30 days in advance of an event. Exceptions may be granted to some community events and memorials.
- Private Museum/Cocktail Hour and Small Group events may rent tables and chairs for an additional fee. Table and chair rentals are included for all Large Groups. Rental fees may be waived for community partners.
- No taping, stapling, or attaching anything to any walls, displays, etc.
- No unsupervised children at any time.
- No smoking or vaping within 25 feet of the building per state law.
- No cash bars allowed without proper Town permits.
- Pot Belly Stove Club Supporters receive a 10% discount on rentals.
- No food production may take place in the kitchen. Food trucks may not use Museum electricity or water without prior approval.
 - Warming food in the oven is available with Kitchen rental (\$250).
- Renters are responsible for collecting and removing all trash and recycling from the premises at the end of the rental period.

- Pets are not allowed in the museum.
- The Museum's photography policy must be observed at all times. We do not allow flash photography inside the museum and without exception the "Old Timers" Wall photos cannot be reproduced or be the subject of photographs.
- The required \$250 cleaning fee may be waived for community partners.
- We do not give recommendations for caterers, event coordinators or other vendors.
- Live plants with soil are not allowed and wild flowers are discouraged for pest reasons. Please use a qualified florist.
- All water hazards including melting ice, spilled drinks, leaking recycling bins, etc. must be cleaned up immediately by the renter or their vendor.
- Taxes and a 10% gratuity for your Museum Host is required (but may be waived for community partners and registered nonprofits). The Museum Host protects the Museum's assets, assists your party with various needs, and will facilitate your check in and check out.
 - Catered events must include a meal for the Museum Host.
 - The Museum Host does not set up tables, chairs, etc.
 - A \$1000 security deposit is required at the time of check in.
 - A check or money order addressed to the Crested Butte Museum will be required to check in for your rental. Failure to provide a security deposit will result in forfeiture of your rental. Security deposit will be returned within 2 weeks of your event, with an itemized list of any damages deducted from deposit.
 - In order to be eligible for a returned security deposit, you must check out at the end of the night with your Museum Host. Please see the End of Rental checklist in this guide.
- The process for rental application approval requires Curator and Director sign offs and typically takes 14-28 days from time of application for approval or denial.
 - High Impact events may be required to complete a consultation with staff before the rental application can be approved.

- Insurance is required for all events through our partner link:
<https://www.theeventhelper.com/#dFw67y>
- A nonrefundable deposit of 25% of the rental fee is due at the time of booking. The remaining balance of 75% is due no later than 30 days before the rental date. An additional security deposit is due at check in.

Prohibited items and activities include but are not limited to:

- No candles, sparklers, open flames, gas stoves or other heating elements.
 - Sternos can only be used under shielded chafing dishes.
- No glitter, confetti, silly string, projectiles or other micro-trash generators.
- No fountains or other water hazards.
- No excessive amounts of glass (such as champagne towers).
- No heavy objects of any sort.
- No item or activity that damages our historic wood floors.
- No Flash photography anywhere inside our facility.
- No photographs of the “Old Timers” Wall.
- No live plants with soil or other potential pest carriers.
- The Museum Host reserves the right to deny or ban any use or activity that threatens the Museum’s collection or facility during your rental.

Questions?

www.crestedbuttemuseum.com

Call us: 970-349-1880

Facility Rentals/Store Manager: Dara Buchele-Collins

museumstore@crestedbuttemuseum.com

Museum Director: Elise Park

director@crestedbuttemuseum.com

331 ELK AVENUE RENTAL APPLICATION

Event Date		Requested Start Time		End Time	
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Renter Name		Day-Of Contact	
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Event Category:	Private Museum/Cocktail Hour	Small Group (<50)	Large Group (>50)*
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Garden Use:	Y N	*Event Coordinator Contact:	
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# 5' Round Tables		# Chairs		# High Tops		# Banquet Tables	
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Audio/Visual Package (+\$75)	Y N	Kitchen Use (+\$250)	Y N	Floor Plan	
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Renter Details	<div style="border-bottom: 1px solid black; padding: 5px;">Co-Presenting Organization/Community Event: _____</div> <div style="border-bottom: 1px solid black; padding: 5px;">Community Partner: _____</div> <div style="border-bottom: 1px solid black; padding: 5px;">Nonprofit/Educational Institution: _____</div> <div style="border-bottom: 1px solid black; padding: 5px;">Government Agency: _____</div> <div style="border-bottom: 1px solid black; padding: 5px;">Private Party: _____</div> <div style="border-bottom: 1px solid black; padding: 5px;">Other: _____</div>
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Email		Phone	
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I attest all details provided are true and accurate and any changes in rental use or event design outside of the description provided here will be communicated to the Museum for approval before going into effect. I agree to inform all contracted vendors, caterers, photographers, volunteers, musicians, etc. of the Museum's rental rules and times.

 Signature Printed Name Date

Staff Notes	
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Event Categories and Rates:

PRIVATE MUSEUM EXPERIENCE/COCKTAIL HOUR

- Limited moving of walls, exhibits, or object display cases OR just the garden.
- Children's exhibit removable by request.
- All rentals are subject to a 9.4% Sales Tax, 10% gratuity for Museum Host, and \$250 non-refundable cleaning fee.
- ** Times not available Fridays or Saturdays in June, July, August or September.*

Season/Time (S=Summer, W=Winter)	Facility Base Fee	+ Per Hour
W: After 5:30pm	\$500	\$50
S: After 6:30pm	\$750	\$75
W: After 3:30pm	\$750	\$50
S: After 3:30pm*	\$1500	\$75
W: After 1:30pm	\$2500	\$50
S: After 1:30pm*	\$3000	\$75
W: After 10:30am	\$3500	\$50
S: After 10:30am*	\$4500	\$75

SMALL GROUP EVENT

- Up to 5 tables/40 seated guests OR 50 seat speaker presentation.
- Appetizers or light snacks may be served but may not be prepared on site.
- All rentals are subject to a 9.4% Sales Tax, 10% gratuity for Museum Host, and \$250 non-refundable cleaning fee.
- ** Times not available Fridays or Saturdays in June, July, August or September.*

Season/Time (S=Summer, W=Winter)	Facility Base Fee	+ Per Hour
W: After 5:30pm	\$750	\$50
S: After 6:30pm	\$1000	\$75
W: After 3:30pm	\$1500	\$50
S: After 3:30pm*	\$2500	\$75
W: After 1:30pm	\$2500	\$50
S: After 1:30pm*	\$3500	\$75
W: After 10:30am	\$4000	\$50
S: After 10:30am*	\$5000	\$75

LARGE GROUP EVENT

- Any event with more than 50 people in attendance.
- Any event with a caterer providing food service during the event.
- Up to 8 tables/64 seated guests OR 75 seat speaker presentation.
- Includes use of the garden if desired.
- Includes use of Museum tables and chairs. Sorry, linens are not included.
- A professional events coordinator is required to be on site for the entire event unless special exemption is given by the Crested Butte Museum in advance.
- All rentals are subject to a 9.4% Sales Tax, 10% gratuity for Museum Host, and \$250 non-refundable cleaning fee.
- ** Times not available Fridays or Saturdays in June, July, August or September.*

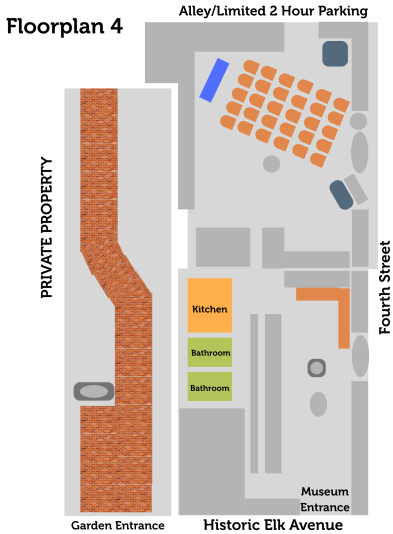
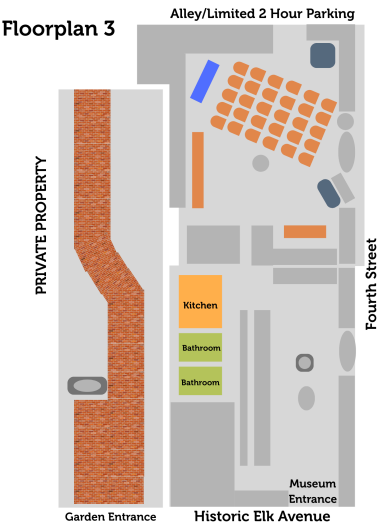
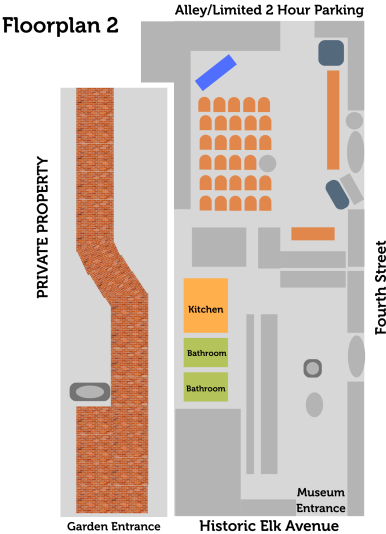
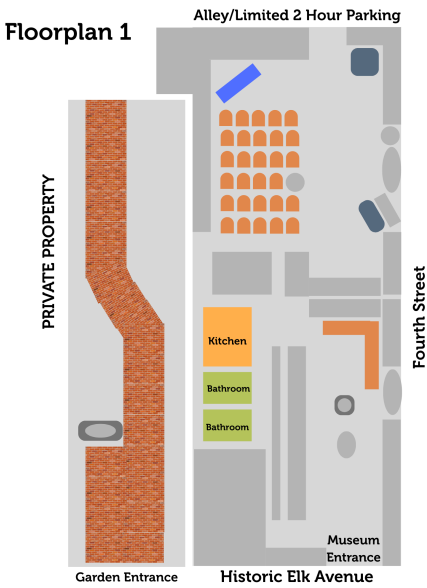
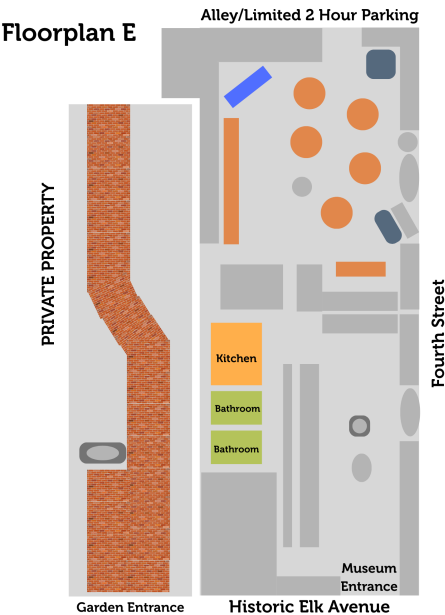
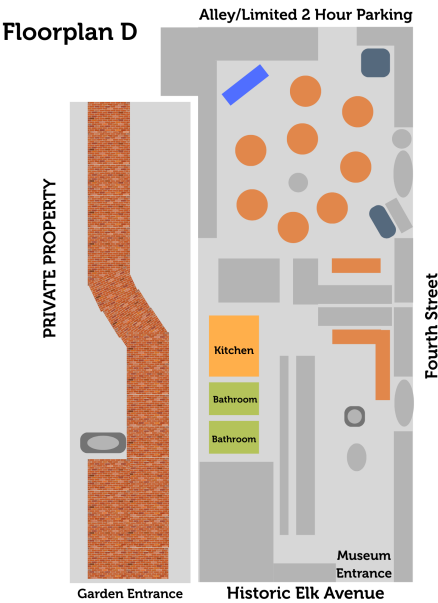
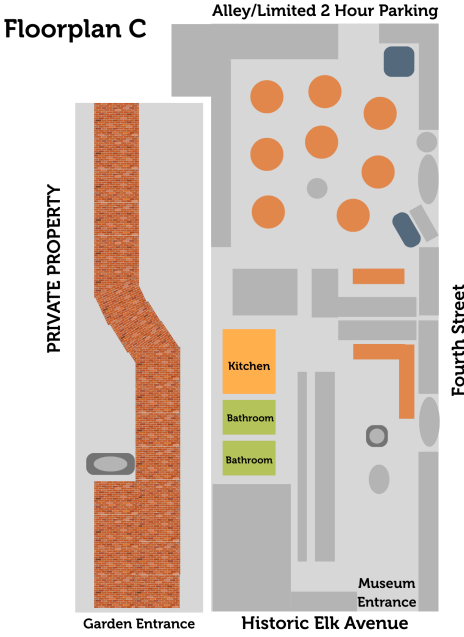
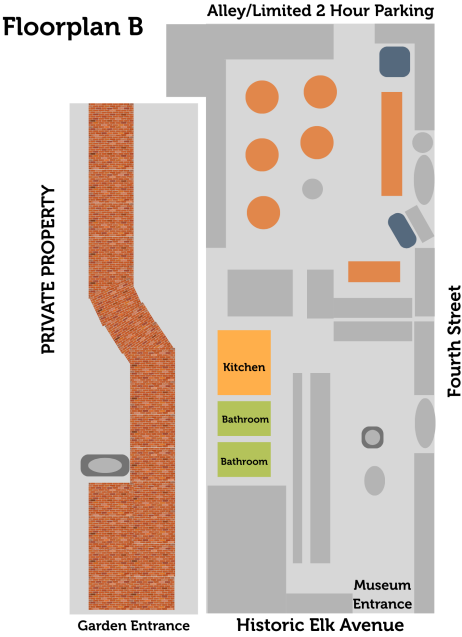
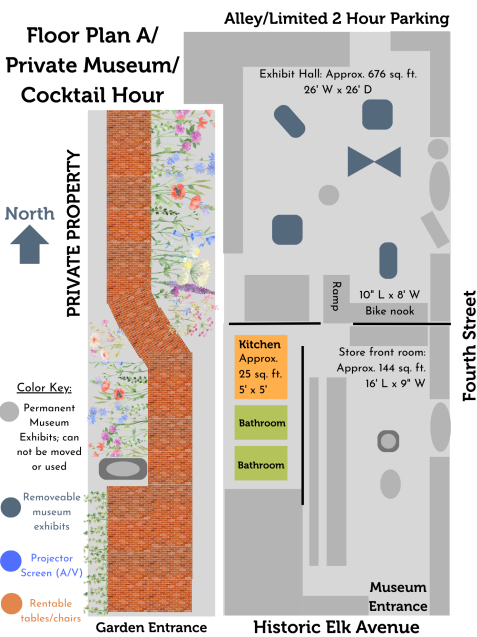
Season/Time (S=Summer, W=Winter)	Facility Base Fee	+ Per Hour
W: After 5:30pm	\$1000	\$75
S: After 6:30pm	\$2000	\$100
W: After 3:30pm	\$2000	\$75
S: After 3:30pm*	\$3000	\$100
W: After 1:30pm	\$3000	\$75
S: After 1:30pm*	\$4500	\$100
W: After 10:30am	\$4500	\$75
S: After 10:30am*	\$6000	\$100

ADDITIONAL RENTALS

- Audio/Visual Package includes projector, projector screen, mic and speaker.
- Kitchen Use does not include food preparation, only warming of food.
- Round tables are 5' wide and can seat up to 8 people each.
- You must bring your own linens for all table rentals. Tables must be covered.
- **High Impact events include use of tables and chairs without additional fees.*

Kitchen Use	\$250
Audio/Visual Package	\$75
One 5' Round Table + up to 8 Chairs*	\$20 per table + chairs
10 Chairs*	\$10 per 10 chairs
High Top 2' Round Bar Tables (up to 4)*	\$5 per table
Banquet Tables for buffet line, etc.*	\$10 per table

Facility Floorplans:



End of Rental Checklist:

- ☐ All rented tables and chairs have been wiped down/cleaned as needed.
- ☐ All rented tables and chairs have been put away.
- ☐ The projector, projector screen, mic, and speaker are in working order.
- ☐ The kitchen refrigerator has been cleared of all food and drinks.
- ☐ The oven is off and gas is locked off.
- ☐ All event plates, dishes, and servingware has been removed or returned.
- ☐ The kitchen has been wiped down and will not attract pests.
- ☐ Kitchen trash and recycling have been removed from the premises.
- ☐ All bathrooms are in good working order including toilets and sinks.
- ☐ The floors are free of debris, spills, and other hazards.
- ☐ Any items rented from other companies have been removed.
- ☐ The garden is free of trash and any other debris.
- ☐ All decor has been removed.

Community Partner/Waived Cleaning Fee Added Duties:

- ☐ Wood floor swept, vacuumed, and mopped.
- ☐ Exhibit floor swept, vacuumed, and mopped.
- ☐ Linens are collected and plans for returning them (clean and neatly pressed) have been agreed to: _____.

Renter Signature

Printed Name

Date