

# THE TERRACE

at Colorado Center



E V E N T V E N U E



## ELEVATE YOUR NEXT EVENT

Choose a space that is sure to make for an unforgettable experience – The Terrace at Colorado Center. This stunning, modern rooftop venue is perfect for social celebrations, corporate events, fundraisers, weddings, and everything in between. We would be honored to provide the perfect backdrop to celebrate that special occasion.

Guests will enjoy gorgeous panoramic views of the Rocky Mountains and Denver skyline while lounging by the warm fire pit on the outdoor patio. With its contemporary style and beautifully designed spaces – The Terrace plays the perfect host for a remarkably memorable event.





The Terrace  
provides  
a unique  
setting for  
*any event*



# == RENTAL RATES ==

## SATURDAY RENTAL RATES

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

## SUNDAY RENTAL RATES

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

## WEEKDAY RENTAL RATES

After 5 PM
\$2,800

## VENUE RENTAL INCLUDES:

### Tables + Chairs

- » 84 chairs
- » 10 round tables
- » 4 high-top cocktail tables
- » 38 rectangle tables

### AV Equipment

- » Wireless microphone
- » Screen
- » Projector
- » Patio TV
- » Movable TV
- » Audio

## ADDITIONAL RENTAL FEES:

### \$1,500 Security Deposit

No reservations will be accepted without a deposit to hold the date.

### \$350 Cleaning Fee

### \$35/Hour Security Guard Fee

*10% discount available for Colorado Center tenants. Ask the Marketing Manager for further information.*



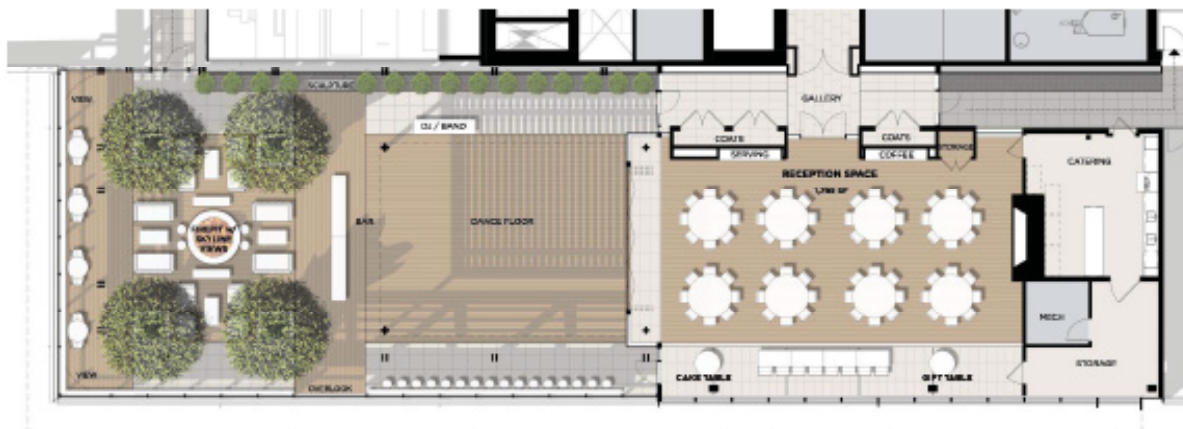
# == LAYOUT OPTIONS ==

## BOARD ROOM SEATING



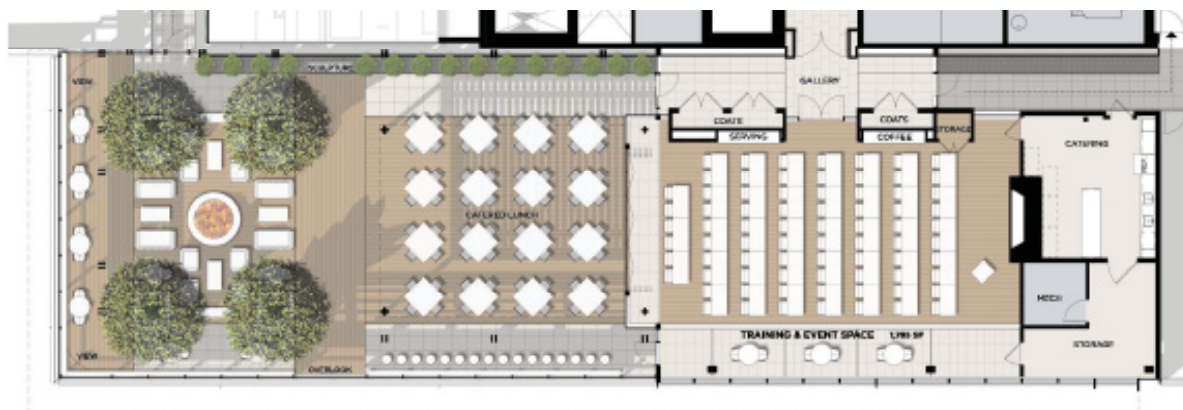
Capacity: 72 people (*interior*) 74 people (*exterior*)

## RECEPTION SEATING



Capacity: 72 people

## TRAINING ROOM SEATING



Capacity: 76 people (*interior*) 74 people (*exterior*)

# == VENDOR COLLECTION ==

It takes a team of amazing vendors to make sure your event is flawless from start to finish. Before looking anywhere else, we highly recommend you take a look at our list. We feel each of these vendors set the bar for the level of service you should receive.

## CATERING

### Relish Catering

303.857.5189

[www.relishcateringco.com](http://www.relishcateringco.com)

### Footers Catering

303.762.1410

[www.footerscatering.com](http://www.footerscatering.com)

### Occasions Catering

303.789.1867

[www.occasionsdenver.com](http://www.occasionsdenver.com)

### Biscuits & Berries

303.277.9677

[www.biscuitsandberries.com](http://www.biscuitsandberries.com)

### Catering by Design

303.781.5335

[www.bydesign-collective.com](http://www.bydesign-collective.com)

### Encore Catering

303.707.0909

[www.encorecatering.net](http://www.encorecatering.net)

### Delectable Catering

303.934.0003

[www.delectablecatering.com](http://www.delectablecatering.com)

### Three Tomatoes Catering

303.900.7156

[www.threetomatoes.com](http://www.threetomatoes.com)

### Rocky Mountain Catering

303.216.0553

[www.rockymountaincatering.net](http://www.rockymountaincatering.net)

## BARTENDING

### Oak & Olive

720.266.4346

[www.drinkoakandolive.com](http://www.drinkoakandolive.com)

### Bartending & More

303.733.6996

[www.bartendersandmore.com](http://www.bartendersandmore.com)

### Peak Beverage

720.722.1140

[www.peakbev.com](http://www.peakbev.com)

### With A Twist

720.934.9972

[www.twistbartendingservice.com](http://www.twistbartendingservice.com)

### EventGineers

720.897.0800

[www.eventgineers.net](http://www.eventgineers.net)

## FLORIST

### The Olive & Poppy

720.443.1314

[www.theoliveandpoppy.com](http://www.theoliveandpoppy.com)

### Ivy Lane Floral Designs

720.394.2486

[www.ivylanefloral.com](http://www.ivylanefloral.com)

### Honeycomb & Co.

720.503.8013

[www.honeycombbandcompany.com](http://www.honeycombbandcompany.com)

### Compass Rose Floral

720.441.3415

[www.compassrosefloral.com](http://www.compassrosefloral.com)

## DJ - MUSIC SERVICES

### Elite DJ

303.422.3218

[www.mylitedj.com](http://www.mylitedj.com)

### Complete Weddings + Events

303.756.7979

[www.completeweddingdenver.com](http://www.completeweddingdenver.com)

### DTP Events

303.337.1800

[www.dtpevents.com](http://www.dtpevents.com)

## RENTALS

### Event Rents

303.972.0975

[www.eventrents.net](http://www.eventrents.net)

### Wallflower Rentals

303.709.9095

[www.wallflowerrentals.com](http://www.wallflowerrentals.com)

### Butler Rents

303.388.5971

[www.butlerrents.com](http://www.butlerrents.com)

### Colorado Party Rentals

303.781.1111

[www.cpartyrentals.com](http://www.cpartyrentals.com)

## HOTELS

### Hyatt Place

Denver/Cherry Creek

303.782.9300

[www.hyattplace.com](http://www.hyattplace.com)







# == SOCIAL EVENT GUIDE ==

## **CAPACITY**

The Terrace at Colorado Center can accommodate up to 175 guests. Areas include the inside lounge (with catering kitchen) and outdoor patio (with TV and fire pit). Rental of the Terrace 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.

## **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**

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 60 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 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.

## **CANCELLATIONS & REFUNDS**

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.



## ALCOHOL

If more than a champagne toast is served, a designated bartender 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 charges, 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 consume 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, or other drinking games are not permitted on the Terrace or any part of the Colorado Center property.



# == SOCIAL EVENT GUIDE ==

## CATERERS & 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 the 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 set up 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.

Time and dates are to be arranged in advance with the Marketing Manager for deliveries. Deliveries and pickups 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.

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.



## FURNITURE & DECORATIONS

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.

Personal signs or decorations, free-standing or attached to any road signage or existing Colorado Center signage is 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.

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.

## MISCELLANEOUS

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.

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

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.



# == RENTAL AGREEMENT ==

A renter or responsible party shall, by signing this 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*

\_\_\_\_\_

*Name of Company, Organization, or Group*

\_\_\_\_\_  
\_\_\_\_\_

## RENTER CONTACT INFORMATION

Printed Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_



**THE TERRACE**  
at Colorado Center



## EVENT INFORMATION

Type of Event	_____	Rental Rate	_____
Date of Event	_____	Security Deposit	_____
No. of Guests	_____	Cleaning Fee	_____
Setup Time	_____	Security Fee	_____
Start Time	_____	Deposit Amount	_____
End Time	_____	Balance	_____
Out Time	_____	Balance Due	_____
Event Coordinator	_____	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 canceled.*

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. and I 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 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 into contract with must comply with Colorado Center insurance requirements

Applicant Signature \_\_\_\_\_

Marketing Manager \_\_\_\_\_

# THE TERRACE

## at Colorado Center



### CONTACT US

The Terrace's experienced staff can answer your questions and guide you through planning your event. If you have questions, would like to inquire about availability or pricing, or want to arrange a tour of the venue, please visit our website at [livecoloradocenter.com/theterrace](http://livecoloradocenter.com/theterrace) or send an email to [events@livecoloradocenter.com](mailto:events@livecoloradocenter.com).

### THE TERRACE AT COLORADO CENTER

2000 S. Colorado Blvd, Tower 3 - Rooftop, Denver, Colorado 80222

303.893.1886

