



# PARKS, RECREATION, AND SENIOR SERVICES



## BCC 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 <i>Per Hour</i>	Non-Resident Rate <i>Per Hour</i>
Small Meeting Room (15-25 people)	Burns, Elmwood 1, Elmwood 2, or Overland	\$22	\$40
Medium Meeting Room (25-45 people)	Elmwood, Crawford 1, Crawford 2, Crawford 3, Marshall, or Fireside Lounge	\$42	\$63
Large Meeting Room (up to 110 people)	Crawford	\$125	\$188
Multi-purpose Room (up to 18 people)	Kiva	\$32	\$80
Small Banquet Room (up to 100 people)	Lakeshore 1, Lakeshore 2, or Lakeshore 3	\$125	\$188
Large Banquet Room (up to 300 people)	Lakeshore	\$375	\$563

Banquet Package		Resident Rate	Non-Resident Rate
6 hours of room time + event supervisor + Sounds system	Lakeshore (kitchen rental separate)	\$2,000 (No alcohol) \$2,200 (Alcohol)	\$3,000 (No alcohol) \$3,300 (Alcohol)

Commercial Kitchen (adjoins Lakeshore 3)	Resident Rate	Non-Resident Rate
Option 1: Walk-in fridge, ice maker, counters, coffee makers, rolling cart, punch bowls, water pitchers, microwave, steam/cold table	\$200	\$300
Option 2: Use of appliances, operated by a licensed and insured caterer (documentation required)	\$285	\$428

**Facility Support Fee** 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** (\$15 Res / \$25 NonRes, *non-refundable; fee included in Banquet package*)

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 \$55 per hour, paid directly to the Broomfield P.D.

**Additional Rental Items**

Outdoor Terrace	Lakeshore, Overland	\$64 RES / \$96 NRES
Ceremony Setup	Lakeshore, 1, 2, 3, Overland	\$75 RES / \$113 NRES
Hospitality Hour	Cocktail hour, Room turnover	\$42 RES / \$63 NRES
Coffee Makers, punch bowls, water pitchers	- requires 2oz of grounds for every ½ gallon brewed - 2 crystal bowls w/ladles - 15 plastic pitchers	\$15 <i>(For groups 50+ only)</i>
Sound System (Crawford or Lakeshore)	Inputs for microphone, cds or iPod (cords for sound system not supplied)	\$52 RES / \$55 NRES
Piano	1 available (only with a Lakeshore room rental)	\$30 RES / \$50 NRES
Digital Projector	1 available (must provide your own laptop)	\$52 RES / \$55 NRES

**DOWN PAYMENTS, CANCELLATIONS & REFUNDS:**

Reservations are not transferable between facilities/shelters. A facility/shelter change, date change, or change in contract holder will result in a cancellation and rebooking of reservation following the cancellation policy outlined below. A minimum \$15 Administrative fee is assessed on all reservation change requests (i.e. adding/reducing hours, adding an alcohol permit, or adding rooms) processed less than 60 days prior to the event. Additional fees may apply.

**LAKESHORE BANQUET PACKAGE:**

- 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.
- Cancellations made less than 60 days before the event will forfeit 100% of the total reservation fee.

**CONFERENCE/MEETING/MULTI-PURPOSE ROOMS:**

- Full payment is due at the time of booking.
- Cancellations made 30 days or more prior to the event will forfeit 50% of the total reservation fee.
- Cancellations made less than 30 days prior to the event will forfeit 100% of the total reservation fee.

***Permit contingent upon no changes in current Covid numbers or in Public Health Guidelines.  
CCOB reserves the right to withdraw the permit at any time.***

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

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