



HEADWATERS CENTER
EVENTS • EDUCATION • ECOLOGY



EVENTS

FREQUENTLY ASKED QUESTIONS (Indoor Event Venue)

Q: Why is there a rental fee?

A: Headwaters Center is a non-profit 501(c)(3) that has to cover its operating expenses through fees and donations.

Q: What is included with the rental fee?

A: The rental fee includes use of the Indoor Event Venue and use of 60-inch and 72-inch round tables with chairs. Linens are included with our set-up fee (set-up service is required for events with more than 50 attendees) and they are available at no cost for events with up to 50 attendees. Optional use of the Terrace is also included. Please speak with the Headwaters Center Senior Manager at (970) 393-3220 for more information.

Audiovisual equipment is available for a separate fee. Pricing is available upon request.

The Outdoor Event Venue can also be rented. Please see pricing.

Q: What is the Indoor Event Venue room capacity?

A: Room capacity depends on the type of your event and set-up requirements.

- Theater-style seating for concert or performance-related events: up to 450
- Banquet-style seating: maximum 240 seats
- Seminar-style seating: up to 286 seats

The Terrace has seating for 40, with standing room for 20-40 more people.

Q: Are set-up services offered?

A: If your event has more than 50 attendees, set-up service is required. Please contact Headwaters Center Senior Manager at (970) 393-3220 to inquire about related fees.

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. Tables and chairs will be torn down by Headwaters Center Staff. Please discuss with our Senior Manager.

Q: Does Headwaters Center offer place settings (plates, glassware, flatware, etc.)?

A: Yes. You may arrange to use our place settings through your caterer.

Q: Is the Terrace included in the rental fee?

A: Use of the Terrace is included with rental of the Indoor or Outdoor Event Venue.

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

A: We do not offer a raised stage in the Indoor Event Venue, but you may bring one if desired.

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 those using the Headwaters Center Kitchen 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. By Colorado law, Headwaters Center is required to serve all alcoholic beverages for attendees of any event.

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 sidewalk.
- 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, bubbles and confetti is not permitted.

Q: Is smoking allowed?

A: Smoking is allowed only in the designated smoking area. Smoking is not allowed anywhere inside the building or on the Terrace.

Q: What clean-up responsibilities do I have?

A: Users are required to pick up all trash and leave rooms/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. Cleaning left for Headwaters Center staff will result in a fee.