

## **Broomfield Community Center**

### **Facility Rental Request**

**Event Information** 

Ph: 303-464-5509 Fax: 303-464-5515



#### **Renter Information**

Name /Company			Description of Event		
Δddress			Date	Alt Date	
			Expected Attendance		
Phone	Email		Event Time		
Credit Card		EXP:	Set Up Time **	Clean Up Time	

Credi (Requi			EXP:	Set Up Time **	Clean Up	Time	
(1.545)	•	ooms, (	Capacities, Amenities		Fees *		
SMA	LL MEETING	ROOMS		Resident Rate Per Hour	Non -Resident Rate Per Hour	# of Hours	<u>Total Fee</u>
	Gold 1	20-25	White board, screen	\$15	\$30	Hours	\$
	Gold 2	20-25	Screen	\$15	\$30		\$
	Silver 1	20-25	Carpet, white board, screen, sink	\$15	\$30		\$
	Silver 2	20-25	Carpet, large screen TV, VCR/DVD, sink, chalk board, screen, mirror (may be used as a dressing room)	\$15	\$30		\$
LAR	GE MEETING	ROOMS					
	Gold	40- 50	White board, screen	\$30	\$60		\$
	Silver	40- 50	Carpet, large screen TV, VCR/DVD, sink, chalk board, screen, mirror	\$30	\$60		\$
Band	uet Room						
	Lakeshore	200	Covered patio; controlled lighting, large projector screen, sink (10 round tables must be included in set up)	\$90	\$180		
	Lakeshore 1	75	Sink, French doors to patio (round tables must be included in set up)	\$30	\$60		\$
	Lakeshore 2	75	French doors to patio	\$30	\$60		\$
	Lakeshore 3	75	Large pull down projector screen, French doors to patio, access to sound system	\$30	\$60		\$
Com	mercial Kitc	hen (adj	oins Lakeshore 1)				
	Option 1		dge, ice maker, counters, coffee makers, rolling cart,	\$20	\$35		\$
	Option 2		rom option 1 plus stove, ovens, grill, steamer, warmers,	\$55	\$70		\$
	Option 3	Same as o	option 2 operated by a licensed and insured caterer tation required)	\$30	\$45		\$
Mult	i-purpose R						
П	Kiva	40- 50	Craft room, sink (only available in its standard set up)	\$30	\$60		\$
	Preschool	20-30	Classroom setting, limited availability, items cannot be moved or disturbed; sink	\$24	\$48		\$
	Gym	200	No food or beverage	\$30	\$60		\$
Build	ling Supervi	sor **					
			of the following: groups with 50+ guests, after hours nol, and/or groups using the kitchen	\$25/hour \$50/hour holidays	\$25/hour \$50/hour holidays		\$
			for groups of 150+ serving alcohol	\$25/hour \$50/hour holidays	\$25/hour \$50/hour holidays		\$
	-		* Other restrictions or fees may apply. Please inquire fo			Total	\$

st Other restrictions or fees may apply. Please inquire for organization rates (business or non-profit).

<sup>\*\*</sup> Rentals requiring a building supervisor may have up to 1 hour of decorating time and 1 hour of clean up time at just the supervisor rate (no room fee). Rentals not requiring a building supervisor may have up to 30 minutes of total set up/clean up time, i.e. 15 minutes on each side of your event time or 30 minutes on one side of your event time. Additional decorating or clean up time will be charged at the regular room rate, including all applicable fees.



# **Broomfield Community Center**

# **Facility Rental Request**



Additional Items Requested				
FOOD/I	BEVERAGE		Fee	
	Alcohol Permit  *This is an additional permit required for any alcohol use during an event*	Beer, wine, and champagne only; no hard alcohol. No alcohol after 11pm or before 10 am. If permit is approved, group is required to contract for a Broomfield Police Officer to be present at the event. Rate is approximately \$44 per hour, paid directly to the Broomfield P.D.	\$10 Non-refundable	
	Steam Table	Trays are 13"x21", use of 4 pans included	\$25	
	Coffee Makers	100 cup percolator, requires 1/2 cup grounds for every 10 cups of coffee	\$10	
	Punch Bowls	2 crystal bowls w/ladles	Includes coffee makers, punch bowls & water pitchers	
	Water Pitchers	15 plastic pitchers	7	
<u>CEREM</u>	ONY/OUTDOOR USE			
	Patio	4 outdoor tables with 4 chairs at each table (only available with rental of Lakeshore)	N/C	
	Ceremony Set Up	A MAXIMUM of 75 folding white chairs are provided, additional chairs may be rented and brought in from an outside vendor during your designated set up time (only available with rental of Lakeshore)	\$50	
<b>AUDIO</b>	VISUAL			
	Sound System	Inputs for microphone, cds or iPod (controls located in Lakeshore 3, cords for sound system not supplied)	\$50 Sound system required	
	Microphone	1 hand held microphone available	for use of microphone	
	TV/VCR/DVD	2 available on rolling carts	N/C	
	Piano	1 available (only available with rental Lakeshore 3 or all of Lakeshore)	\$25 R or \$50 NR	
	Digital Projector	1 available (must provide your own laptop)	\$50	
<b>PORTAI</b>	BLES			
	Screen	2 available	N/C	
	White board	1 available	N/C	
	Easels	3 available	N/C	
	Podium	1 available	N/C	
	Stage	5 pieces available, pieces are 8' (l) x 4' (w) x 2' (t)	\$50	
	•	Total Extra Fees	\$	
		Total Room Fees (from other side)	\$	
		TOTAL	\$	
		TOTAL	•	

	Set Up Requested (please note that Kiva is only available in its standard set up)
Standard	Please refer to the standard set up chart to identify the standard set up for each room
Theater Style	Maximum capacity for a small meeting room is 25, a large meeting room is 50, Lakeshore 2 or 3 is 75, the gym is 200, all of Lakeshore is 175
Conference Style	Maximum capacity is 18
Classroom Style	Maximum capacity for a small meeting room is 15, a large meeting room is 35, the preschool room is 18, Lakeshore 2 or 3 is 45
Square	Maximum capacity for a large meeting room is 35
U-shaped	Maximum capacity for a large meeting room is 26
Custom	Please coordinate with Broomfield Recreation staff to design a custom set up, sample set ups are illustrated on the next page



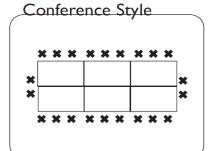
### **Broomfield Community Center** Set Up Chart

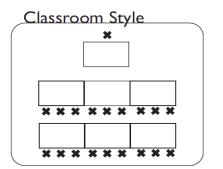


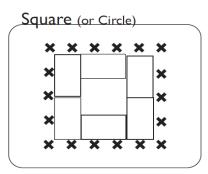
### **Meeting Room Set Ups**

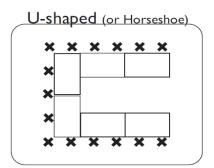


Theater Style



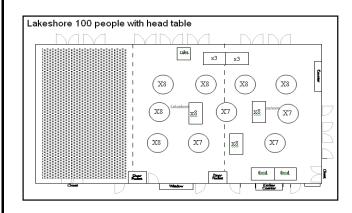


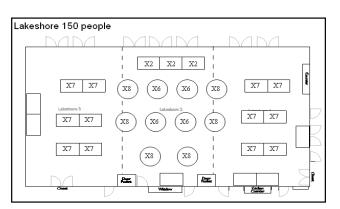


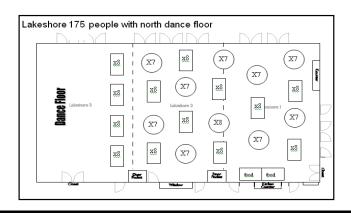


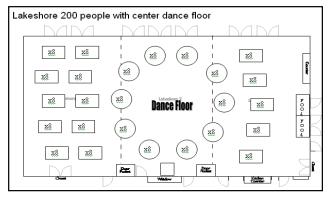
### **Sample Lakeshore Banquet Set Ups**

Custom set ups are available, please coordinate with Broomfield Recreation staff to design your set up!











### **Broomfield Community Center** Set Up Chart



