

# 2019 PRIVATE EVENT INTRO PACKET

WEDDINGS • RECEPTIONS • MEETINGS • RETREATS • REUNIONS • PICNICS • HOLIDAY PARTIES



PHOTO AMANDA KOPP IMAGES

PHOTO APRIL O'HARE PHOTOGRAPHY

DENVER BOTANIC  
**GARDENS**  
Chatfield Farms

# CHATFIELD FARMS RENTAL FACILITIES

Rentals available 7 a.m. – midnight year-round. Minimum 5 hour rental on all sites except Green Farm Barn, Deer Creek Stables and Deer Creek Schoolhouse on Saturdays, as stated below. Fee includes free parking for your guests, privacy for your event for the scheduled amount of time and an on-site facility coordinator. Additional fees listed in FEES section. Sites available include:



## GREEN FARM BARN

Green Farm Barn is perfect for barn dances, corporate parties, picnics and receptions. Private outdoor grassy area adjacent to the barn and 50' x 30' patio. Indoor seating for 140; standing reception for 200; outdoor seating for 500+. Saturday minimum 6-hour rental from 7 a.m. – 4 p.m. or 5 p.m. – midnight.



## DEER CREEK STABLES

Deer Creek Stables is perfect for larger barn dances, corporate parties, picnics and receptions. The 40' x 60' covering is on a cement pad adjacent to the grassy amphitheater and prairie garden. Covered seating for 225; additional tenting permitted; outdoor grass seating for 1000+. Saturday minimum 6 hour rental from 7 a.m. – 4 p.m. or 5 p.m. – midnight.



## PRAIRIE GARDEN TERRACE

1,600 square foot terrace surrounded by the Prairie Garden. In the middle of the wooden deck sits a grand cottonwood tree with thousands of twinkle lights. Includes use of the Deer Creek Schoolhouse.



## DEER CREEK SCHOOLHOUSE

Deer Creek Schoolhouse charming one-room school house perfect for meetings, birthday parties, rehearsal dinner or shower. Indoor seating at rounds for 40; classroom seating for 50; standing reception for 50. Prairie Garden Terrace may be added. From memorial day to labor day the schoolhouse is furnished as bridal suite.

# CHATFIELD FARMS RENTAL FACILITIES



## POLLY STEELE CENTER

Polly Steele Center is a charming furnished house with a quaint screened porch that wraps around the side of the house. The house is used as the bridal suite and furnishings cannot be removed. Indoor capacity of 20; covered patio seating for 30; and outdoor lawn seating for 50.



## AMPHITHEATER

Outdoor amphitheater three-acre grass amphitheater. Ample flat space at base for stage or picnics, parties and events of all sizes.



## OPEN AIR CHAPEL

Open Air Chapel is an incredible outdoor site nestled in the meadow with Deer Creek Canyon as the backdrop. Seating is available for 500. Rental includes 4 tables and 100 white chairs. Two hours included in rental. Available April thru November.



## CORN MAZE

Corn Maze get lost in the twists and turns of our gigantic eight-acre corn maze. Private Rentals available weekdays and evenings in September and October when not opened to the public. Ideal outing for corporate events, scouts, school groups, birthdays and large functions.

## Off Peak Discounts\*

40% off in November and January – April

25% off May 1 – Thursday before Memorial Day weekend

## Member Discount\*

Supporter members and up receive 10% off rental rate and packages

\*Discount does not apply to fees

# CHATFIELD FARMS WEDDING PACKAGES

## SPRING & SUMMER WEDDING PACKAGES

During the spring and summer wedding season there are five packages available at various times. The packages are listed below and are available the following times

A.M. PACKAGE	ALL DAY PACKAGE	EVENING PACKAGE
<b>8 a.m. – 4 p.m.</b> ceremony noon or earlier	<b>12 hour package</b> ceremony at noon, 3 p.m. or 6 p.m. package time flexible	<b>5 p.m. – midnight</b> ceremony 6 p.m. or later

### GREEN FARM BARN PACKAGE

*Indoor seating for up to 140; additional tenting permitted and outdoor seating for over 500*

Package includes bridal suite at Polly Steele Center; separate groom's quarters (yurt based on availability); ceremony and reception at Green Farm Barn; complimentary two hours of golf cart shuttle service for ceremony; and one hour unstaffed outdoor rehearsal time during normal business hours. Equipment at barn includes twenty 8' banquet tables or 5' rounds, two 6' banquet tables, six 3' round tables; one 4' round table and 140 natural-colored wooden padded chairs; rustic signage to the southwest of the barn (not guaranteed).

### GREEN FARM BARN PACKAGE WITH OPEN AIR CHAPEL

**(Available April – November)**

Includes Green Farm Package items listed above plus two hours for ceremony at Open Air Chapel with one 3' round table; two 6' tables at ceremony site.

### DEER CREEK STABLES PACKAGE

**(Available May until corn maze opening in September)**

*Covered seating for 225; additional tenting permitted and outdoor seating for over 1,000*

Package includes bridal suite at Deer Creek School house; Prairie Garden Terrace, fire pit area and Deer Creek Stables. For times listed above; complimentary two hours of golf cart shuttle service for ceremony; and one hour unstaffed outdoor rehearsal time during normal business hours. Equipment at the Deer Creek Stables includes twenty 5' round tables; five 8' banquet tables; two 6' banquet tables; one 4' round; six 3' rounds; 200 chairs; rustic signage.

### DEER CREEK STABLES PACKAGE WITH OPEN AIR CHAPEL

**(Available May until corn maze opening in September)**

Includes Deer Creek Stables Package items listed above plus two hours for ceremony at Open Air Chapel with one 3' round table; two 6' tables at ceremony site.

### COMBO GREEN FARM BARN & DEER CREEK STABLES PACKAGE

**(Available May until corn maze opening in September)**

Package includes four hours for ceremony at Open Air Chapel; bride's quarters; separate groom's quarters; reception at Green Farm Barn/Deer Creek Stables as times listed below; complimentary two hours of golf cart shuttle service for ceremony; and one hour unstaffed outdoor rehearsal time during normal business hours. Equipment at barn and stables as listed in packages above.

*When planning please allow for set up and tear down within times listed. Additional fees may apply, including set up fee as listed under FEES in packet.*

# CHATFIELD FARMS WEDDING PACKAGES

## FALL & WINTER WEDDING PACKAGES

From the opening of the Corn Maze in September – November there are three packages available offered at three different time slots. Packages are discounted 40% in November. Two winter discounted packages are available in January - March.

A.M. PACKAGE	ALL DAY PACKAGE	EVENING PACKAGE
<b>8 a.m. – 4 p.m.</b> ceremony noon or earlier	<b>12 hour package</b> ceremony at noon, 3 p.m. or 6 p.m. package time flexible	<b>5 p.m. – midnight</b> ceremony 6 p.m. or later

## FALL WEDDING PACKAGES

### GREEN FARM BARN PACKAGE

*Indoor seating for up to 140 (The barn has indoor and outdoor space. During the winter and depending on the weather, seating becomes limited because of the need to have all things indoors. It is recommended that seating does not exceed 125 to accommodate adverse weather conditions.)*

Package includes bridal suite at Polly Steele Center; separate groom's quarters (yurt based on availability); ceremony and reception at Green Farm barn; and one hour unstaffed rehearsal time during normal business hours. Equipment at barn includes twenty 8' banquet tables or 5' rounds; two 6' banquet tables; six 3' round tables; one 4' round table and 140 natural colored wooden padded chairs; and rustic signage.

### GREEN FARM BARN PACKAGE WITH OPEN AIR CHAPEL

**(Available April – November)**

Includes Green Farm Package items listed above plus two hours for ceremony at Open Air Chapel with set up and tear down of 140 white ceremony chairs.

## WINTER WEDDING PACKAGES

### GREEN FARM BARN PACKAGE

*Indoor seating for up to 125*

Package includes bridal suite at Polly Steele Center; separate groom's quarters (yurt based on availability); ceremony and reception at Green Farm barn; and one hour unstaffed rehearsal time during normal business hours. Equipment at barn includes twenty 8' banquet tables or 5' rounds; two 6' banquet tables; six 3' round tables; one 4' round table and 125 natural colored wooden padded chairs; and rustic signage.

### SMALL WINTER WEDDING PACKAGE

Package includes two hours for ceremony at Deer Creek Schoolhouse (capacity of 80) or outdoor location; bridal suite at Polly Steele Center (based upon availability); eight hours at Green Farm Barn; and one hour unstaffed outdoor rehearsal time during normal business hours. Equipment at barn includes usage of fourteen 8' banquet tables; four 6' banquet tables; one 3' round table; one 4' round table and 80 natural colored wooden padded chairs; and rustic signage. The ceremony includes use of 80 white chairs.

*When planning please allow for set up and tear down within times listed. Additional fees may apply, including set up fee as listed under FEES in packet.*

# REGULATIONS

Below are Denver Botanic Gardens Chatfield Farms' regulations and guidelines for a great event. Regulations will be included in your signed agreement. Guidelines are provided to ensure safety and protection of our facility and may be updated at any time.

## ALCOHOL POLICY

Client assumes all responsibility and must follow Colorado liquor laws. Chatfield Farms does not have a liquor license. The sale of alcohol is not permitted (no cash bars). For events with alcohol a bonded bartending service with at least \$1,000,000 liquor liability insurance co-listing Denver Botanic Gardens Chatfield Farms is required. You may bring or have pre-purchased alcohol delivered to the site during your rental time. Alcohol must be delivered to bonded bartender and cannot be unloaded until bartender is on site.

Alcoholic beverages may only be consumed during the hours of the rental inside rental areas. Alcohol is not permitted in the bridal suites, groom's quarters, Open Air Chapel or any spaces open to the public. Kegs are not permitted on the Prairie Garden Terrace.

Alcohol service cannot exceed six hours and food must be served with any alcoholic beverages. A soft closing must be conducted at least 30 minutes prior to the end of the event. At the end of the serving time alcohol must be boxed up and placed in a secure location with a sober, responsible adult. Beer, wine and mixed drinks are permitted but shots are not allowed. Kegs are permitted but must remain outside. No minors under the age of 21 may be served any alcohol.

Alcohol at events must be provided by Client. All alcohol consumed must go through the bonded bartender. Guests are not permitted to bring in or consume their own alcohol. Absolutely no tailgating and guests doing so may be escorted off property. Alcohol consumption on shuttles/limousines/buses must remain within the vehicle upon arrival. Client is responsible for ensuring rule is followed. Client must have assigned greeter to meet the limo/shuttle/buses enforcing the rule with all guests.

Client is responsible for any damages caused from alcohol spills. It is recommended that spills are cleaned up quickly so stains are prevented. Failure to abide by this policy may result in loss of damage deposit.

## AUDIO/VISUAL EQUIPMENT

Chatfield Farms has a sound system available for rent and can provide suggested A/V rental companies for additional items. To assure timely delivery, arrangements for audio/visual equipment rentals must be coordinated with Chatfield Farms' facility coordinator at least two weeks prior to the event. It is advisable to have a technical expert in attendance at events utilizing rented or borrowed audio/visual equipment.

## BANDS

Acoustic bands/combos and musicians are permitted and must provide own sound equipment. Acoustic is defined as any stringed instrument with a hollow or semi-hollow body, electric piano with internal speakers or a small amplifier that is no larger than 25 watts, woodwind instruments and small hand percussion, including bongos. It is permissible for an upright acoustic bass to use a small amplifier.

Non-acoustic bands are required to contact PSI and retain their services for amplification. Bands that have instruments with uncontrollable sound levels, such as drums and brass, are permitted inside the barn or in the stables with sides of stables down. Bands with 100% controllable sound levels are permitted to play outdoors. Bands without 100% controllable sound levels are permitted to play outdoors but Client is required to rent both the Green Farm Barn and Deer Creek Stables location. PSI will determine if sound is controllable for outdoor performances.

Client is solely responsible for ensuring that appropriate licenses are in place with ASCAP, BMI, SESAC and any other rights holder prior to the event. Failure to do so could result in fines and penalties, and Client agrees to indemnify Chatfield Farms for any loss or damage caused by Client's failure to obtain proper licenses. Client is required to retain the services of PSI for amplification and must abide by local noise ordinance. Outdoor music must be turned off by 11 p.m. Sound level must remain acceptable for a residential neighborhood and cannot exceed a decibel level of 55 at our property line. Chatfield Farms will terminate power supply for failure to comply.

## CANCELLATIONS

Chatfield Farms must be notified 120 days in advance of a scheduled event and all fees paid to date will be forfeited. Cancellations received less than 120 days before an event or the lack of notification will be responsible for the full facility usage fee. Chatfield Farms reserves the right to cancel an event if the facilities are, in the sole judgment of an authorized Denver Botanic Gardens Chatfield Farms official, rendered unsuitable for the event due to fire or other calamity, act of God, labor dispute, notice of violations by any city, county or other government agency, or any other occurrences beyond the control of Denver Botanic Gardens Chatfield Farms. Chatfield Farms also reserves the right to cancel an event due to programs or events at Chatfield Farms. In the event of such cancellation, the client will not be liable for payment of any fees for cancelled programs, nor will Chatfield Farms have any further liability or obligations with regard to the cancelled event.

# REGULATIONS

## CATERING

Chatfield Farms maintains a list of preferred caterers. Events held at Green Farm Barn and Deer Creek Stables are required to use an preferred caterer. Rental events not using one of Denver Botanic Gardens Chatfield Farms' preferred full service caterers will incur a \$250 outside catering fee plus \$10 per person. Client is responsible for actions and damages from non-preferred caterers.

Client must arrange for a meeting with your Chatfield Farms coordinator and your caterer to have a logistics (final walk through) meeting one to three weeks prior to your event. Food and beverage service must be compliant with all Colorado laws.

Caterers are subject to the same terms and conditions as the clients who hire them, and they are required to remove all materials and dispose of all refuse when they leave the premises. Clients are responsible for handling all interactions with caterers.

## CHILDREN

It is imperative that you continuously supervise any children present at your event. Children are not permitted to pick flowers and are not allowed on the water feature near the barn or bridge. Many clients have found it beneficial to hire a professional sitter to supervise the children with organized activities in the grass area, children's area or in one of the smaller rental locations.

## CLIENT REPRESENTATIVE

You are required to hire or appoint a representative to handle all details during your event. This representative may not be a member of your wedding party or anyone whose presence is required at the ceremony. The representative is required to attend the walk through. On the day of your event, the representative will work with a facility coordinator to ensure vendors and guests are following timelines and Denver Botanic Gardens Chatfield Farms' regulations.

## DAMAGE DEPOSITS

Credit card authorization is required prior to the event for additional charges and/or damages incurred during the event.

## DECORATIONS

Client must leave facility in the manner they found it. Decorations and signage must be approved by the facility rentals office. Client is not permitted to deface facilities and may not use tape, glue, sticky substance of any kind, nails,

staples, tacks, etc. To hang items, it's recommended to use zip ties, twine or string. Client is not permitted to change or move any items without prior permission. The following are not permitted at Chatfield Farms at any time: fireworks, including sparklers, pyrotechnic devices, rice, glitter, beads, confetti, seed or any other items difficult to pick up. Biodegradable items may be placed or thrown outside for your wedding ceremony or reception, but note these still must be picked up by client at the end of your event. Candles are permitted but must be contained in a glass container taller than the top of the flame. Wire and floral attachments are not permitted on any garden structure or plant material without prior approval from the facility and a Denver Botanic Gardens Chatfield Farms horticulturist.

All decorations, including boxes, must be removed at the end of your event or a disposal fee will be assessed. Denver Botanic Gardens Chatfield Farms assumes no responsibility for the security and safety of decorations for your event. Due to limited storage space, the client or vendor is not permitted to make early deliveries and must remove all property from Chatfield Farms at the conclusion of the event, including all decorations, debris, boxes, refuse, etc.

## DELIVERIES

Deliveries and pickups by your vendors or caterers must be within your rented time. Party rentals through exclusive rental company (Event Rents) will be coordinated by Chatfield Farms.

## ELECTRICITY

Typically we will be able to meet your power needs. Some spots, including the grass areas near the barn, have limited electrical power; therefore we need to know in advance your electrical needs and location. Outdoor power needs may require a generator. Chatfield Farms will determine whether a generator is necessary. If so, the client is responsible for rental fees.

## FACILITY COORDINATOR

There will be a qualified member of the private event team dedicated to your event. The facility coordinator will supervise your event's set-up and direct any maintenance or security needs. Only your designated facility coordinator may give direction to Chatfield Farms staff during your event.

# REGULATIONS

## FEES

**Facility Usage Fee** – Hourly fee or package price for the usage of the facilities at the times specified on the agreement. Additional fees will be assessed as listed below. Additional fees will be determined and paid at the final walk through two to three weeks prior to the event. Client is required to make payment at the final walk through for these fees. If additional fees are incurred at the event, payment is required at the end of the event and will be charged to the credit card.

**Additional Time Fee** – Hourly fee to those purchasing a wedding package but adding additional time to a site. Events starting earlier or running over scheduled time incur overtime fee. Additional hours are available to ALL DAY packages. Additional hours for AM and PM packages are available 60 days prior to an event, if available. To guarantee additional hours it is recommended that the ALL DAY package be purchased.

**Equipment Fee** – Fee for furnishings and other rentals available from Chatfield Farms. Order form with items and pricing are available in yearly Welcome Packet and are subject to change. Packages include some furnishings. Event rentals not available from Chatfield Farms must be rented through exclusive event rental company (Event Rents).

**Facility Prep Fee** – Fee for Chatfield Farms to prepare location for private events. Facility preparations includes signage, cleaning, property and grounds maintenance, etc. Facility Prep Fees by location are:

- \$200 at Green Farm Barn & Deer Creek Stables
- \$100 at Deer Creek Schoolhouse & Polly Steele Center
- \$150 at Prairie Garden Terrace (includes schoolhouse Facility Prep Fee)

**Guest Fee** – Guests of facility Clients are not required to pay Chatfield Farms admission as the facility usage fee includes parking and general admission for guests at Chatfield Farms. General admission does not include Corn Maze, Dead Zone, concerts, traveling exhibits or other special events. Discounted tickets may be available for events as detailed in the welcome packet.

**Outside Catering Fee** – Events at the Green Farm Barn or Deer Creek Stables using an outside (non-accepted caterer) will be charged a \$250 fee plus \$10 per person. Only accepted caterers permitted on Fridays and Saturdays.

**Tent Fee** – \$100 fee to be able to place tent larger than 150 square feet, see Tenting for regulations.

**Security Fee** – Chatfield Farms will retain outside services and the fee is \$27 per hour with a minimum of 4 hours. Specific requirements are listed in *Security* section. Security is on the premises one hour before guests arrive until the end of the event.

## FLOWERS, PLANTS, WATER FEATURES AND EXHIBITS

Picking of flowers is not permitted. In addition, it is your responsibility to keep your guests and vendors out of garden areas, water features and special exhibits. Vendors and guests must abide by posted driving/parking/drop off locations. Failure to follow these rules may result in a damage charge.

## FURNISHINGS

Chatfield Farms has a limited amount of furniture available for rent. Wedding packages include usage of furniture as listed below, but must be pre-ordered at walk through.

**Green Farm Barn Package with Open Air Chapel** includes 140 white ceremony chairs, 1 – 3' round; 2 – 6" banquet tables at Open Air Chapel; and the following at barn 140 natural colored wooden padded chairs; 20 – 8' banquet tables or 5' round tables; 2 – 6' banquet tables; 6 – 3' round tables (standard or cocktail height); 1 – 4' rounds; sound system; and short bed Model A to the southwest of the barn (if available).

**Green Farm Barn Package** includes 140 natural colored wooden padded chairs at barn; 20 – 8' banquet tables or 5' round tables; 2 – 6' banquet tables; 6 – 3' round tables (standard or cocktail height); 1 – 4' rounds; sound system; and short bed Model A to the southwest of the barn (if available).

**Deer Creek Stables with Open Air Chapel Package** includes 200 white ceremony chairs, 1 – 3' rounds; 2 – 6' banquet tables at Open Air Chapel; and the following at Stables 200 padded reception chairs; 20 – 5' round tables; 5 – 8' banquet tables; 2 – 6' banquet tables, 1 – 4' round, 6 – 3' round tables (standard or cocktail height).

**Deer Creek Stables Package** includes padded reception chairs at Deer Creek Stables; 20 – 5' round tables; 5 – 8' banquet tables; 2 – 6' banquet tables, 1 – 4' round, 6 – 3' round tables (standard or cocktail height).

Chatfield Farms does not provide tents, linens, china or service ware. These items must be rented and delivered to Chatfield Farms and must be arranged through our exclusive vendor (Event Rents). Any specialty items must be pre-approved and have delivery, set-up and removal coordinated with Chatfield Farms staff members at least two weeks prior to the event.



# REGULATIONS

## **GARDEN APPEARANCE AND EXHIBITS**

Due to seasonal changes and the revolving nature of exhibits, Denver Botanic Gardens Chatfield Farms cannot guarantee that your rented space will have the same appearance as when originally viewed.

## **GREETER**

Client is responsible and required to have a greeter in parking area to direct guests beginning 30 minutes prior to event until event start time.

## **GUESTS**

Client is responsible for actions of their guests and ensuring that they follow all posted regulations and guidelines. Client will incur overtime fees for guests being on Chatfield Farms property outside of time listed on Agreement and during non-public hours.

## **INCLEMENT WEATHER**

If your event is scheduled to take place in an outdoor event space, you will be asked to submit a backup plan in case of inclement weather. Ceremonies are permitted outside in adverse conditions as long as it is not life threatening. Ceremony only events do not have an indoor option. Wedding packages will need to be prepared to have ceremony in reception space.

## **INDEMNIFICATION**

The client must agree to hold harmless Denver Botanic Gardens Chatfield Farms, its agents and employees, against any and all liability, loss or damage it may hereafter sustain, incur or be required to pay by reason of any personal suffering, personal injury, death or property damage, either while participating in or receiving the services being furnished by the contractor under this agreement, or while on the premises in conjunction with such event, except for those liabilities caused by or resulting from negligence or the intentional acts of Chatfield Farms, its officers, agents or employees.

The client must also agree to be responsible for the actions of persons in attendance of the event or by persons hired by the client and hold harmless Denver Botanic Gardens Chatfield Farms, its agents and employees, against any and all liability, loss or damage it may hereafter sustain, incur or be required to pay by reason of any personal suffering, personal injury, death or property damage, either while participating in or receiving the services being furnished by the contractor under this agreement, or while on the premises in conjunction with such event, except for those liabilities caused by or resulting from negligence or the intentional acts of Chatfield Farms, its officers, agents or employees.

The conduct of guests and persons hired by the client is the client's responsibility. Children must be supervised at all times. The client must agree to assume complete responsibility for replacement or repair of articles damaged beyond ordinary use or stolen either by persons in attendance or by persons hired by them for the event. The extent of the damage and cost of repair will be judged solely by Chatfield Farms based upon estimates received. Chatfield Farms staff is fully empowered to ask anyone to leave on the grounds of disorderly conduct, intoxication, or overstaying their contracted time.

Denver Botanic Gardens Chatfield Farms reserves the right to approve or reject any application submitted for use of its facilities. Any unusual use of Chatfield Farms or its facilities may require approval by the Executive Director and/or the Board of Directors. Additional fees may be expected if services over and above those specifically set forth in the contract are required of Chatfield Farms and its staff.

## **INSURANCE (for corporate clients)**

Corporate Clients will be required to furnish a certificate of insurance co-listing Denver Botanic Gardens Chatfield Farms, 8500 West Deer Creek Canyon Rd., Littleton, CO 80128.

## **INVITATIONS**

To ensure that your event is keeping with Chatfield Farms' guidelines, we ask to review your invitation prior to printing. Please allow at least 72 hours for approval.

## **MAINTENANCE**

Chatfield Farms staff will maintain the restrooms and other facilities during your event, and the event rental space will be in clean condition upon your arrival. Clean-up of foodstuffs, ice and other event-related refuse is the responsibility of the caterer and/or the client.

## **MUSIC/NOISE LEVEL**

Chatfield Farms reserves the right to require client to adjust sound level at any time. Bands are only allowed when both the Deer Creek Stables and Green Farm Barn are rented by the same client. Client must abide by local noise ordinance. Outdoor music must be turned off by 11 p.m. Sound level must remain acceptable for a residential neighborhood and cannot exceed a decibel level of 55 at our property line. Chatfield Farms will terminate power supply for failure to comply.

# REGULATIONS

## OVERTIME FEE

An overtime fee of \$100 per 15 minute increment will be charged at the end of the event for: (1) clients/vendors arriving before time listed on facility rental agreement or walk through agreement, (2) clients/vendors/guests entering rented areas before time listed on facility rental agreement or walk through agreement, (3) or client/vendors/guests remaining in the rental space after time listed on facility rental agreement or walk through agreement (4) or continuing to remain on Chatfield Farms property after event end time past public hours.

## PARKING

Parking will be determined by Chatfield Farms and communicated at the walk through, but is subject to change. General signage will be provided. Personalized signage may be permitted and at times required. Personalized signage must be placed by Chatfield Farms staff and adhere to Chatfield Farms guidelines. Vehicles may be left overnight with prior permission. No one is permitted to stay in vehicle and Chatfield Farms assumes no liability. Vehicles must be picked up the next day during normal business hours (9 a.m. – 5 p.m.).

## PAYMENTS

Chatfield Farms accepts cash, checks made payable to "Denver Botanic Gardens", Visa, MasterCard, Discover or American express. Denver Botanic Gardens reserves the right to refuse any checks and require payment in cash or credit card. Checks can only be accepted for events at least 30 days out.

## PETS

Pets that are specifically trained as assistance animals, properly identified as such and accompanied at all times by the individual who is responsible for them, are permitted. Other pets and animals require written permission from the facility rentals office.

## PUBLIC

Chatfield Farms has daily public hours throughout the year and extends these hours with events open to the public, such as the Corn Maze, the haunted maze, education programs and the concert series. Chatfield Farms will work with client to try to provide privacy. Chatfield Farms reserves the right to schedule other private events, public events or traveling exhibits in conjunction with your event.

## PUBLICITY AND PROMOTION

### (Applies to corporate events)

Advertisements for an event to be held at Chatfield Farms shall not state or imply that such function is endorsed by, sponsored by, conducted by or supported by Chatfield Farms. This includes, but is not limited to all newspaper and magazine ads, radio and television announcements, news releases and promotional materials publicizing the function. Upon the request of Chatfield Farms, the Client shall deliver for approval copies of all promotional materials to be used in publicizing a function. No signs are allowed to be placed in any part of the facility either before or during the event without permission. All advertising and promotional materials for a Client's function shall direct interested patrons to contact the Client (or Client's designated agent) for information. Chatfield Farms phone numbers and addresses shall not be listed as sources for additional information. The distribution of literature or advertising regarding a Client's function is the sole responsibility of the Client. Chatfield Farms will not distribute literature, display signs or posters, or sell tickets for any function unless other arrangements have been made.

## REHEARSALS (applies to wedding packages)

Wedding packages include a non-staffed, one hour outdoor rehearsal time from (9 a.m. – 3 p.m.) and subject to availability. Because of our heavy event schedule rehearsals will only be booked 30 days in advance. Rehearsals are conducted outside with no weather backup plan.

## RENTALS

All party rental items from tents, linens, arches, plates, etc. not brought in by you or your caterer, must be rented from our exclusive rental company. Please note that deliveries from other party rental companies will not be accepted and they will be turned away.

## RESTROOMS

Chatfield Farms has limited restrooms and depending on event location and size, portable restrooms may be required. Client is responsible for making arrangements with our exclusive vendor as listed in the welcome packet. For events at the Green Farm Barn with over 150 people, Client is required to rent a portable restroom. An additional portable restroom is required for each additional 150 people. For events at the Deer Creek Stables with over 250 people, Client is required to rent a portable restroom. An additional portable restroom is required for each additional 150 people.

# REGULATIONS

## SECURITY

Depending on event timing, location, public hours and other events scheduled security guard(s) may be required. Chatfield Farms will contract with firm for services. The charge is \$27 per hour with a 4 hour minimum. A Chatfield Farms hired security guard is always required for events as follows:

- One security guard must be present at all events, even if alcohol is not served, from the event start time until Client/vendors/guests are offsite
- Events that conclude after 8 p.m. must have one security guard present until all Clients/vendors/guests are offsite

## SET-UP AND CLEAN UP

Set-up and clean-up time must take place within your paid contracted time. Clean-up procedures will be reviewed at your final walk through. It is customary to allow one hour for clean-up.

## SITE VISITS

Please note that buildings are kept locked and no visitors are permitted during events. You must call and schedule an appointment with us to ensure that you are able to get into the site and that there is not an event scheduled. You will receive complimentary admission into Chatfield Farms for your initial visit, meetings with your facility coordinator, and final walk through. **When making a visit during other times, you, your vendors and friends must park in general parking (by the Visitor Center) and pay the posted admission.**

## SPECIAL EVENTS

Facility usage fee includes general admission for you and the guest number listed on the agreement. Chatfield Farms reserves the right to assess a per person charge to client for admission to special events or traveling exhibits during the time of your event, including but not limited to Santa's Village, Corn Maze, Pumpkin Festival and concerts. Other private events, special events and traveling exhibits may be scheduled in conjunction with your event.

## TENTING

Tenting is permitted in certain areas of Chatfield Farms. Written approval and a \$100 tenting fee is required for tents larger than 200 square feet. Tents 400 square feet and larger may require set up time beyond your contracted time and may affect other events. The impacted group must agree to your tent plan. To ensure ability to tent at the Green Farm

Barn location on a Saturday evening, it is best to do a full-day rental or include tenting fee on original contract. Tent approval is required at least 30 days in advance, but we recommend you request approval as early as possible.

Tents larger than 200 square feet must be set up by Event Rents. Pop-up tents smaller than 150 square feet are permitted but must be weighted down with 80 lb. weights. All local and state ordinances must be followed and are the client's responsibility.

## USAGE

Chatfield Farms only guarantees usage of the area(s) listed in the agreement. Please note that Denver Botanic Gardens Chatfield Farms is a working farm and garden. Farm-related activities and day to day operations will be happening throughout the day. Guests are welcome to wander through the grounds that are open to the public, being respectful of events at other locations. Food, drink and alcohol are not permitted throughout Chatfield Farms and must remain in rented area. **No alcohol at ceremony site.**

## VALUABLES

Denver Botanic Gardens Chatfield Farms cannot be held responsible for any items brought in or left on site.

## VENDORS

Client is responsible for actions of any persons hired or non-hired assisting client with event. Client will ensure persons hired or non-hired assisting with event will follow all regulations and guidelines as outlined in Agreement, Addendum and Welcome Packet. Client will incur overtime fees for any persons hired or non-hired assisting client with event that arrive before time listed on Agreement, enter space before time listed on Agreement or remain in space or Chatfield Farms property after time listed on Agreement.

## WALK THROUGH

Walk throughs need to be 1-3 weeks in advance of event. Client is required to contact facility rentals office 5-6 weeks in advance to set-up walk through. A representative from full-service caterers and the Client representative are required to attend walk thru. At walk through all fees are required to be paid.

**Please note any special requests do require written approval from the facility rentals office.**



DENVER BOTANIC  
**GARDENS**

Chatfield Farms

8500 West Deer Creek Canyon Road  
Littleton, CO 80128  
720-865-4336

[botanicgardens.org](http://botanicgardens.org)

PHOTOS BY SCOTT DRESSEL-MARTIN UNLESS OTHERWISE NOTED