



Dinner/Reception Guide

The Estes Valley Community Center is an excellent and affordable choice for your formal dinner or wedding reception. Our beautiful, modern reception hall accommodates up to 150 guests and features an integrated audio/visual system that makes slideshows, speeches, and streaming music simple. With a commercial kitchen, plenty of parking, a large patio with a view of the mountains and Lake Estes, and a spacious lobby with a gas fireplace, our reception hall can't be beat!

Rental Package Includes

	Reception Room	Kitchen	Patio
Capacity*	190 (150 with tables and chairs)	8	60
Room Size	2,831 sqft	350 sqft	1,376 sqft
Description	Modern reception hall with integrated audio/visual system and dimmable lights, 6' rectangular tables for serving, 5' diameter round tables for dining, white tablecloths, setup/teardown to your specifications.	Refrigerator, freezer, ice machine, oven, stove, sink, coffee machine, prep table, pass-through counter, coffee/juice/water dispensers, pitchers, plates, bowls, mugs, cups, serving utensils, silverware.*	Patio runs along one side of reception hall with lots of windows and 3 access doors, great view of the Rocky Mountains and Lake Estes, 2 picnic tables, more tables can be setup, patio provides direct access to parking lot.

* Kitchen inventory available on request.

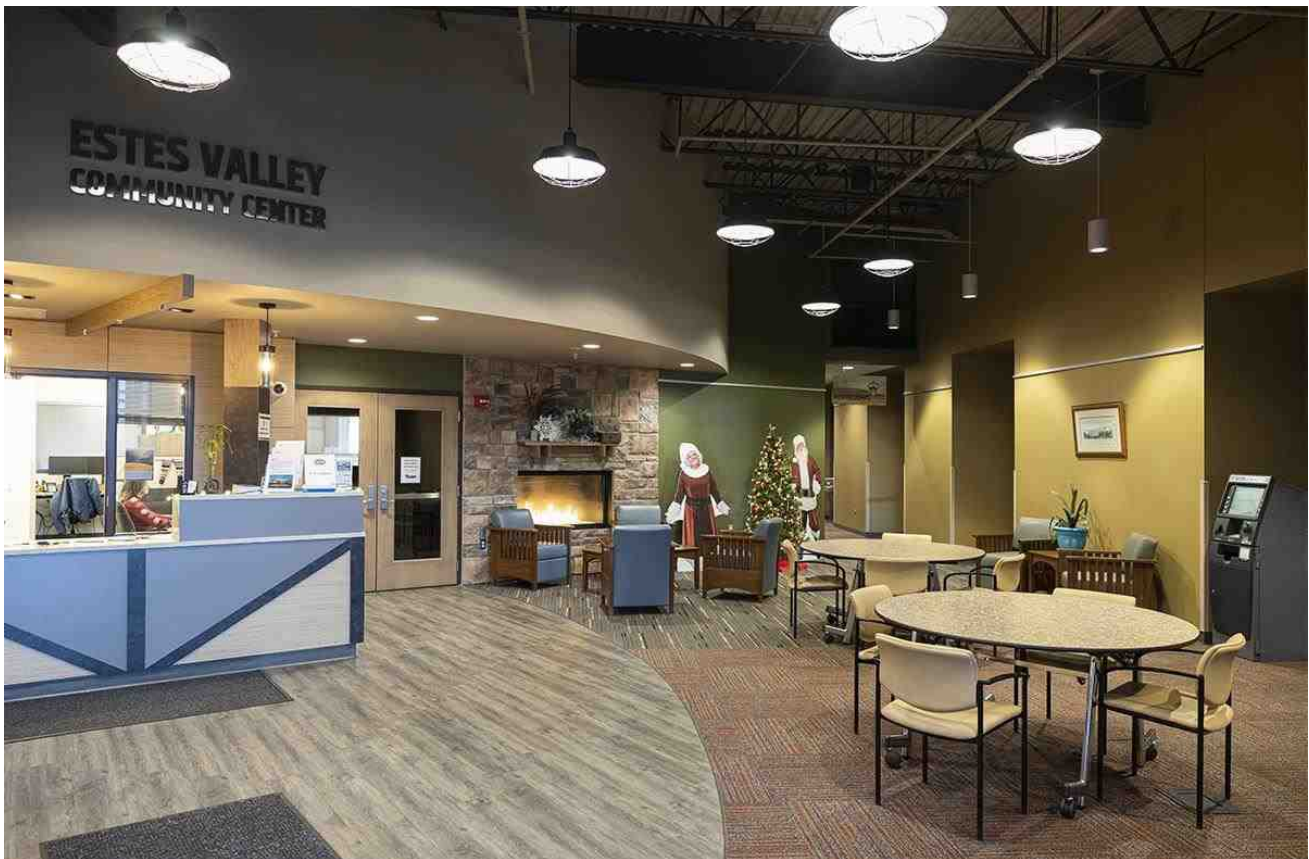


Rental Fee: \$1,500

Hours: 12 PM – 10 PM* (with 4-hour reception)

- With this package, renters may access the reception room and kitchen for decorating and/or preparing food any time after 12:00 pm the day of the event. Rooms will be locked after preparations are complete until you return for your 4-hour reception.
- The reception can begin any time after 12 pm and last up to 4 hours.
- All rentals are scheduled on a first-come, first-served basis. A reservation application must be completed to start the process.
- Payment is due when the reservation is booked.
- Reservations can be moved to a different date if the date is open at no additional charge.
- If an event is cancelled more than 30 days in advance, a full refund is provided minus a \$25 cancellation fee. If it is cancelled 15-30 days in advance, a 50% refund is provided. No refund is provided for events cancelled within 14 days of the reserved date.
- All events scheduled at the EVCC are expected to be within the hours contracted. If the renter arrives before the start time or stays after the end time, additional fees will be charged.
- Renter assumes liability for damage to the facility by their guests or hired contractors (florist, musician, caterers, etc.)
- Damages to the facility or items used will be communicated and billed within one week of the event.
- Note that firearms are not permitted in the building. (Colorado SB24-131)
- ****Events must be completed by 10:00p.m. and the facility must be clean and vacated by 11:00p.m. Under some circumstances, additional time may be purchased at standard hourly rates.***

Our cozy lower-level lobby with a gas fireplace is where your guests will enter our facility.



Rental Policies

Payments & Damage/Cleaning Fees

1. Full payment is due when making a reservation.
2. Renter assumes liability for damage to the facility by the renter's hired contractors.
3. Damages to the facility or items used will be communicated and billed within one week of the event.
4. Any concerns or disappointments with an event must be communicated within 3 days of the event to allow us time to make it right.
5. There is an additional \$250 cleaning fee if the facility is damaged, left dirty, or belongings have not been removed.

Refunds and Cancellations

1. ALL cancellations must be submitted in writing – an email is acceptable.
2. **There is a \$25.00 non-refundable cancellation processing fee for all rental reservations.**
1. Renters may receive a full refund (minus \$25 cancellation fee) up to 30 days prior to the event date.
2. If an event is cancelled 15-29 days prior to an event, a 50% refund will be given.
3. No refunds will be given within 14 days of the event date.
4. Early entry or late vacating, beyond event time, by you or your hired contractors (caterers, florist, musician, etc.) will result in additional fees.

Kitchen

1. No food or beverages may be left/stored in the kitchen after your event time is complete.
2. The kitchen area and all items used must be cleaned prior to check out.

Facility Supervision

1. Before/after building hours, an additional fee of \$25/hour will be applied for an attendant to stay after hours for events.
2. Early entry or late vacating, by you or your hired contractors (caterers, florist, musician) will be charged at our standard rental rates.
3. Firearms are not permitted in the building. (Colorado SB24-131)

Event Set-Up

1. Tables and chairs are included in the event rental and will be arranged according to the event set-up provided by the renter. A template is available upon request.
2. Set-up must adhere to fire code and must be approved by Community Center staff.
3. Event set-up must be received no later than 1 week prior to event. If it is not turned in, the set-up will be determined by the Community Center staff.
4. Once the staff has setup the room according to the renter's instructions, any further changes are the responsibility of renter.

Decorations

1. Decorations may not be nailed or stapled to any part of the walls, ceiling, or floors. Painter's tape may be used.
2. Rice, confetti, birdseed, glitter, smoke machines, fog machines, bubble machines, etc. are prohibited in or around the premises.
3. No open flames are allowed except for fuel cans used to keep food warm on a buffet.
4. All decorations must be removed from the facility after the event.

Music/Noise Level

1. Music/noise level must be appropriate, as to not disturb regular operations or other facility events and must be kept at a reasonable level as dictated by Community Center Staff.

Serving Alcoholic Beverages

A private party with a limited guest list can serve alcoholic beverages to guests who are 21 years old or older. However, if you plan to invite the public or sell alcoholic beverages at your event, you will need a permit from Larimer County. Please see the Resource Guide for Alcoholic Beverage Service ([Special Events Permit \(estes.org\)](https://dms.estes.org/weblink/ElectronicFile.aspx?docid=77448&dbid=0)) if you plan to serve alcoholic beverages at your event. (URL: <https://dms.estes.org/weblink/ElectronicFile.aspx?docid=77448&dbid=0>)

Clean Up

1. Facility renters are required to leave the room in the same clean condition it was in when they arrived.
2. Renters must fill out a Site-Use Checklist at the end of the event and give it to the attendant.
3. Clean up includes:
 - a. Wiping tables and chairs
 - b. Cleaning any spills or messes immediately (cleaning supplies are provided)
 - c. If kitchen is rented, clean all surfaces, sweep/mop, and remove all trash from the kitchen area.
 - d. All decorations, litter, and other debris must be removed or disposed of properly. Trash must be bagged and placed in designated bins located within the area being rented.
 - e. Clean up must be completed before the end of your rental time.
 - f. EVCC will not store nor be held liable for property left on the premises. Any property left will be disposed of or put in lost and found.
4. There is an additional \$250 cleaning fee if the facility is damaged, left dirty, or belongings have not been removed.