



MONTROSE PAVILION

EVENT CENTER

Montrose Pavilion Meeting and Expo Pricing and Guidelines 2021



Montrose Pavilion Event Center
1800 Pavilion Drive, Montrose, CO 81401
Phone: (970) 249-7015 Fax: (970) 249-6967
www.montrosepavilion.org

Rental Requirements



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E V E N T C E N T E R

To confirm a reservation, the following items must be on file:

1. Signed Use Agreement
2. Signed Estimate
3. Event Contact Information Sheet
4. Deposit
5. General Liability Insurance*

*At least two weeks prior to the event, a certificate of General Liability Insurance must be submitted to the Pavilion. Failure to do so will result in the cancellation of the event.

Insurance limits are as follows:

1. General Aggregate (\$1,000,000)
2. Each Occurrence (\$250,000)
3. City of Montrose Listed as Certificate Holder

The Pavilion can also obtain a quote for insurance through the city's insurance provider. Please contact the Pavilion Manager for further details regarding this process. (970) 252-4880

Event Policies

1. All event activities and schedules must be approved by Pavilion Staff one month prior to event.
2. Final guest count must be submitted to the Pavilion Manager one week prior to the event to ensure proper staffing and ordering.
3. During the event, if staff witnesses guests bringing in outside liquor, the manager on duty will contact user to establish prevention plan. If this instance occurs second time, the event will be cancelled and all guests will be asked to exit the premises.
4. All outside vendors must provide own equipment and must load in and out within the 8 hour block rented by user, or a fee of \$60.00 per hour will be billed.

Room Rental Policies



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1. All room rental fees include tables and chairs, all other items are an additional rental fee.
2. Room rentals are for 8 hour blocks; any additional time is billed at \$60.00 per hour and all events must be ended by midnight.
3. Pavilion Staff sets tables and chairs as specified on the approved layout(s), all décor is responsibility of user.
4. Final setup count is required one week prior to event.
5. Absolutely no décor can be attached to bare walls.
6. All candles must be in a container with no exposed flame.
7. Décor must be approved by Pavilion Staff.
8. Mirrors are available for use from the Pavilion at no additional fee; this must be requested from Pavilion Staff at least one week in advance.
9. All décor must be removed at the end of event unless otherwise arranged with staff.

Room Rental Fees

There are two rate schedules offered by the Pavilion: Resident of Montrose or Non-Resident of Montrose. To qualify for the resident fee, a Montrose mailing address must be provided on the use agreement and insurance.

Room	Resident Rate	Non-Resident Rate
Auditorium	\$429.00	\$660.00
Ballroom	\$403.00	\$620.00
Ballroom w/ Full Conference	\$698.75	\$1,075.00
Commons	\$156.00	\$240.00
Courtyard	\$162.50	\$250.00
Center Room	\$162.50	\$250.00
Founder's Room	\$143.00	\$220.00
Full Conference	\$529.75	\$815.00
Lobby	\$162.50	\$250.00
North Room	\$243.75	\$375.00
North to Center Room	\$406.25	\$625.00
South Room	\$162.50	\$250.00
South to Center	\$341.25	\$525.00

Equipment Rental Fees



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Additional equipment must be reserved at least one week in advance. Pavilion Staff will set up requested equipment during scheduled setup time. It is recommended that slide show presentations are tested at least a week prior to the event to ensure compatibility; this time can be scheduled with Pavilion Staff.

AV Equipment

	<u>Fee</u>
CD Player	\$12.00
Cordless Microphone	\$10.00
DVD Player	\$18.00
Laptop Computer	\$25.00
LCD Projector	\$40.00
Overhead Projector	\$12.00
Screen	\$20.00

Furniture

	<u>Fee</u>
Art Divider	\$20.00
Podium with Microphone	\$10.00
Portable Dance Floor	\$100.00
Portable Stage (per section)	\$15.00
Upright Piano	\$75.00

Linens

	<u>Fee</u>
Napkin	\$0.50
Tablecloth	\$5.00

Alcohol Service

The Pavilion will exclusively provide all bartenders and alcohol for events upon request. Absolutely no alcohol will be brought on premises or served by another means.

To have a bar at an event, the bartender's hourly wage is billed at \$12.65 per hour with a minimum of two hours for setup. One bartender is recommended per 100 people to ensure a high quality of service is upheld.

Please note that 18% gratuity is billed for all requested host bars and any special order requests must be placed two weeks prior to the event.

Beverage Service

If a caterer is not being used for your meeting or expo, the Pavilion can provide you with non-alcoholic beverage service. We proudly serve Coffee Trader coffee and iced tea! Please contact the Pavilion Manager for a beverage quote.

Catering Policies



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All food brought into the Pavilion must come from a licensed caterer. It is the responsibility of the caterer to setup all food service settings and to provide non-alcoholic beverage service. This includes but is not limited to setting all guest tables with service ware, folding napkins and providing service staff.

The Pavilion charges a per person catering charge directly to the caterer for conducting business in our facility. This fee is billed based on the final count and will show up on a quote from the caterer as a Pavilion Service Charge.

Catering Fees*

1. Drop Off Service (\$0.50 per person)

Caterer does not have access to Pavilion Kitchens and drops off food to meeting room or designated space.

2. Buffet Service (\$1.50 per person)

Caterer may use Pavilion Kitchens and must provide either disposable goods for service or their own equipment. If user wants linens, they are \$5.00 each or \$0.50 per cloth napkin. Linen orders are required one week prior to event.

3. Full Service (\$2.50 per person)

Caterer may use Pavilion Kitchens and has access to all Pavilion glasses, silverware, plates, etc. Linens and cloth napkins are included. Linen orders are required one week prior to event.

*Type of service is contracted with caterer.

Catering List

The following caterers are approved to cater at the Pavilion. If there is a restaurant or caterer you would like that is not listed below, please contact Pavilion Manager with their information to ensure they meet Pavilion Requirements.

Camp Robber	(970) 240-1590
Daily Bread Cafe	(970) 249-8444
Fiesta Guadalajara	(970) 249-2460
Heidi's Brooklyn Deli	(970) 240-2044
Hog Rock Bar-B-Que	(970) 249-5420
Mountain Rose Catering	(970) 901-2525
Pine Cone Catering Company	(970) 249-9767
The Stone House	(970) 240-8899
True Grit Café	(970) 626-5739

Clean Up Requirements



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1. Clean up at the Pavilion is very simple: remove all items that you brought into the building. **This includes all décor, gifts, cake, leftover food, etc.**
2. All clean up should be completed within the 8 hour block of your reservation, otherwise an hourly fee of \$60.00 per hour will be billed.
3. Any leftover items that you wish to be discarded can be thrown in the dumpsters north of the building or arranged with a member of the Pavilion Staff.
4. Items forgotten must be picked up within 48 hours of the event or they will be disposed of.
5. The user will be notified of any damages to the building resulting from their event within 48 hours of event end time.

Event Advertising

When you schedule your meeting or expo here at the Pavilion, we will gladly advertise your event on our marquee and on our website. Please provide us with your preferred message and event information at least two weeks prior to your event.