



HEADWATERS CENTER
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Wedding Pricing Guidelines

Venue Rental Fees:

Venue	Monday-Thursday	Friday	Saturday	Sunday
Indoor (Reception Only)	\$150/hour	\$175/hour	\$300/hour	\$250/hour
Indoor (Ceremony & Reception) 8:30am-11pm	\$2,100	\$2,600	\$3,700	\$2,400
Outdoor or Indoor (Ceremony Only) 3 Hours Allotted	\$350	\$500	\$700	\$475
Indoor & Outdoor 8:30am-11pm	\$2,400	\$2,800	\$4,100	\$2,600
Hourly Extension	\$150/hour	\$150/hour	\$150/hour	\$150/hour

- Outdoor venue rental fee will be charged rain or shine
- 25% premium on venue rental fees for New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day
- 30% discount on venue rental fees for any event during April, May, November

Security Deposit:

\$750 refundable security deposit

- Due at time of booking
- Refunded in full following the event, pending any damage to the facility
- An additional cleaning fee (\$250 minimum) will be charged for anything beyond a light sweep.

Set Up Fees:

The following set up fees include: set-up and tear-down of tables, chairs, and linens.

Number of Attendees	Set Up Fee
0-50	Complimentary
51-125	\$200
126-240	\$300

*Set-up fees subject to change should Client choose to rent tables, chairs, or linens from a different company



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Taxes & Service Charges:

- Site fees subject to a 7% local sales tax
- Set-up fees, damage fees, audiovisual equipment rental fees, alcohol sales, and other rental fees subject to an 11.2% local and state sales tax
- Set-up services, audiovisual equipment rentals, and alcohol sales subject to an 18% service charge
- Taxes subject to change without notice

Kitchen Fees:

Headwaters Center has a commissary kitchen but does not have a culinary team. The client may choose any caterer that is certified and insured by the State of Colorado to fulfill their culinary needs.

- Headwaters Center will pass all fees related to place settings (silverware/glasses), kitchen use, and buffet/serving utensils through to the caterer
- Dishwasher- if a dishwasher is required and the caterer does not provide one, Headwaters Center will charge client \$15/hour per dishwasher

A/V & Misc. Equipment Fees (if applicable):

- House music- Free with venue rental
- Television- Free with venue rental
- Handheld wireless microphone- \$50/day
- Wireless lavalier microphone- \$50/day
- Rolling 48" x 36" White Board: \$25/day
- Flip chart dry erase easel- \$25/day
- Flip chart paper pad- \$15/pad
- Power strip- \$5/day
- Extension cord- \$5/day
- Slide show advancer- \$10/day