



HEADWATERS CENTER
ECOLOGY • EVENTS • EDUCATION



EVENTS

FREQUENTLY ASKED QUESTIONS (Outdoor Event Venue)

Q: What is included with the rental fee?

A: The rental fee includes use of the Outdoor Event Venue. Up to 560 folding chairs will be made available to the User to set up for use during a performance or outdoor event. Optional use of the Terrace is included.

The Indoor Event Venue can be rented for a separate fee.

Q: What is the Outdoor Event Venue capacity?

A: The Outdoor Event Venue can hold up to 560 people. The Terrace will seat 40 people with standing room for 20-40 more people.

Q: Are set-up services offered?

A: Yes. If your event has 50 or more attendees, you must pay for set-up services.

Please contact Headwaters Center Senior Manager at 970-393-3220 to inquire about set-up fee.

Q: Does rental time include any time needed for set-up and tear-down?

A: Rental time will include time to remove decorations from your event. Chairs will be torn down by Headwaters Center Staff. Please discuss with our Senior Manager.

Q: Is the Terrace included in the rental fee?

A: Use of the Terrace is included with rental of the Outdoor or Indoor Event Venue. It seats up to 40 with standing room for 20-40 more people.

Q: Is a stage available for our use in the Outdoor Event Venue?

A: Yes. Performers will be able to use a sound system provided by Headwaters Center. All performance lighting and mounting stanchions must be provided by the User, as must any theatrical screens or projection equipment.

Q: Can I use a caterer?

A: Headwaters Center allows the User to hire a licensed caterer. We do not offer catering services, but will provide a list of caterers upon request. Please email info@headwaterscenter.com.

Please note: Caterers that operate the Headwaters Center Kitchen or serve food will be responsible for the preparation and safety of food, and must be licensed and certified by the State of Colorado to prepare and distribute food, and must follow the required food handling processes and procedures specified by the Colorado Department of Public Health & Environment. They will be asked to provide a certificate of insurance in addition to a copy of their license. Headwaters Center assumes no liability for the food served, nor does it assume liability for foodborne illnesses or contamination.

The following guidelines should be followed:

- Deliveries and pickups must be coordinated with Headwaters Center Senior Manager (please call 970-393-3220).
- All delivery vehicles must stay on paved roadways and sidewalks.
- Headwaters Center is not responsible for any items left on the premises before or after contracted rental hours.

Q: What decorations, fixtures and props are allowed?

A: 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 posts and beams. 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.

Q: Is smoking allowed?

A: Smoking is allowed only in the designated smoking area.

Q: What clean-up responsibilities do I have?

A: We require Users to pick up all trash and leave event venue/Terrace/etc. in the condition they were in when they first arrived. Trash and/or unused items may not be left behind and must be taken to the dumpster/recycling or removed from the premises. Clean-up left for Headwaters Center staff will result in a fee.