your Story

Weddings at Foothills
All packages include 30 minutes of set up time and 30 minutes of tear down time. Extra time may be purchased.

Deposit
Payment & Cancellation
A deposit of 50% is required at the time of booking.

Final payment is due no less than 30 days prior to your wedding.

Cancellations made greater than 60 days prior to your wedding are eligible for a full refund.

Cancellations made less than 30 days prior to your wedding are subject to forfeiture of your deposit.

Venue
Peak Community & Wellness Center
6612 S. Ward Street, Littleton, CO 80127
Conveniently located near Bowles & C-470.

Guests
We can accommodate up to 200 guests in a 4 room package. Smaller options are available.

Catering
Catering is available through Edge Catering.

We can also provide a list of caterers familiar with our facilities.
### Silver Package
- Tables & Black Chairs
- Portable Bar
- Caterers’ Kitchen
- Outside Patio
- Patio Tables & Chairs
- Wedding Day Facility Host

### Gold Package
- Tables & Black Chairs
- Wall Drapery
- Portable Bar
- Sound System
- Caterers’ Kitchen
- Outside Patio
- Patio Tables & Chairs
- Wedding Day Facility Host

### Platinum Package
- Tables & White Chairs
- Wall Drapery
- Portable Bar
- Sound System
- Caterers’ Kitchen
- Outside Patio
- Patio Tables & Chairs
- Patio Table Umbrellas
- Wedding Day Facility Host

#### Prices

<table>
<thead>
<tr>
<th></th>
<th>Friday 4 p.m. – Midnight</th>
<th>Saturday 8 a.m. – 4 p.m.</th>
<th>Saturday 4 p.m. – Midnight</th>
<th>Sunday 4 p.m. – Midnight</th>
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<tbody>
<tr>
<td><strong>Silver Package</strong></td>
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<tr>
<td>3 rooms:</td>
<td>$1,100</td>
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<td>4 rooms:</td>
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<td><strong>Gold Package</strong></td>
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<td><strong>Platinum Package</strong></td>
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</table>

No events may run after Midnight.

*Caterers’ Kitchen includes:
- 3 Ovens, Gas Range, Microwave, Refrigerator, Freezer, Ice Machine, Coffee Makers, Sink, Prep Table

All packages include 30 minutes of set up time and 30 minutes of tear down time. Extra time may be purchased.

### Outdoor Ceremony
1 hour ceremony time
- White Chairs (maximum 200)
- Sound System
- Bride’s Room
- 30-minute Dress Rehearsal

$250
What’s included:

**Tables**
- 26 round tables 5 ft diameter
- 1 sweetheart table 3 ft diameter
- 18 rectangle tables 6 ft length
- 8 card tables 4 ft square

**Black Chairs**
- 8 chairs per round table
- 6 chairs per rectangle table

Note: 6 round tables and 2 rectangle tables fit well in rooms

**Patio Area outside of rooms**
- Furniture outside can be moved. 6 umbrellas are available for rental at $10 each. Inquire at time of reservation.

**Set Up and Tear Down of all tables and chairs**
- 1/2 hour of Set Up and Clean Up time (Package options only)
- 1/2 hour prior to beginning of event is allotted for Set Up in room(s) at no extra charge. Additional time can be purchased if needed.

**Caterers Kitchen with a 2+ room rental (can be rented separately)**
- Amenities in the caterer’s kitchen: Oven, stove, refrigerator, ice machine, coffee maker (renter must provide coffee & filters), and microwave.

**Extras:**
- White chairs $2 each
- Drapes $25 per room
- Portable Bar $25
- Set up time $40 per hour per room
- A/V rates per event vary depending on equipment needed

**There is a minimum 3-Room Rental Policy for events Saturdays after 4 p.m., May – September**

**Clean Up:**
We ask that you take out everything you bring in, bag your trash and dispose of your trash in the dumpster, and leave rooms and kitchen sinks, floors, counters, stove, microwave, refrigerator clean – the way you found them. All food must be removed to outside dumpster (recycle or non-recycle). A staff member will be in the rooms during clean up time to ensure that everything is completed and clean. Ask to check out upon leaving!

**Caterers / Alcohol / Decorations:**
We offer Catering services available on site. Have Foothills do everything for you!

- Edge Catering
  - $12.99 (and up) per person
  - Entree, Salad & 2 sides
  - 2-3 Appetizers
  - Coffee, Lemonade, Ice Tea
  - Plates/cups/utensils/napkins
  - Linens
  - Catering Staff
  - Bartender (additional charge)

Are outside caterers allowed?
- Yes. If you need a recommendation we have several from which to choose.

Is alcohol allowed at our event?
- Alcohol is permitted but cannot be sold. We also have a portable bar you can rent for $25. Service of alcohol must stop 1 hour before the event ends.

Is a D.J. or band allowed at our event?
- Yes. Please make sure to reserve enough room for a dance floor.

Are decorations allowed?
- Renter may provide props, special equipment and decorations, provided they are approved by our staff prior to the event.
  - NO tape on ceilings, walls, floors, partitions
  - NO fog machines, confetti or confetti machines
  - NO bubble machines
  - NO hanging devices allowed
  - NO bubble machines
- Please consult with staff to discuss decoration plan.

Are balloons allowed?
- Yes. They must be escorted in by one of our staff members due to fire beams/sensors.

Are candles allowed?
- Yes. Candles must be in a container to prevent dripping of wax.
Payment & Cancellation:

When is first payment due?
• 50% deposit is due at time of reservation for event.

When is final payment due?
• Final payment is due 30 days prior to event.

Can we add something after the initial reservation has been made?
• Yes. We can adjust your balance.

What happens if we go over our rental time?
• Front Desk Host will advise you and you will be charged/invoiced accordingly.

Can our event be cancelled after it has been scheduled?
• Please refer to the cancellation policy on the rental agreement.
• Cancellations greater than 60 days prior to event are eligible for a full refund.

Packages & Extras:

Peak Wedding Package
• We have 3 packages to fit your reception needs. See wedding brochure for details.

Are table linens and china available to rent ala carte?
• We have a vendor list if you would like recommendations.

Are white chairs available to rent?
• Yes. White chairs are available for rent at $2 per chair. White chairs are included in the Platinum Peak Package and ceremony.

Do you offer any other upgrades?
• We offer drapes, sound system, portable bar, umbrellas. Please see our list of extras.

Do you offer a ceremony only rental?
• Yes. A ceremony only fee is $250. This includes 1 hour of time, white chairs and set up of the chairs.

Are Audio/Visual needs available for rental?
• We have a DVD/VCR, TV, microphones, laptops, or projection screen for rent.
• Please reserve at time of reservation. Current rental rate is located on rental form.

Other Frequently asked Questions:

Do you offer a walkthrough with my vendors prior to our event?
• Yes. You will have to contact the Event Coordinator to schedule this.

Is there a staff member on site during our event?
• Yes. One or two staff members (depending on the size of your event) are on site during your event, who will be happy to assist you with anything you might need, will check on your event periodically, and will generally be located at the Front Desk during the entire event.

Is a police officer required at our event?
• No. A police officer is not required but is allowed. You must make arrangements for the officer’s presence. Compensation to this officer is your responsibility.

Are we allowed to have a rehearsal the night before the event?
• Wedding rehearsals are a maximum of 30 minutes long. There is no charge for rehearsal, and is provided as a courtesy to you. Rehearsals cannot be scheduled more than two weeks in advance of your event date.
• The Peak reserves the right to reschedule or relocate a rehearsal to accommodate another event.

Will there be other events taking place in the facility during my event?
• There may be other events that occur simultaneously with your scheduled event.
• A contracted rental event will not preempt our facility from scheduling another event at the same time.
• The Peak will exercise reason and respect when scheduling concurrent events.

If you have any questions please call Event Line 303-409-2202 or email peak_events@fhprd.org
We look forward to making your event the best!
A FEW MORE THINGS  
on the day of your Event . . .

• First, check-in at the Front Desk, then you may unload and load your event items/food on the EAST SIDE of the building by our exit doors near the dumpsters. Feel free to park on the little street perpendicular to the cement pad where the large dumpsters are located.

• Any container that holds ice for beverages, etc. such as buckets for ice, coolers, troughs MUST be kept outside on the patio area to prevent leaking that could result in damage to our floors.

• Please, no tape or pins/nails in the walls or drywalled part of the ceilings as they cause damage. NOTE: 3M Removable Command Hooks seem to work well and may be used.

• Lightweight items (i.e. crepe paper streamers, lightweight strings of lights, etc.) can be hung from our ceilings using "T" pins or "S" hooks.

• Lightweight items (i.e. crepe paper streamers, lightweight strings of lights, etc.) can be hung from our ceilings using "T" pins or "S" hooks. Please DO NOT move Styrofoam Ceiling Tiles out of their metal frames as this causes damage!

• Balloons may enter the building through the event room’s glass patio door and exit the same way after your event. Please keep them tethered and off the ceilings. The balloons MUST stay in the event rooms and NOT in the halls or other parts of the facility because they can trigger the Fire Alarm System. Evacuation is mandatory for a minimum of 30 minutes. If your balloons cause the evacuation, there is no refund.

• Making sure to adhere to the above protocol will help to ensure that your Event will achieve a positive outcome.

RESPONSIBILITIES:

• Any container that holds ice for beverages, etc. such as buckets for ice, coolers, troughs MUST be kept outside on the patio area to prevent leaking that could result in damage to our floors.

• Wipe down Kitchen Counters, Sinks, Cabinet Fronts.

• Empty and wipe out/down Stove, Ovens, Refrigerator used before leaving.

• Sweep & mop Kitchen Floor after use. Contact Front Desk if no broom/dust pan or mop is in the kitchen.

• TRASH BAGS:
  – Please DO NOT over-fill trash bags because they break easily!
  – Please DO NOT drag the trash bags across floors tile or carpet – to avoid leaks/stains.
  – Empty your trash bags from ALL trash cans used into the dumpster on the LEFT side located outside the EXIT doors. Exit doors are just passed the Caterer’s Kitchen.
  – Please DO NOT THROW TRASH IN THE RECYCLE DUMPSTER with the YELLOW LID.

• Caterer/Renter is responsible for cleaning wet/dry spills or crumbs from areas and tables/chairs used. Contact Front Desk (dial 2200 on the Phone in the Caterer’s Kitchen) to ask for cleaning supplies if necessary. OR you can go to the Front Desk at the Main Entrance to ask for cleaning supplies.

• You MUST check out with the Peak Staff on duty before leaving, to check for damages and to make sure everything has been done.

• The Rental Party could be charged if things are not done properly or if there is damage.

Thank You for having your event with us!
CATERERS:
Edge Catering
Cathy Patel – 303-409-2230

A Perfect Bite Catering
Emily Carpenter – 303-888-9399

Three Tomatoes
720-609-2262

Strawberries Catering
Verna Hansen – 303-981-5054
Barbara Eaton – 303-550-4428

FLOWERS:
Hawk Flowers & Gifts
Serena McKee – 303-872-8555
(receive 10% preferred vendor discount)

CAKES:
Cakes by Kristie
303-907-4718

Nothing Bundt Cakes
303-973-3435

RENTAL COMPANIES:
Colorado Party Rentals
303-781-1111

Butler Rents
303-388-5971

MAKE UP:
Kathleen Franz
303-877-4509

DJs:
The Denver DJ
Chris Mathisen – 303-906-7153

DJ Guy
303-754-0004

HOTELS:
Residence Inn
303-985-7676 (West Hampden Ave)

Hampton Inn & Suites
303-973-2400 (C470 & Ken Caryl)

Courtyard Marriott
303-345-8412

Holiday Inn Express
720-981-1000

Fairfield by Marriott
303-989-6900 (Hampden & Wadsworth)

OFFICIANTS:
Selena Naumoff
303-481-8335
Happily Ever After

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Peak Community & Wellness Center
6612 S. Ward Street, Littleton, CO 80127
www.ifoothills.org
303-409-2202 • peak_events@fhprd.org

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