

HEADWATERS CENTER
ECOLOGY • EVENTS • EDUCATION

2020 Wedding Pricing Guidelines

Venue Rental Fees:

Venue	Monday-Thursday	Friday	Saturday	Sunday
Reception Hall (Reception Only)	\$250/hour	\$320/hour	\$450/hour	\$310/hour
Reception Hall 8:30am-11pm	\$3,450	\$4,150	\$5,700	\$3,850
Outdoor or Indoor (Ceremony Only) 3 Hours Allotted	\$400	\$600	\$800	\$500
Indoor & Outdoor (Wedding Bundle) 8:30am-11pm	\$3,850	\$4,600	\$6,300	\$4,400
Hourly Extension	\$150/hour	\$150/hour	\$150/hour	\$150/hour

- Outdoor venue rental fee will be charged rain or shine
- Pricing subject to change for events that take place on Holidays.
- 30% discount on venue rental fees for any event during March, April, November.

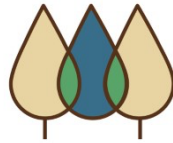
Security Deposit:

\$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.

Taxes & Service Charges:

- Venue rental 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



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Kitchen Fees:

Headwaters Center has a commissary kitchen but does not have a culinary team. The User 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 buffet/serving utensils through to the caterer.
- All place settings, (silverware, glassware), may be rented from Headwaters Center for \$3 per person.
- Caterer shall furnish and compensate all personnel for the provision of the services including the preparation, serving of food, bussing and dishwashing at the event.

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