2027 Non-Profit Grant Program
In-Kind Use of Facilities Guidelines

Each year, the Town grants facility use to non-profit organizations to be used in the following calendar year. (For example, this year's applications will be reviewed for events to be hosted in 2027.)

Staff are often approached by non-profit organizations to waive the site rental fee. This grant process was created by the Town Council to fairly, equitably and consistently grant use of our facilities to the community. Requests for tickets, admissions or passes should not be made through this process.

We encourage you to be thoughtful and thorough when completing the application.

Applications are evaluated based on the following factors:

1. Degree to which the event benefits the Silverthorne community and/or the public in general.
2. Non-profit status of the event proponent.
3. Established history, mission and purpose of the event proponent.
4. Degree to which the purpose of the event is consistent with and/or supportive of the goals and policies of the Town.
5. Financial ability of the event proponent to bear the normal charges and fees.
6. Degree to which the event is self-supporting through attendance fees or other sources of funding.
7. Other factors deemed relevant by staff, Silverthorne Town Council and/or the Town Manager.

Granted use requirements:

1. All Users will be required to have a Silverthorne Business License and contract with the Town of Silverthorne prior to use.
2. All Users will provide to staff a program or schedule four weeks in advance of the event. This is critical for good communication with the public.
3. All Users, reduced or granted, will be responsible for managing and executing set up, take down and clean-up of their events.
4. All Users will be charged an hourly fee should they require extra staff time, facility time or bar service.
5. All Users will provide their own volunteers to handle parking instruction and/or security when needed.
6. All Users will distribute a press release to local media outlets promoting the event and acknowledging the granted use of the facility.

7. All Users, reduced or granted, will name the Town as a premier sponsor of the event in all paid advertising, including invitations.
8. All Users are required to have good follow up communications with staff after the event.

Limited dates and times are available to granted uses. Please contact staff for more information and availability.

If your organization is not granted an in-kind use of our facilities, please know that The Town of Silverthorne offers significantly discounted rates for facility use to 501(c)3 organizations. Please contact appropriate staff for more information or to request a date. Restrictions apply.

Please direct questions to:

Amy Lydon, Pavilion Manager
(970) 262-7391
alydon@silverthorne.org
P.O. Box 1309, Silverthorne, CO 80498

Mindy Nicholds, Recreation Programs Manager
(970) 262-7373
nicholds@silverthorne.org
P.O. Box 1309, Silverthorne, CO 80498

Chris Alleman, Artistic Director
(970) 513-1151 xt 101
chris@thesilco.org
P.O. Box 1759, Silverthorne, CO 80498

Please Note:

The primary purpose of these Town Facilities is to provide a place for programs and activities sponsored and/or endorsed by the Town for purposes of public education, entertainment, recreation or enrichment. A secondary purpose of these Town Facilities is to provide revenue to the Town from the rental of areas not used for the primary purpose.

Staff, with the guidance of Town Council and Town Manager, shall be the judge of a potential User's qualifications to rent or receive a grant for these facilities. The Town may refuse to rent facilities to any potential User who has previously misrepresented his or her intended use of such space.

Silverthorne Performing Arts Center Guidelines

The Town is excited to offer in kind use of the Performing Arts Center. This state-of-the-art facility is a fantastic option for events that we can now offer within our grant cycle to nonprofit organizations.

AVAILABLE DATES:

Flex Theatre

January 8- April 30, 2027 – exact dates TBD

Configuration – To be determined

Studio Theatre

May 10 – May 28, 2027 – exact dates TBD

Configuration – To be determined

Flex or Studio Theatre

October 1 – 30, 2027 – exact dates TBD

Configuration – To be determined

USES AND AMENITIES

Use Agreement for the **Flex Theater at the Silverthorne Performing Arts Center** to include the following items:

- Performance space on "floor level" clear of scenic elements
- Theatrical lighting that provides a variety of basic looks to be used for the performance
- One hand-held microphone available wired through house sound system for pre-show and post-show announcements, and for additional announcements during performance

VENUE AND TICKETING POLICIES AND OPERATIONS

Tickets for all public performances must be sold through Theatre SilCo Box Office. User may set the ticket pricing for general admission or reserved seating. Tiered pricing is available for reserved seating (some restrictions apply.)

- Tickets are securely processed electronically through Spextrix Services, the SilCo box office/patron services content management system
- Tender may be cash, Visa, MasterCard, or American Express (no checks)
- All ticket sales (cash and credit card) must include a $5.00 processing and facilities fee that will be retained by the SilCo. This fee covers ticketing and processing fees, credit card fees, and Town of Silverthorne facilities usage fee.
- All ticket sales will be issued in one payment (check) to the User within 7 (seven) business days immediately following the date of the rental/event
- Audience/ticket buyer data, including email addresses, will be exported and provided securely to User excluding any do not reply emails

Tickets will go on sale to the public through the SilCo website and ticket sales platform on a date mutually agreed upon by SilCo and User.

User must provide a working website address with information about the event including but not limited to: Organization name, event date and time, ticket pricing, event description, event logo (if applicable), and reciprocal ticket sales link to the SilCo website/ticket purchase page.

User must also provide SilCo with an event or organization logo that LDTC can use for ticketing purposes.

User may opt to include organization and/or sponsor logos on electronic tickets to patrons. User will clarify these details with SilCo staff representatives at least 60 days prior to event date.

Theatre SilCo agrees to promote the event with flyers provided by User in SilCo lobby kiosk and on SilCo online calendar (on SilCo website.)

STAFFING

Theatre SilCo will provide:

- One facilities/patron services manager to coordinate front of house and patron relations
- One day-of technical coordinator to operate light and sound needs as described in this agreement
- One volunteer or staff member to scan tickets and assist with facilities coordination
- Paid bar staff

User agrees to provide:

- One day of event coordinator/ organizational representative to manage event-specific needs and provide any pre- or post-show communication to patrons in attendance
- One back of house/event manager/stage manager to coordinate production staff needs
- At least two volunteers to pass out programs (as needed) and assist with audience relations during and after the event

BAR SERVICES

All alcoholic purchases must be purchased through the SilCo bar. All alcoholic consumption must be consumed on premises.

Theatre SilCo will provide one cash bar available for public. Bar will include full service bar with beer, wine, and cocktail options. Bar staff will provide a friendly, professional experience for patrons.

User agrees to a minimum gross bar sales of $125 for the first hour and $75 for each additional hour of the event. (For example: for a two hour event, bar sales must meet a $200 minimum). If bar minimum is not met, SilCo will reserve the right to deduct the remaining balance of gross bar sales from ticket sales revenue dispersement. SilCo agrees to discuss this process with User representative prior to deduction.

ADDITIONAL GUIDELINES

- Payment in full of anticipated expenses is due no later than ten days in advance of the event.
- Smoking/vaping is prohibited in all areas of the Silverthorne Performing Arts Center Complex.
- User must obtain permission to place any decorations within the interiors or on the exteriors of the building. Confetti, rice, glitter and loose sand are not permitted on the premises at any time.

- Theatre SilCo is not responsible for any injuries of persons or property for any external event held at the Silverthorne Performing Arts Center. SilCo also assumes no responsibility for cars parked on the premises, or surrounding areas.
- User must communicate all additional equipment requirements and requests for assistance no later than fifteen days prior to the reservation/event date. Equipment will be provided based on availability and additional fees will apply.
- Theater SilCo will maintain the facility for normal use. User may be charged an additional cleaning fee for items including but not limited to: removal of decorations, excessive trash, damage to furnishings or equipment.
- SilCo reserves the right to immediately terminate any event which it deems dangerous, harmful, inappropriate or in violation of the contractual obligations of the user.
- SilCo has the right to approve or disapprove all fundraising events held at the Silverthorne Performing Arts Center.

ADDITIONAL INFORMATION

If any organizations are interested in using any of the smaller spaces at the Performing Arts Center, those facility areas are available more frequently. Applicants interested in using the lobby or a classroom, for instance, should inquire with Kim Jardim at 970-262-7305 or kjardim@silverthorne.org regarding availability. Keep in mind that the summer season is the most prohibitive time, as the facility has very little or no availability due to the high frequency of LDTC performances and youth camps.