

A photograph of a bride holding a large bouquet of roses from behind a groom. The groom is wearing a white shirt and a black tie. The bride's hands are visible, holding the bouquet. The bouquet consists of white, pink, and peach-colored roses. The background is a blurred green field. The entire image is framed by a thin gold border.

Your Story

Weddings at Foothills

Our Place



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.

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.

Refundable Damage Deposit of \$300
is also due at time of booking.



Reception Packages

Silver Package

Tables & Black Chairs
Portable Bar
Caterers' Kitchen*
Outside Patio
Patio Tables & Chairs

Gold Package

Tables & Black Chairs
Wall Drapery
Portable Bar
Sound System
Caterers' Kitchen*
Outside Patio
Patio Tables & Chairs

Platinum Package

Tables & White Chairs
Wall Drapery
Portable Bar
Sound System
Caterers' Kitchen*
Outside Patio
Patio Tables & Chairs
Patio Table Umbrellas

Prices

Friday 4 – 11 p.m.
Saturday 9 a.m. – 4 p.m.
3 rooms: \$1,200
4 rooms: \$1,550

Saturday 2 – 11 p.m.
Sunday 2 – 11 p.m.
3 rooms: \$2,600
4 rooms: \$3,125

Prices

Friday 4 – 11 p.m.
Saturday 9 a.m. – 4 p.m.
3 rooms: \$1,400
4 rooms: \$1,750

Saturday 2 – 11 p.m.
Sunday 2 – 11 p.m.
3 rooms: \$2,800
4 rooms: \$3,300

Prices

Friday 4 – 11 p.m.
Saturday 9 a.m. – 4 p.m.
3 rooms: \$1,600
4 rooms: \$1,950

Saturday 2 – 11 p.m.
Sunday 2 – 11 p.m.
3 rooms: \$3,000
4 rooms: \$3,500

No events may run after 11 p.m.

* Caterers' Kitchen includes:

3 Ovens, Gas Range, Microwave, Refrigerator, Freezer, Ice Machine, Coffee Makers, Sink, Prep Table

Outdoor Ceremony

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

\$300

Rental Q & A's

What's included:

Tables

- 26 round tables 5 ft diameter
- 16 rectangle tables 6 ft length
- 1 sweetheart table 3 ft diameter
- 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

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.

There is a minimum 3-Room Rental Policy for events Saturdays after 2 p.m., May – September

Clean Up:

Renters must take out everything brought 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. Renters must check out upon leaving!

Note: Clean up must be completed by the end of your Rental Time

(Clean up does not start at the end of your rental time).

Caterers / Alcohol / Decorations:

We offer Catering services available on site. Have Foothills do everything for you!

- Edge Catering
> 303-409-2206

Are outside caterers allowed?

- Yes.

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 hanging devices allowed
 - > NO fog machines, confetti or confetti machines
 - > 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.

Payment & Cancellation:

When is first payment due?

- 50% deposit is due at time of reservation for event. In addition, a refundable damage deposit is also due at the 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. No events after 11 p.m.

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.

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 ceremony rehearsals are a maximum of 30 minutes long if booking the ceremony package. 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.

Event Checklist for Renters

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.

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.



Event Checklist for Caterers and Renters

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.
 - **NO TRASH OR TRASH BAGS ALLOWED 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.

Vendor List

Available upon Request.

Thank you for having your event with us!

Happily Ever After



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Peak Community & Wellness Center

6612 S. Ward Street, Littleton, CO 80127

www.ifoohills.org

303-409-2202 • peak_events@fhprd.org



Foothills

Park & Recreation District

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