



Broomfield Community Center

Facility Rental Request



Contact Information

Name _____

Company/Organization _____

Address _____

Phone _____ Email _____

Event Information

Description of Event _____

Date _____ Alt Date _____

Time (include set up/clean up) ** _____

Expected Attendance _____

Rooms, Capacities, Amenities				Fees *				
SMALL MEETING ROOMS				Resident Rate	Non -Resident	# of	Total Fee	
				Per Hour	Rate Per Hour	Hours		
<input type="checkbox"/>	Gold 1	20-25	White board, screen	\$15	\$30		\$	
<input type="checkbox"/>	Gold 2	20-25	Screen	\$15	\$30		\$	
<input type="checkbox"/>	Silver 1	20-25	Carpet, white board, screen, sink	\$15	\$30		\$	
<input type="checkbox"/>	Silver 2	20-25	Carpet, large screen TV, VCR/DVD, sink, chalk board, screen, mirror (may be used as a dressing room)	\$15	\$30		\$	
LARGE MEETING ROOMS								
<input type="checkbox"/>	Gold	40- 50	White board, screen	\$30	\$60		\$	
<input type="checkbox"/>	Silver	40- 50	Carpet, large screen TV, VCR/DVD, sink, chalk board, screen, mirror	\$30	\$60		\$	
Banquet Room								
<input type="checkbox"/>	Lakeshore	200	Covered patio; controlled lighting, large projector screen, sink (10 round tables must be included in set up)	\$90	\$180			
<input type="checkbox"/>	Lakeshore 1	75	Sink, French doors to patio (round tables must be included in set up)	\$30	\$60		\$	
<input type="checkbox"/>	Lakeshore 2	75	French doors to patio	\$30	\$60		\$	
<input type="checkbox"/>	Lakeshore 3	75	Large pull down projector screen, French doors to patio, access to sound system	\$30	\$60		\$	
Commercial Kitchen (adjoins Lakeshore 1)								
<input type="checkbox"/>	Option 1		Walk-in fridge, ice maker, counters, coffee makers, rolling cart, punch bowls, water pitchers	\$20	\$35		\$	
<input type="checkbox"/>	Option 2		All items from option 1 plus stove, ovens, grill, steamer, microwave, warmers, dishwasher	\$55	\$70		\$	
<input type="checkbox"/>	Option 3		Same as option 2 operated by a licensed and insured caterer (documentation required)	\$30	\$45		\$	
Multi-purpose Rooms								
<input type="checkbox"/>	Kiva	40- 50	Craft room, sink (only available in its standard set up)	\$30	\$60		\$	
<input type="checkbox"/>	Preschool	20-30	Classroom setting, limited availability, items cannot be moved or disturbed; sink	\$24	\$48		\$	
<input type="checkbox"/>	Gym	200	No food or beverage	\$30	\$60		\$	
Building Supervisor **								
<input type="checkbox"/>	Supervisor required for groups of 50+, after hours events, groups serving alcohol, and/or groups using the kitchen			\$25/hour \$50/hour holidays	\$25/hour \$50/hour holidays		\$	
<input type="checkbox"/>	Second supervisor required for groups of 150+ serving alcohol			\$25/hour \$50/hour holidays	\$25/hour \$50/hour holidays		\$	
							Total	\$

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

** 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.



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Additional Items Requested

Additional Items Requested			Fee
FOOD/BEVERAGE			
<input type="checkbox"/>	Alcohol Permit	Beer, wine, and champagne only; no hard alcohol. No alcohol after 11pm or before 10 am. If permit is approved, group is required to hire an off-duty Broomfield police officer at approximately \$44 per hour, paid directly to the Broomfield P.D.	\$10 Non-refundable
<input type="checkbox"/>	Steam Table	Trays are 13"x21", use of 4 pans included	\$25
<input type="checkbox"/>	Coffee Makers	100 cup percolator, requires 1/2 cup grounds for every 10 cups of coffee	\$10 Includes coffee makers, punch bowls & water pitchers
<input type="checkbox"/>	Punch Bowls	2 crystal bowls w/ladles	
<input type="checkbox"/>	Water Pitchers	15 plastic pitchers	
CEREMONY/OUTDOOR USE			
<input type="checkbox"/>	Patio	4 outdoor tables with 4 chairs at each table (only available with rental of Lakeshore)	N/C
<input type="checkbox"/>	Ceremony Set Up	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
AUDIO/VISUAL			
<input type="checkbox"/>	Sound System	Inputs for microphone, cds or iPod (controls located in Lakeshore 3)	\$50 Sound system required for use of microphone
<input type="checkbox"/>	Microphone	1 hand held microphone available	
<input type="checkbox"/>	TV/VCR/DVD	2 available on rolling carts	N/C
<input type="checkbox"/>	Piano	1 available (only available with rental Lakeshore 3 or all of Lakeshore)	\$25 R or \$50 NR
<input type="checkbox"/>	Digital Projector	1 available (must provide your own laptop)	\$50
PORTABLES			
<input type="checkbox"/>	Screen	2 available	N/C
<input type="checkbox"/>	White board	1 available	N/C
<input type="checkbox"/>	Easels	3 available	N/C
<input type="checkbox"/>	Podium	1 available	N/C
<input type="checkbox"/>	Stage	5 pieces available, pieces are 8' (l) x 4' (w) x 2' (t)	\$50
Total Extra Fees			\$

Set Up Requested

(please note that Kiva is only available in its standard set up)

<input type="checkbox"/>	Standard	Please refer to the standard set up chart to identify the standard set up for each room
<input type="checkbox"/>	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
<input type="checkbox"/>	Conference Style	Maximum capacity is 18
<input type="checkbox"/>	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
<input type="checkbox"/>	Square	Maximum capacity for a large meeting room is 35
<input type="checkbox"/>	U-shaped	Maximum capacity for a large meeting room is 26
<input type="checkbox"/>	Custom	Please coordinate with Broomfield Recreation staff to design a custom set up, sample set ups are illustrated on the next page

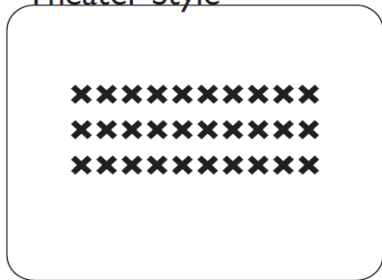


Broomfield Community Center Set Up Chart

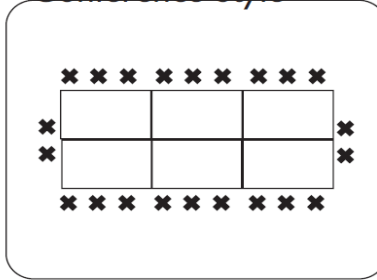


Meeting Room Set Ups

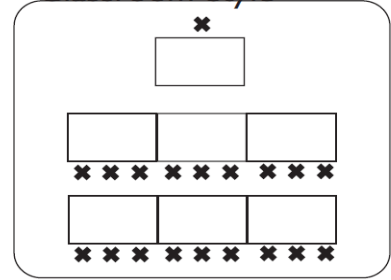
Theater Style



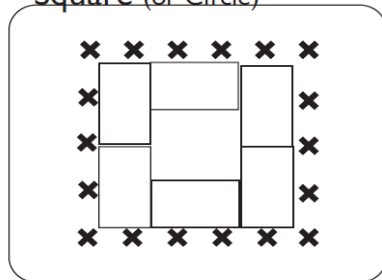
Conference Style



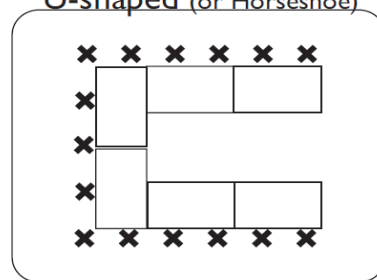
Classroom Style



Square (or Circle)



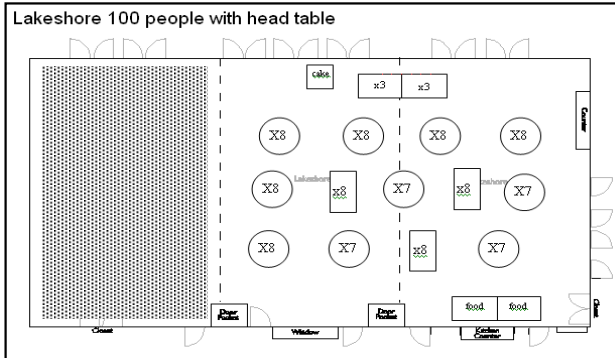
U-shaped (or Horseshoe)



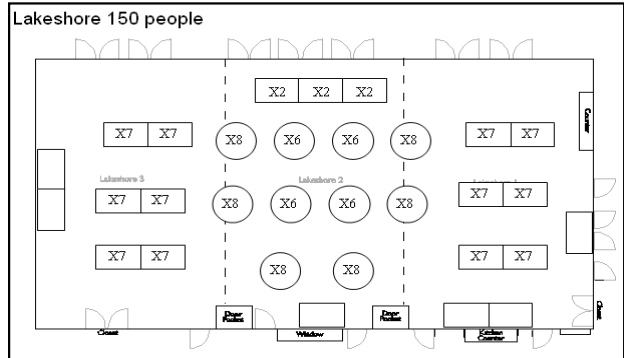
Sample Lakeshore Banquet Set Ups

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

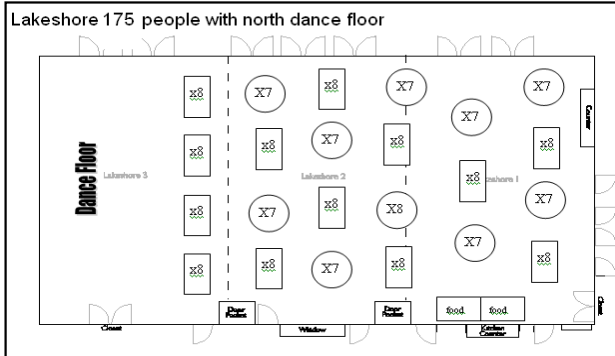
Lakeshore 100 people with head table



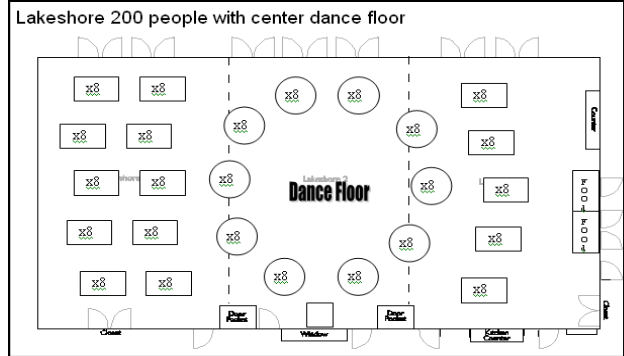
Lakeshore 150 people



Lakeshore 175 people with north dance floor



Lakeshore 200 people with center dance floor



Round tables are 5' in diameter
Rectangle tables are 30"x70"

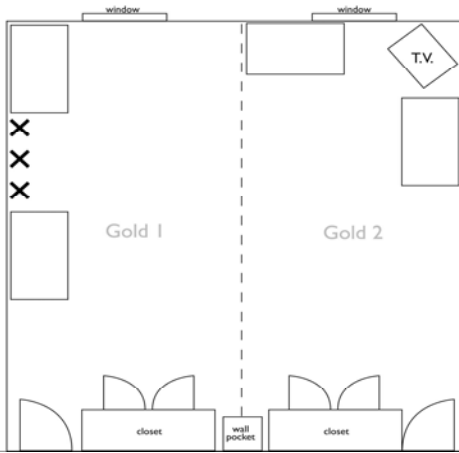


Broomfield Community Center Set Up Chart

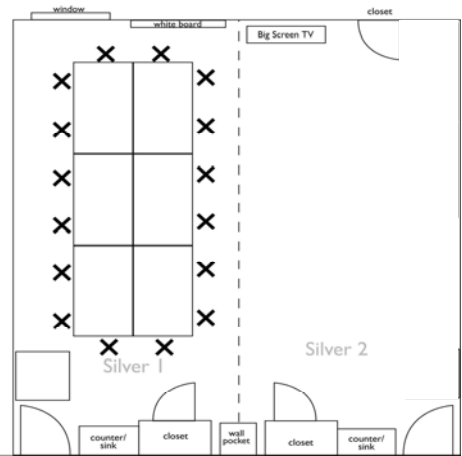


Standard Set Ups

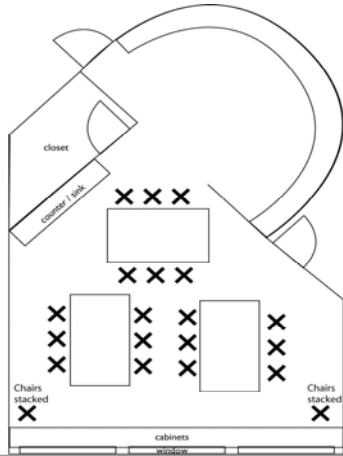
Gold Standard



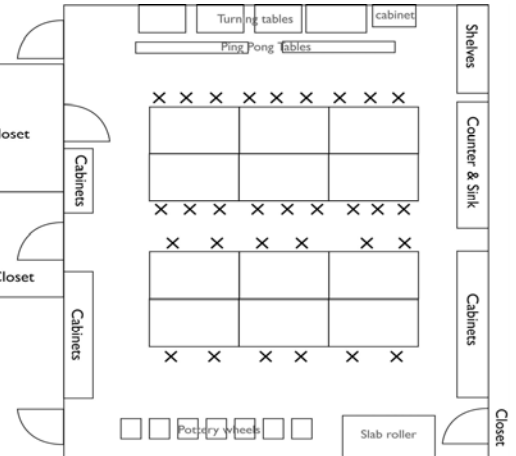
Silver Standard



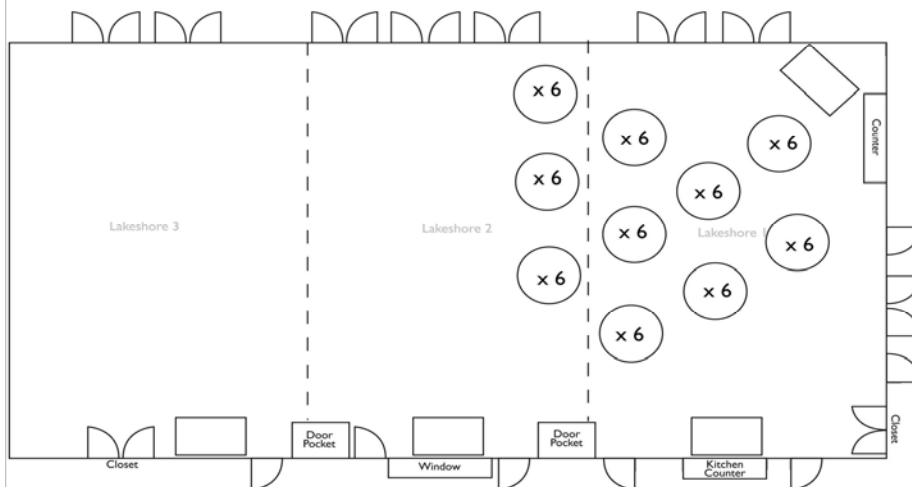
Preschool Standard



Kiva Standard



Lakeshore Standard



Round tables are 5' in diameter
Rectangle tables are 30"x70"