



HEADWATERS CENTER  
ECOLOGY • EVENTS • EDUCATION

## **Headwaters Center Rental Policy**

### **What is Included with Rentals**

Included within the rental cost are tables (for the Indoor Event Venue), chairs, and rented event space. Linens are included with our set-up fee (set-up service is required for events with more than 50 attendees) and are available at no cost for events with up to 50 attendees. Optional use of the Terrace is also included.

Use of Headwaters Center place settings (plates, glassware, flatware, etc.) can be arranged through your Caterer.

Please review information about our Indoor Event Venue, Outdoor Event Venue, audiovisual equipment available for rent, and our Alcohol Policy. Feel free to contact the Headwaters Center Senior Manager at (970) 393-3220 if you have any questions.

### **Maximum Guest Counts**

Maximum guest count in the Indoor Event Venue is 286 for seminar seating. Banquet events have a maximum attendee limit of 240. Up to 450 guests can be seated theater style for concert or performance-related events. The outside Terrace can seat 40 people and provide standing room for 20-40 people. Desired seating configuration will determine how many guests can be accommodated at your specific event. Maximum seating capacity for the Outdoor Venue is 560. Your event must remain in the area/s of Headwaters Center that you have rented and cannot spill over to other areas.

### **Event Coordinator**

Please note, for weddings and other complex events, we require you to hire and use a professional “day of” Coordinator that is not also a guest at the event. The Coordinator will assist with important items and execute the schedule of the event, including placement of all flowers, flower pinning, organization of a wedding party, decorations, cake placement and service, music, photographer, officiate, place cards, “reserved seating” signs, or event planning beyond what is specified in the Facility Use Contract. Headwaters Center does not provide these services.

### **Cleaning Policy**

User is responsible for leaving Headwaters Center in the condition in which it was found by the end of the period for which the space is rented. Any cleaning beyond a light sweep that Headwaters Center staff needs to do will result in a cleaning fee (minimum \$250).

### **Weather-Related Cancellations**

Outdoor events are subject to weather conditions. No refunds will be provided for weather-related cancellations.

Outside wedding ceremonies or an event that has been scheduled can be moved inside if the Indoor Event Venue has been reserved. Weather calls must be made no less than two (2) hours prior to the start of the event.

### **Pricing and Hours**

For general information on rates and the hours the Indoor and Outdoor Event Venues are available, please contact the Headwaters Center Senior Manager for all inquiries (info@headwaterscenter.com; (970) 393-3220). Pricing varies depending on date, day of the week, and time. Please note that all fees associated with audiovisual equipment rentals, alcohol sales and set-up services are subject to an 18% service charge.

### **Advance Reservation Policy**

Once you have executed a Facility Use Contract, you'll need to submit to Headwaters Center, along with the executed contract, a damage/security deposit of \$750. In addition, half of the site rental fee must be submitted. The date cannot be held until the Deposit and half of the site fee are submitted. (*Reservations for meetings can be made with less notice.*) Please discuss additional payment-related terms with Headwaters Center Senior Manager.

### **Set-Up**

If you need set-up services (required for events with more than 50 attendees), please discuss with Headwaters Center Senior Manager.

Drop-offs or early arrivals will not be allowed into the facility before scheduled rental use time. Once the event begins, furniture arrangement is the user's responsibility. Care must be taken not to damage the floor or walls when moving furniture. All guests must be out of the facility at the end of the paid time. No refunds will be given for early departures, and late departures will incur a minimum charge for half an hour of time.

### **Caterers/Contractors**

For a list of preferred caterers, please email request to info@headwaterscenter.com. Headwaters Center does not represent that any caterer on the list will perform adequately for the user, and is not responsible for lack of quality or performance of a caterer. Headwaters Center is not obligated to approve a third-party caterer proposed by User.

Headwaters Center is approved as a Commissary Kitchen and does not carry a license for the kitchen. Caterers that operate the kitchen will be responsible for the preparation and safety of food. Those using the Headwaters Center kitchen must be licensed and certified by the State of Colorado to prepare and distribute food, and follow the required food handling processes and procedures specified by the Colorado Department of Public Health & Environment.

**Insurance**

Headwaters Center may from time to time require the User to provide liability insurance in connection with the use of the facility. All insurance will be subject to approval by Headwaters. User will provide valid proof of insurance to Headwaters Center no later than ten (10) business days prior to the event.

**Security**

For larger events, or events required to do so at the discretion of Headwaters Center staff, security will be supplied by Headwaters Center management but paid for by User.

**Assumption of Risk**

User and each invitee/guest assume all risk associated with the use of the facility and event. Headwaters Center is not liable for any lost, stolen or damaged property of User or invitees.

**Parking**

Event parking is available in our parking lot to the north of the Headwaters Center, which is accessible from Route 40.

**Decorations**

User may provide decorations that are approved by the Headwaters Center Senior Manager. All decorations must be confined to the rental area. They may not be taped, stapled, nailed, tacked, or otherwise attached in a manner that will penetrate or damage paint, floors, walls, wood, ceilings, or historical beams and posts. Twine or rope may be used to hang decorations. Use of candles, other fire-related utensils or fixtures, rice, glitter, and confetti is not permitted. Bubbles are permitted outdoors only.

**General Information**

- User information is confidential and will not be shared with other users or contractors.
- A walk-through of the event space can be scheduled six (6) weeks before the event during normal business hours, and time will be determined based on availability. A ceremony rehearsal may be scheduled the day before your event depending on available space.
- User must supply names and phone numbers of all sub-contractors at least thirty (30) days prior to the event.
- We encourage the addition of a 15- or 30-minute buffer to actual start times so as to accommodate early arrivers.
- Drones are not permitted on the Headwaters Center property.

Contact: Please email [info@headwaterscenter.com](mailto:info@headwaterscenter.com) or call (970) 393-3220 with your event-related questions.

Location:  
730 Baker Drive  
Winter Park, CO 80482

Mailing Address:  
Headwaters Center  
PO Box 443  
Winter Park, CO 80482