



Reservations

To make a Reservation, please submit a request through B-REx.com. Click on Reserve and filter your search for a meeting room or banquet room on your desired date at the Broomfield Community Center.

Verification of residency is required to receive Resident rates for Reservations. Accounts created online will default to Non-Resident status until proof of residency is submitted in person at the Broomfield Community Center or Paul Derda Rec Center.

Category	Room Name	Resident Rate Per Hour	Non-Resident Rate Per Hour
Small Meeting Room (up to 25 people)	Gold 1, Gold 2, Silver 1, Silver 2, or Bronze	\$16	\$40
Large Meeting Room (up to 50 people)	Gold or Silver	\$32	\$80
Multi-purpose Room (up to 50 people)	Kiva	\$32	\$80
Large Meeting Room (up to 75 people)	Lakeshore 1, 2, or 3	\$32	\$80
Kitchen (adjoins Lakeshore 1)	Rentable with a Lakeshore or Lakeshore 1 reservation	\$20 (option 1) \$55 (option 2) \$30 (option 3)	\$50 (option 1) \$140 (option 2) \$75 (option 3)

Banquet Package		Resident	Non-Resident
6 hours total (4 hours of room time + 2 hours for decorating and clean-up) + event supervisor	Lakeshore (kitchen rental separate)	\$530 (No alcohol) \$642 (Alcohol)	\$1,110 (No alcohol) \$1,230 (Alcohol)
Banquet Room Hourly	Lakeshore	\$95/hour	\$240/hour

Kitchen Options

Option 1: Walk-in fridge, ice maker, counters, coffee makers, rolling cart, punch bowls, water pitchers, microwave

Option 2: All items from option 1 plus stove, ovens, grill, steamer, warmers, dishwasher

Option 3: Same as option 2 operated by a licensed and insured caterer (documentation required)

Supervisor required (\$25/hour; \$50/hour holidays) for *any* of the following: groups of 50+ guests, after hours events, groups serving alcohol, and/or groups using the kitchen. A second supervisor is required for groups of 150+ serving alcohol.

Alcohol permit (\$12 Res / \$20 NonRes, *non-refundable*)

Beer, wine, and champagne only; no hard alcohol. No alcohol after 11pm or before 10am. If permit is approved, group is required to contract for a Broomfield Police Officer to be present at the event. Rate is approximately \$44 per hour, paid directly to the Broomfield P.D.

Additional Rental Items

Steam or Cold Table	Trays are 13"x21", use of 4 pans included	\$27 RES / \$30 NRES
Coffee Makers, punch bowls, water pitchers	- 100 cup percolator, requires 1/2 cup grounds for every 10 cups of coffee - 2 crystal bowls w/ladles - 15 plastic pitchers	\$10
Sound System	Inputs for microphone, cds or iPod (controls located in Lakeshore 3, cords for sound system not supplied)	\$52 RES / \$55 NRES
TV/VCR/DVD	2 available on rolling carts	N/C
Piano	1 available (only available with rental Lakeshore 3 or all of Lakeshore)	\$30 RES / \$50 NRES
Digital Projector	1 available (must provide your own laptop)	\$52 RES / \$55 NRES

DOWN PAYMENTS, CANCELLATIONS & REFUNDS:

LARGE EVENTS IN LAKESHORE:

- A 50% non-refundable down payment is required at time of booking. Full payment is due 60 days prior to the event. If the event is 60 days away or less, full payment is due at the time of booking.
- If cancelled less than 60 days before the event, then the entire reservation fee is forfeited.
- A minimum \$15 fee is assessed on all reservation change requests. Additional fees may apply.

MEETINGS/EVENTS IN LAKESHORE 1, LAKESHORE 2, LAKESHORE 3, GOLD, SILVER, BRONZE, OR KIVA ROOMS:

- Full payment is due at the time of booking.
- Payment is refundable if the contract is cancelled more than 60 days prior to the event.
- If cancelled between 30-59 days before the event, then 50% of the reservation fee is forfeited.
- If cancelled less than 30 days before the event, then the entire reservation fee is forfeited.
- A minimum \$15 fee is assessed on all reservation change requests. Additional fees may apply.

OTHER RESTRICTIONS OR FEES MAY APPLY. PLEASE INQUIRE FOR BUSINESS RATES.

Questions may be directed to the Broomfield Reservation line at 303.464.5509.