

THE TERRACE

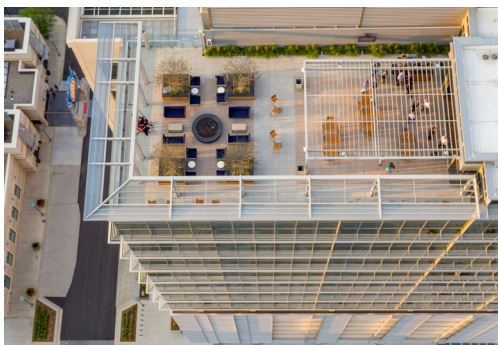
at colorado center



PLAN YOUR EVENT IN STYLE

The Terrace at Colorado Center is the perfect venue for everything from elegant weddings to amazing holiday parties to daytime corporate luncheons. The Terrace provides a unique setting for any event with gorgeous Denver views as the background. Whether your planning a wedding, a reception or a corporate meeting, Colorado Center is the ideal venue for your event.

For your convenience, The Terrace at Colorado Center operates as a one-stop-shop for all of your event needs. A Terrace at Colorado Center representative will be able to discuss in detail your options for the event space, AV, rentals and preferred vendors.



THE TERRACE AT COLORADO CENTER
2000 S Colorado Blvd | Denver, CO 80113
303.893.1886

www.LiveColoradoCenter.com | events@livecoloradocenter.com



WEEKEND RENTAL RATES

SATURDAY	Before 5 PM	After 5 PM
	\$1,500	\$3,200

SUNDAY	Before 5 PM	After 5 PM
	\$1,200	\$2,200

WEEKDAY RENTAL RATES

***Venue may not be available M-F until after 5pm**

MONDAY - FRIDAY	Before 5 PM	After 5 PM
	\$1,500	\$2,800

Venue Rental Fees Include:

- Tables & Chairs
- AV Equipment: audio, wireless microphone, screen, projector, TVs

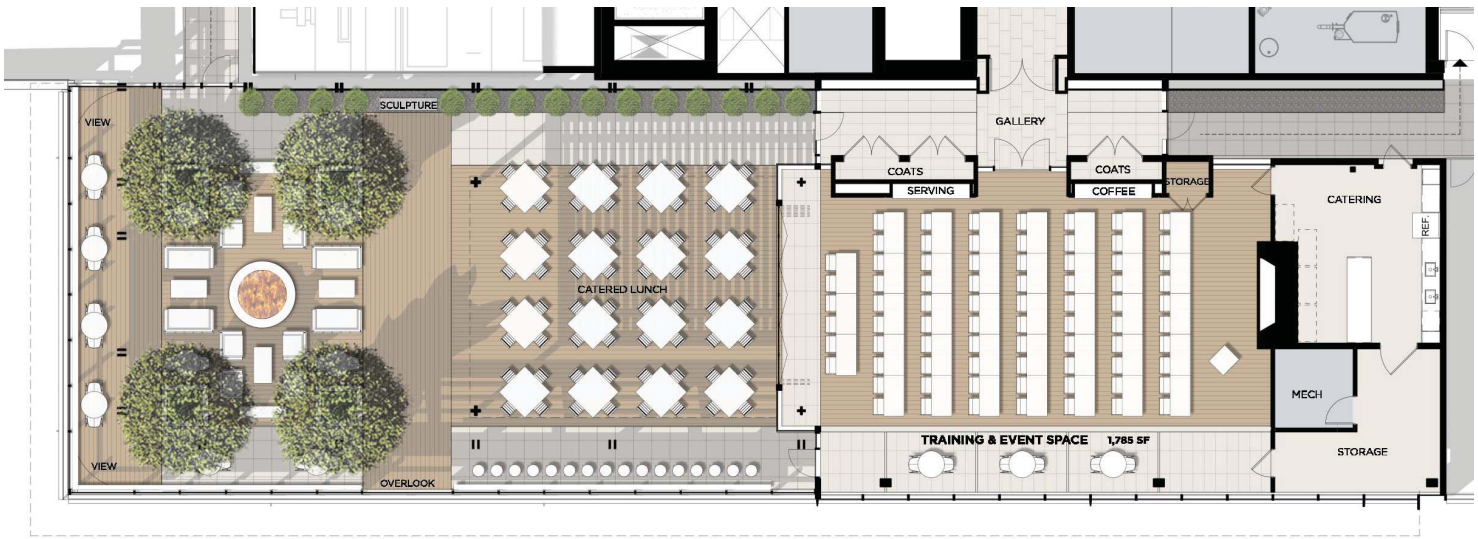
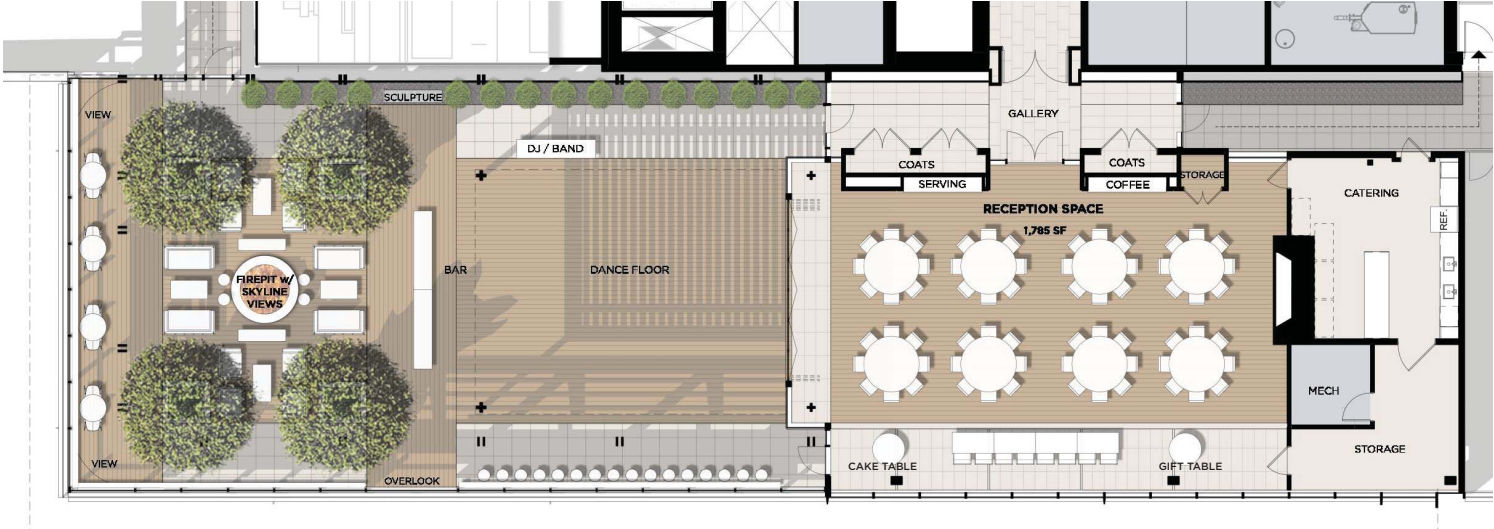
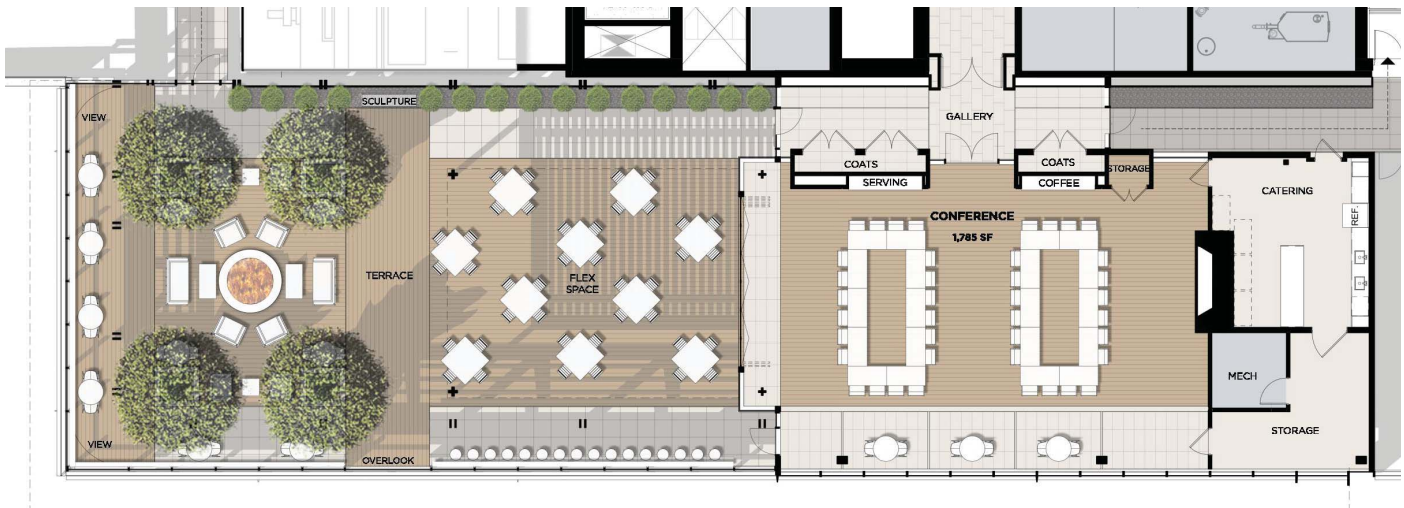
Other Fees:

- \$1,500 Security Deposit
- \$350 Cleaning Fee
- \$35/Hour for a dedicated Security Guard

*10 % Discount available for Colorado Center Tenants.
Ask the marketing manager for further information.*

THE TERRACE

at colorado center





SOCIAL EVENT GUIDE

CAPACITY

The Terrace at Colorado Center can accommodate up to 250 guests. Areas include the inside lounge (with catering kitchen) and outdoor patio (with TV and fire pit). Rental of the Terrace at Colorado Center includes both areas. Terrace staff can provide you with a list of available tables and chairs. If you need additional furnishings for your event, we can assist you with a list of our preferred vendors. Preferred vendors include catering, rentals, florists and other services.

RENTAL AGREEMENT

A rental agreement must be completed and signed by the person responsible for the event. Signing the rental agreement shall be deemed acceptance of the terms and conditions of the rental agreement and of the rules and regulations contained in the Social Event Guide.

RESERVATIONS | DEPOSITS | CANCELLATIONS | REFUNDS

Weekend rental reservations may be made up to eighteen months in advance of the event date. Weekday rental reservations may be made no more than 45 days in advance of the event. Other restrictions may apply. No reservations will be accepted without a deposit to hold the date and time. The person who is responsible for the event will be asked to acknowledge receipt of the Social Event Guide at the time the deposit is paid. All deposits and fees must be paid by the responsible party. The terms of the Social Event Guide are incorporated into and are part of the rental agreement.

The security deposit is \$1,500 and due upon signing of the contract. One-half of your rental fee is also due upon signing of the contract. The remaining balance is due in full no later than 30-days prior to your event date. If the balance is not received on or before the deposit deadline, the contract will be null and void and the reservation shall be released. Security deposits will be returned within 30 days of your event date, dependent upon further charges.

All event cancellations shall be submitted to the Marketing Manager in writing. In the event the Client cancels the event more than 90 days prior to the Event Date, the 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.

The Terrace at Colorado Center retains the right to cancel and terminate any contract for cause, including: any default by the renter in any of its obligations to the Terrace at Colorado Center which, after reasonable notice to the renter is not cured to the satisfaction of Marketing Manager at least thirty days prior to the scheduled event; or due to any condition that in the judgment of the Marketing Manager makes or may make the Terrace at Colorado Center unsafe or unfit for the intended event, or would subject any persons to an unreasonable risk of personal injury, or would subject the Terrace or any other Colorado Center property to an unreasonable risk of damage. Such conditions may include but are not limited to fires, floods, windstorms, or other damage from the elements, acts of God, strikes, riots, acts of war or of terror, actions or inactions of government authority or litigation.

Any interior or exterior damage to any property at Colorado Center or the Colorado Center grounds are the renter's responsibility and will be taken out of the deposit. Charges will be assessed for damages and will be billed to the renter directly if they exceed the amount of the security deposit. This can be avoided by following the policies and procedures in this guide.



SOCIAL EVENT GUIDE

ALCOHOL

If more than a champagne toast is served, a designated bartender (must have TABC license) must be present and in charge of all alcoholic beverages. For any parties serving alcohol, the bartender or catering company must provide a Certificate of Insurance, specifying Alcohol Liability.

The Terrace at Colorado Center is not a licensed premise and cannot accommodate cash bars. Any admission or other charge, if any, paid by members or guests as a condition of entry and participation at the event must be uniform to all without regard to whether or not a member or member's guests consumes alcohol.

It is the responsibility of the renter to obtain all necessary licenses, permits and insurance, no later than thirty days prior to the event. It is the responsibility of the renter to assure that the dispensing of alcoholic beverages is in compliance with all applicable laws and regulations. No alcoholic beverages shall be brought in by guests or served on these premises to individuals less than 21 years of age.

Alcoholic beverages shall be served and consumed only inside the Terrace at Colorado Center building (Tower 3) and on the patio, not in the lobby of the building or parking area. The bar must close 30 minutes prior to the scheduled ending time of your event. Kegs, "slides" and drinking games are not permitted on the Terrace or any part of the Colorado Center property.

CATERERS AND SERVICE VENDORS

The Terrace at Colorado Center is not responsible for the performance of caterers and vendors of services you contract with. The Terrace can provide you with a list of preferred caterers, but does not enter into arrangements with the caterers. The terms of agreement and the fulfillment of services stated in such agreements are a matter of private contract between you and the vendor. The Marketing Manager must approve in advance all caterers, disc jockeys, bands and any other party supplying goods or services.

It is your responsibility to inform your caterer of scheduled arrival and departure times. Caterers must show a license to operate a food service establishment and proof of insurance that is compliant with the Colorado Center's requirements 30 days prior to the event. You must clarify and understand your contract with the caterer, so that all serving, room set-up and clean-up issues are covered. Failure to comply may result in additional charges.

For weekend events only you will be provided with 2 hours prior to your event to setup for your function and one hour following your function to restore the Terrace to the condition it was in prior to your occupancy. The time allowances will be different for a weekday event, the Marketing Manager will coordinate this with you directly. Should you or any of your guests or vendors arrive prior to the arranged time they will be asked to leave the property and return at the correct time. Should you or any of your guests or vendors depart later than the arranged time, additional charges will apply.

No food shall be cooked or prepared in the Terrace kitchen. Food may be warmed, cooled, arranged and served from the Terrace kitchen. Trash must be bagged and left in the storage room adjacent to the kitchen; furniture must be returned to its original position and all decorations, food items, containers and other forms of debris must be removed from the facility.



SOCIAL EVENT GUIDE

Time and dates are to be arranged in advance with the Marketing Manager for deliveries. Deliveries and pick-ups by caterers, florists, bakers, rental companies, etc. must occur during regular Colorado Center office hours, through the loading dock entrance. Rental and personal items are to be stored in assigned places and must be removed from the property no later than 7:00 am the following day. Failure to do so will result in an additional charge. Please note that the Terrace at Colorado Center is not responsible for items left here before or after your event.

Sound level must remain acceptable for an operating office building and be approved by the Terrace Staff. Amplification cannot exceed a decibel level of 95 at the source. Please inform your musicians of our sound limits and request that floors be protected from damage by musical equipment.

It is imperative that children be supervised at all times. Children under the age of 12 must be accompanied by an adult at all times.

Furniture may not be moved without the permission of the Marketing Manager; however, every attempt will be made to accommodate your needs. The AV equipment and TVs may not be moved.

Your event should run smoothly if you appoint a responsible liaison who assists our staff with communication and details during your event. Please notify the Marketing Manager of the name of your “go to” representative. We suggest that you bring your representative with you to the planning session. Your representative will be responsible for checking in with the Marketing Manager, reminding vendors of arrival and departure times, and ensuring that all agreed upon tasks have been completed prior to leaving.

Personal signs or decorations, free standing or attached to any road signage or existing Colorado Center signage are not allowed. Signs directing guests to the Terrace at Colorado Center may be used but shall not be attached to road signs or existing Colorado Center signage and must be removed promptly at the end of the event. Should it be necessary for us to remove posted signs, balloons, etc., the removal cost will be at your expense.

Please ensure that your guests, including children, do not trespass into office space within the Colorado Center.

Discuss decorations with the Marketing Manager who will be reasonable in trying to accommodate your wishes. Decorations may be taped but staples and nails cannot be used. Rice, birdseed, confetti, glitter, luminaries, fireworks and other difficult to clean materials cannot be used. All balloons must be weighted down; candles must be drip-less and placed in a protective container. Absolutely NO items may be thrown off the Terrace balcony or placed in a position where they could potentially fall from the Terrace balcony.

Smoking is prohibited inside and on the patio of the Terrace or anywhere else inside of the building, including the parking garage. Smoking may occur in the designated smoking area within the Colorado Center property. Please ensure your guests use the designated smoking area receptacles provided. If necessary, the cost to pick up remains from cigarettes or other smoking materials will be charged to the renter.

The Terrace at Colorado Center does not discriminate on the basis of race, creed, color, national origin, gender, religion, age or disability in the provision of services.



SOCIAL EVENT GUIDE

A renter or responsible party shall, by signing the rental agreement, agree to indemnify and hold harmless the Colorado Center from and against any and all losses and claims arising out of or resulting from the use and occupancy of the Terrace at Colorado Center, related properties and facilities. In addition, the renter or responsible party shall be responsible for any property of the Colorado Center that may be damaged or stolen.

I agree to the foregoing terms and conditions.

Renter or other Responsible Party

Date

For (if applicable)

Name of Organization or Group

RENTER CONTACT INFO

PRINTED NAME

EMAIL ADDRESS

PHONE NUMBER

ADDRESS



RENTAL AGREEMENT

Type of Event: _____

Date of Event: _____ Number of Guests Attending: _____

Time of Event/Setup Time: _____ Start: _____ Ending: _____ Out by: _____

Name: _____ Deposit: _____

Address: _____ Balance Due: _____

Mobile: _____ Due Date: _____

Home/Office: _____ Security Deposit: _____

Email Address: _____ Cleaning Fee: _____

Security Guard Fee: _____

Event Contact/Coordinator: _____ Phone: _____ Other Vendors: _____

Catering Company: _____

Bartender: _____

DJ/Band/Music: _____

MAKE CHECKS PAYABLE TO: COLORADO CENTER DEVELOPMENT, LLC

If the balance due is not paid 30 days prior to the date of the event, the event will be cancelled.

I have read all the information provided concerning the rental of the Terrace at Colorado Center and I agree to comply with the rules as stated, including:

- All vendors must be informed of the schedule so times are observed and followed.
- I agree to pay for damages arising from my event. I further agree to indemnify and hold the Colorado Center harmless from any and all losses or claims for liability for death, injury or property damage arising from or associated with this event.
- My responsibilities include returning furniture to original position, removing all personal items, decorations, food and drink from the property; clearing tables and counters and bagging trash.
- The staff has the right to ask my guests to leave if they are abusive, disorderly, or create a disturbance. Smoking is not permitted anywhere on the Colorado Center property except for the designated smoking area.
- I agree to be responsible for all attorney fees in the event of a lawsuit.
- I agree to abide by all applicable laws
- I agree that all vendors I enter a contract with must comply with the attached insurance requirements.

Signature Applicant: _____ Marketing Manager: _____



ASB SERVICE RELATED INSURANCE REQUIREMENTS

CONTRACTOR'S INSURANCE: Landlord or authorized agent shall require that all contractors and subcontractors brought onto the Property have insurance coverage, at the contractor's or subcontractor's expense, in the following minimum amounts:

1. Worker's Compensation- Statutory Amount in the state where the Property is located;
2. Employer's Liability- \$500,000 or such other higher limits imposed in accordance with the requirement, if any, of the laws of the state where the Property is located;
3. Commercial General Liability (most recent form – CG 0001)- Unless otherwise approved in writing by Owner and ASB, \$1,000,000 per occurrence, \$2,000,000 general aggregate (per location) including contractual liability;
4. Business Auto Liability including hired and non-owned auto coverage \$1,000,000 combined single limit;
5. Liquor liability insurance with limits of \$1,000,000 per occurrence / \$2,000,000 aggregate on an occurrence basis; and
6. Umbrella/Excess- \$5,000,000.

This insurance will be primary and noncontributory with respect to the insurance described above. Contractor shall ensure that Landlord, authorized agent are named as additional insureds on the contractor's and subcontractor's Commercial General Liability (Forms CG2010 ed. 1085 or a combination of CG2010 AND CG2037) and Business Auto Liability insurance. The contractor's and each subcontractor's respective insurance carriers shall waive all rights of subrogation against Landlord, authorized agent and Tenant with respect to losses payable under such policies. Contractor shall obtain and keep on file a Certificate of Insurance and required additional insured endorsement which shows that the contractor and each subcontractor is so insured. Tenant must obtain Landlord's permission to waive any of the above requirements. Higher amounts may be required by Landlord if the work to be performed is hazardous.

CERTIFICATES OF INSURANCE: Certificates of insurance and additional insured endorsements shall be made available to either Landlord or authorized agent evidencing coverage as required above. Requests must be complied with within 30 days. No access will be given to the Terrace by the contractor or subcontractor until the proper certificate of insurance and additional insured endorsements are provided and approved.

ADDITIONAL INSURED: Contractor and/or subcontractor shall name the following as additional insured: Colorado Center Development, LLC, Lincoln Property Company Commercial Inc., ASB Allegiance Real Estate Fund and The Chevy Chase Trust Company.

FINANCIAL CONDITIONS OF CARRIERS: Insurers must have and maintain, at a minimum throughout the term of this contract, A.M. Best's ratings of A- (Financial Strength) and VII (Financial Size Category).

TENANT'S INSURANCE: A Tenant's insurance coverage as noted in the existing executed lease document, may carry forward for insurance coverage for the Terrace. No access will be given to the Terrace to the Tenant or its contractor or subcontractors if the Tenant does not have an up-to-date certificate of insurance with the required additional insured endorsement. The carry forward insurance does not cover liquor liability insurance. If alcohol is being served, the Tenant is required to contract with a designated bartender who must have a TABC license or a catering company and a certificate of insurance with the required additional insured endorsement specifying alcohol liability is required.