

# History

Mile High Station is Denver's premier special event venue, located conveniently in the heart of Downtown Denver. It is an unparalleled venue offering a space that is suited for a wide range of styles and types of events.

The original building, the Midwest Steel and Ironworks Building, dates back to the turn of the century (1897). At that time the building was a Denver landmark employing hundreds of Ironworkers and craftsmen. Many other well-known Colorado landmarks had their steel structures fabricated in this building. Some of those include; the Royal Gorge Bridge, Moffat Tunnel, East Denver High School, and Denver's City and County Building. During the early 1900's, workers built and shipped large-scale ship sections to be used by the US Navy during World War II.

Today, the building is home to a venue that not only is beautiful, but newly renovated with unforgettable features: such as, restored steel I-beams, exposed brick, large custom chandeliers, and stained concrete floors just to name a few. Mile High Station offers a unique and rustic atmosphere that is unlike any other venue. It is centrally located, easily accessible from light rail, and has a large parking lot on site to accommodate your guests. The venue has an oversized patio with plenty of tables and seating to take in those beautiful Colorado nights. We recently, added sixteen plasma TV's and an A/V system to the venue. The possibilities are endless for your next event !!

- |                  |                       |
|------------------|-----------------------|
| Weddings         | Fundraisers           |
| Corporate events | Mitzvahs              |
| Meetings         | Private parties       |
| Trade shows      | Networking events     |
| Luncheons        | Tastings              |
| Breakfasts       | Product Launch events |
| Non-Profits      |                       |

# Approved Caterers

**Mile High Station** is proud to partner with Denver's Premier caterers. Clients **must** use a catering company from the the Mile High Station approved list.

## **Biscuits & Berries**

303.277.9677

Biscuitsandberries.com

## **Catering by Design**

303.781.5335

Cateringbd.com

## **Epicurean**

303.770.0877

Epicureancatering.com

## **Spice of Life**

303.443.4049

aspiceoflife.com

## **Footers Catering**

303.762.1410

Footerscatering.com

## **Relish Catering**

303-727-9200

Relishcateringco.com

## **Occasions**

303.789.1867

Occasionsdenver.com

## **Three Tomatoes**

303-433-3332

threetomatoes.com

## **The Inventing Room**

303.885.2802

catering@theinventingroomonline.com

## **The Gourmet Kitchen**

303-465-2635

christinah@thegourmetkitchen.biz

Mile High Station has a preferred partnership with **The AXS Group** or **J&S Audio**

for all your Audio and Visual needs. You may contact either

Chris Starkey - [Chris@theaxsgroup.com](mailto:Chris@theaxsgroup.com) or Sidney Stoper - [Sidneys@jsav.com](mailto:Sidneys@jsav.com) .

# 2016 - 2017 Venue Rental Fees

**Pricing**

## **EVENING RATES**

Access to the venue starting after 4 pm

Monday - Thursday	\$2,000.00
Friday	\$4,600.00
Saturday	\$6,200.00
Sunday	\$2,500.00

\*Off Peak discounted pricing is available for the months of January – March.

## **FULL DAY RATES**

Access to the venue starting at 10 am ending at 2 am ( event time may not exceed 6 hours)

Monday - Thursday	\$2,500.00
Friday	\$4,900.00
Saturday	\$6,900.00
Sunday	\$3,000.00

## **SEASONAL RATES**

(November 29 – December 31)

Sunday - Thursday	No rate change
Friday Day	N/A
Friday Evening	\$5,800.00
Friday Full Day Buy Out	\$6,100.00
Saturday Days	N/A
Saturday Evening	\$7,300.00
Saturday Full Day Buy Out	\$7,800.00
Sundays before Memorial Day & Labor Day	\$4,300.00

## **HOLIDAY RATES**

New Years Eve or New Years Day	\$8,000.00
Christmas Eve & Christmas Day	\$14,000.00
Thanksgiving Day or Easter Sunday	\$10,000.00
July 4 <sup>th</sup> , Labor Day, Memorial Day	\$7,000.00

**Rates are inclusive of all set up, event, and break down time.**

**Rates are based on an eight hour block of time. (4 hour event, 2 hour set up & 2 hour break down)**

**If the client chooses to extend the event to a five or six hour event; additional charges will apply.**

## Non-Profit and Not-for-Profit Policy:

**Non-Profit and Not-for-Profit organizations will be given a 25% facility rental Discount (Sunday- Thursday events only) based on the following provisions:**

- 1. The organization must meet or exceed a negotiated beverage minimum requirement.**
- 2. The organization must provide business-related certificates and tax exempt forms.**

**The Mile High Station** is shown by appointment only. Regular appointments are available Monday through Friday from 8:00 A.M. to 5:00 P.M and Saturdays and Sundays, by special appointment provided the venue is available. Other times may be arranged through a **MHS** sales representative. Please call (720) 946-7721 to schedule a site visit.

## Vendors

**Mile High Station** must pre-approve all vendors. **MHS reserves the right to refuse access to any vendor.** At least five days prior to the event all vendors must furnish **MHS** with copies of their current liability insurance policy, which shall be in an amount adequate to cover the venue in the case of any damages incurred during event set-up, operation, or teardown. **MHS** shall be named as an additional insured under the vendor's general liability insurance policy. If the proper insurance is not provided by the vendor or the client by the day of the event the client will be charged \$250.00.

## Reservations and Deposits

**Mile High Station** is booked on a "first-come, first-serve" basis. At the **MHS** sales representative's discretion, a temporary hold may be placed on a specific date for a client. **MHS** reserves the right to decline a temporary hold and also reserves the right to cancel the temporary hold at any time. **A date will not be secured until a deposit has been paid.** This deposit is non-refundable, but will be applied towards the final amount due to **Mile High Station**.

## Courtesy Hold Policy

Mile High Station can put a 'courtesy' hold on a date that is not currently booked. The courtesy hold will be placed for 14 days only. Once, the 14 days pass if the date has not been booked, Mile High Station will release the courtesy hold. If within that 14 day window another client wants to book the date that has been previously placed on hold by you, your contact at Mile High Station will reach out to you about the status of your hold. If you want to reserve the date you will have 48 hours to get MHS a signed contract and deposit to secure the date.

## Payment Procedures

Fifty (50) percent of the total estimated cost of the event (refer to the facility rental worksheet) is due when a contract is signed. The balance is due 90-days prior to the event.

## Cancellations

All Event cancellations shall be submitted to MHS in writing. In the event the Client cancels the event more than 90 days prior to the Event Date, then Client shall be refunded 50% of the Initial Deposit. In the event, the Client cancels the Event less than 90 days prior to the Event Date, the Client shall not be entitled to any refund; except that under such circumstances, MHS, at its sole discretion, may attempt to relet the facility to another client and if it is able to do so on terms and conditions which it considers to be substantially similar to those set forth in the Agreement, then MHS shall refund Client 50% of the Initial Deposit.

## Set-Up and Breakdown Labor

It is the client's responsibility (or their caterer's) to arrange for the "set-up" and "breakdown" of tables and chairs. However, if the client prefers, the **MHS** labor crew can provide this service for an additional charge of \$500.00 for set up and another \$500.00 for break down.

## Additional Set-Up, Break-Down and Event Time

The lessee may request additional "set-up", "event", and "break-down" time (assuming there is not a conflicting event) for a rate of **\$150.00 per additional hour requested.** Event time may not exceed a total of six hours.

## Decoration

MHS does not allow the following décor items: confetti, birdseed, glitter, balloons, or hazers (fog machines). Candles, votives, and hurricane lamps are allowed but must comply with city fire codes. Any items décor items that are hung must not damage walls, railings, or floors. Any material used to hang items must be removed immediately after the event. If materials are not removed there will be a cleaning fee assessed to the client.

## Rental Equipment and Linens

All rental equipment will be coordinated by the **by one of our approved caterers**, and billed directly to the client. Clients must have all rentals go through one of our approved rental companies.

## Security

**Mile High Station** reserves the right to implement security personnel at their sole discretion. Fees for this service will be charged to the client and listed as a separate line item in the rental worksheet.

## Deliveries/Pick-Ups

All deliveries and pick-ups must be scheduled with the Event Manager 72 hours prior to the event. Event Management will not accept deliveries that have not been pre-arranged. ***It is not MHS's responsibility to check inventory, delivered items for quantity/quality, or that the correct items have been delivered unless MHS has ordered the items directly.*** **ITEMS LEFT BY THE CLIENT AFTER AN EVENT MUST BE REMOVED WITHIN 48 HOURS OF THE EVENT. ITEMS NOT REMOVED WITHIN 48 HOURS WILL BE DISPOSED OF AND A \$300 FEE WILL BE ACCESSED TO THE CLIENT.**

## Marketing and Printed Materials

**Mile High Station Inc.** exclusively maintains all rights to the use of its logo, name and address in relation to all Marketing and Printed Materials. Any and all such materials must be approved in advance by **The Mile High Station**, and if not approved may be subject to legal action.

## Beverages/Liquor

**Mile High Station Inc.** holds the liquor license at the facility. Therefore, all beverages (alcoholic and non-alcoholic) must be coordinated through and served by **MHS**. Please contact your Event Manager for beverage options (please refer to the following attachments included in this packet regarding your beverage options.) If a beverage package is selected, a Contract Addendum will be provided for signature outlining your Beverage Package.

### Donated Liquor

**Mile High Station** may allow the client to provide donated beverages for a Non-Profit or Not-for-Profit event. If **MHS** allows the client to provide donated beverages (alcoholic or Non-alcoholic) the following rules must be followed:

1. All donated product **MUST** be delivered by a Colorado licensed distributor.
2. All donated product **MUST** be delivered on a ZERO dollar invoice.
3. All donated product deliveries must be pre-arranged with a **MHS** representative and delivered at the agreed upon date and time.
4. No donated product may be sold for a profit, it must be served at no charge to guests that attend the event.
5. No donated product will be allowed to be taken by the client from the **MHS** at anytime.
6. **MHS** reserves the right to limit or refuse any donated product.

## In-house A/V and Sound System

**Mile High Station** has an in-house A/V and sound system available for your event. If the client chooses to use the MHS sounds system an A/V tech will be required for a minimum of 4 hours. AXS Group and J & S Audio are the only companies allowed to use the MHS A/V system.

## Additional MHS Personnel

Mile High Station reserves the right to implement additional personnel at their sole discretion. This personnel may include, but is not limited to, coat check attendant, door assistants, registration assistance, police officers, or cocktail staff. Fees for this service will be charged to the client and listed as a separate line item in the rental worksheet.

Bar packages can be tailored to the client's specific needs or budget. We have the ability to customize the brands of the spirits, wines and beers to the client's needs. For example, we can work with a set budget (for an open bar) or provide a cash bar (beverages are purchased by the guests). Another example of tailoring your bar service is for the event manager to inform the client of when they are nearing their previously agreed to bar budget. Once the client has been notified, then the client can determine if they would like to continue to provide an "open bar" or if it would be appropriate to change to a "cash" bar.

The following provides a general outline highlighting bar information and policies:

- ❖ Glassware will be used for parties at or below 250 guests; plastic glass and stemware will be used for parties with guest counts over 250. Glassware can be provided for parties over 250 with a small charge to accommodate for bar-backs/dishwashers and other glass rentals, etc.
- ❖ All bar and alcohol service must be provided by The Mile High Station. Caterers may assist in returning glassware from the tables, but are not allowed to serve alcohol at any time. In some instances, catering staff (if pre-arranged) are allowed to do wine service at dinner. Glassware for this option must be ordered for the event.
- ❖ All Bar staff are hired through Mile High Station. Bar Backs are required for all events that have a bar available at \$175.00 for a four-hour period. Additional time will be billed at \$30.00/hr/bar back. Bartenders can accommodate approximately 75 guests per bartender. Bartenders are provided at \$175.00 for a four-hour period. Additional bartender time will be billed at \$30.00/hr/bartender. If required by The Mile High Station or requested by the client, a cocktail waiter/waitress will be provided. A charge will be assessed to the final bill for this service.
- ❖ All events that serve alcohol will be required to have at least one security person for the entire event. The cost for each security personnel is \$175.00 the first 4 hours of event time and \$30/hr for each additional hour.
- ❖ If the client chooses to set up Satellite bars for the event, rented glassware will be required. Mile High Station only provides glassware behind the main bar for up to 250 guests. The fees for the rented glassware will be the client's and catering company's responsibility.
- ❖ The Mile High Station reserves the right to assess a minimum beverage/liquor charge for an event. The Mile High Station has a graduated minimum beverage charge requirement. This requirement is pre-tax (8%) and service charge (20%). The following is a list of the minimum beverage requirements.
  - 1-199 guests = \$3,000.00
  - 200-399 guests = \$4,000.00
  - 400-600 guests = \$5,500.00
  - 601-higher = \$8,500.00

Please note that during the "Seasonal Time" between November 29 and December 31, the minimum beverage charge requirements double.

***Policies are subject to change without notice***

# Bar Service/Packages

The information presented below lists prices associated with Host bar packages and general prices associated with Cash bar options. The Mile High Station will make every effort possible to provide special beverages and wines upon your request.

## HOUSE WINES (per bottle)

Private Label Chardonnay	\$30.00
Private Label Pinot Grigio	\$30.00
Private Label Pinot Noir	\$30.00
Private Label Cabernet	\$30.00
MHS House Prosecco	\$30.00

**\*\*PLEASE NOTE, above wine prices are "Dinner Service" prices only and do not include these wines being poured at the bar, nor toward the Beverage Minimum.**

## LIQUOR

Well	\$7.00
Call Brands	\$8.00
Premium Brands	\$9.00
Super Premium Brands	\$11.00 and up

## BEER

Imported Beer	\$6.00
Beer (draft)	\$5.00-\$6.50
Domestic Beer (bottle)	\$5.00
Wine	\$7.00

## SOFT DRINKS

Soft Drinks	\$2.00
Bottled Water	\$3.00
Juice	\$2.00

## **Please Note:**

**The Package Price includes bar services for a four-hour period. Taxes (8 %) and service fee (20 %) will be in addition to all hosted beverage charges.**

*\*Per Person Package Pricing is subject to change. Above pricing is only guaranteed if selected when the original contract is signed and deposit is given.*

*\*MHS requires final guest count 7 days prior to the event.*

*\*If the client selects a per person package, all guests over the age of 21 will be charged Package #1 - #5, depending on what package the client selects. All guests under the age of 21 must be accounted for with the "Under 21" per person package.*

*\*MHS does not allow any shots on a hosted tab. This includes drinks on the rocks, neat, etc. All liquor served on a hosted tab must have a non-alcoholic mixer added.*

## Package #1

Draft Beer, Assorted Bottle Beer, House Wine, Assorted Soft Drinks:  
4 Hours -\$27.00 per person /5 Hours -\$34.00

## Package #2

Draft Beer, Assorted Bottle Beer, House Wine, Well Brands, and Assorted Soft Drinks:  
4 Hours -\$30.00 per person /5 Hours -\$38.00

## Package #3

Draft Beer, Assorted Bottle Beer, House Wine, Call Brands, Assorted Soft Drinks:  
4 Hours -\$34.00 per person /5 Hours -\$43.00

## Package #4

Draft Beer, Assorted Bottle Beer, House Wine, Premium Brands, Assorted Soft Drinks:  
4 Hours -\$37.00 per person /5 Hours -\$47.00

## Package #5

Draft Beer, Assorted, Bottle Beer, House Wine, Super Premium Brands, Assorted Soft Drinks:  
4 Hours -\$41.00 per person /5 Hours -\$51.00

## Package for guests under 21

Soft Drinks, Juice, Bottled Water, and Juice:  
\$9.00 per person under 21 ONLY

The following items are included with the client's rental fee:

- Rental of the entire venue
- 45 tall round 2 1/2 ft cocktail tables
- 30 cherry-wood bar stools
- Facility cleaning (Standard)
- Approximately 200 parking spaces
- Thirty Five (35) 5-foot round tables
- 175 cherry-wood chairs
- Patio tables and chairs
- Darkening shades on upper windows
- Three 6-foot tables
- Three 8-foot tables
- Glassware behind the bar for up to 250 guests
- Fifty 3-foot square lower cocktail tables
- Satellite bars (up to 4)

## **Audio Visual equipment available:**

(Must hire an MHS approved A/V vendor to use the A/V equipment)

- 20 Plasmas – with DVD and Laptop capabilities
- Sound System throughout entire venue
- Lapel Microphone
- Hand Held Microphone
- Two remote controlled drop down 10 x 6 screens