

# 2021 / 2022 EVENTS INTRO PACKET

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



PHOTO LAURA MURRAY PHOTOGRAPHY



PHOTO AMANDA KOPP IMAGES

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 4 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 4 p.m. – midnight.



PHOTO LAURA MURRAY PHOTOGRAPHY

## 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.

## 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>4 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

*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

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

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>4 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

Thank you for booking Denver Botanic Gardens Chatfield Farms for your upcoming event. Below are our current rules and suggestions for creating a great event. Rules are updated periodically and if a new version of this document is released during the planning process, your Denver Botanic Gardens sales associate will send client ("you") the new copy for review and signature.

## ALCOHOL POLICY

Client assumes all responsibility and must follow all Colorado liquor laws. Chatfield Farms **does not** carry a liquor license. The sale of alcohol is not permitted, and cash bars are **NOT** allowed.

For events with alcohol a licensed bartending service with a \$1,000,000 in liquor liability insurance 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 licensed 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 wedding suites, Open Air Chapel or any spaces open to the public.

Alcohol service cannot exceed six hours and food must be served with any alcoholic beverages. A silent soft closing must be conducted 30 minutes prior to the end of the event. **No last call announcements are allowed.** At the end of the event alcohol must be boxed up and placed in a secure location with a sober adult. Beer, wine, and mixed drinks are permitted to be served; shots of any kind are not allowed.

Kegs are permitted but must remain outside and keg beer must be served by the bartending staff. Kegs are not allowed on the Prairie Garden Terrace. No minors under the age of 21 may be served any alcohol. Alcohol at events must be provided by Client. All alcohol consumed must be served by a licensed bartender. Guests are **not** permitted to bring in or consume their own alcohol. Tailgating is not allowed and guests doing so may be asked to leave or escorted off property. Alcohol consumption on shuttles/limousines or buses must remain within the vehicle upon arrival.

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

## AUDIO/VISUAL EQUIPMENT

Chatfield Farms has a sound system available in both the Deer Creek Stables and Green Farm Barn and can provide 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.

## DJ'S AND BANDS

DJ's, Bands, and musicians are permitted and must provide their 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 retain their own 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.

Client is solely responsible for ensuring that appropriate licenses are in place. Failure to do so could result in fines and penalties. Client agrees to indemnify Chatfield Farms for any loss or damage caused by Client's failure to obtain proper licenses. Client is required to 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

Upon signing contract your first Facility Usage Fee payment is non-refundable. 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 canceled programs, nor will Chatfield Farms have any further liability or obligations regarding the canceled event.

# REGULATIONS

## CATERING

Chatfield Farms maintains a list of accepted caterers. Events held at Green Farm Barn and Deer Creek Stables are required to use a preferred caterer from the list. Rental events not using one of Denver Botanic Gardens Chatfield Farms' accepted 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.** Additional fees may also apply depending on the needs of the event set up and tear down. Client must arrange for a meeting with your Chatfield Farms coordinator and your caterer to have a logistics (final walk through) meeting **three weeks prior** to the event. Food and beverage service must be compliant with all Colorado state 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 trash when they leave the premises. Clients are responsible for handling all interactions with caterers and any damages that occur will result in loss of damage deposit.

## 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 features. 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 and remain the contact throughout the event and see the event to the end. This representative **may not** be a member of your wedding party or anyone whose presence is required at the ceremony. They also must remain sober throughout the entire event. The representative is required to attend the final 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. Chatfield Farms has a list of preferred planners we recommend.

## DAMAGE DEPOSIT

A damage deposit of \$550.00 is collected with your final payment which is due **60 days before your event**. Damage deposit is refunded up to six weeks after your event date. Seeming there are no damages found.

## DECORATIONS

Client must leave facility in the manner it was upon arrival. Decorations and signs 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, string, or command strips to hang items. 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, 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 end of the event, including all decorations, debris, boxes, refuse, etc.

## DELIVERIES

Deliveries and pickups by your vendors or caterers must be within your venue 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 from the private events team dedicated to your event. The facility coordinator will direct any maintenance or security needs. Only your designated facility coordinator may give direction to Chatfield Farms staff during your event. It is strongly recommended that you hire a day-of coordinator to facilitate the fruition of your event to its entirety.

# 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 before the final walk through three weeks prior to the event. Client is required to make payment before the final walk through. If additional fees are incurred at the event, payment is required and will be charged to the credit card on file.

**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 an overtime fee. Additional hours are not available for ALL-DAY packages. Additional hours can only be added 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. Packages include most furnishings you will need for your event. Event rentals not available from Chatfield Farms must be rented through our exclusive event rental company, **Event Rents**.

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

\$200 at Green Farm Barn, Deer Creek Stables, and wedding packages

\$100 at Deer Creek Schoolhouse & Polly Steele Center

\$150 at Prairie Garden Terrace (includes schoolhouse Facility Prep Fee)

To ensure proper staffing, security, and facility maintenance, a per person Impact Fee may be assessed for larger groups in rental spaces as follows:

Green Farm Barn, Open Air Chapel, Deer Creek Stables:

\$400 for guests of 251-300

\$600 for guests of 301-350

\$800 for guests of 351-400

\$1,000 + \$2/person for parties over 400

**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, concerts, traveling exhibits or other public events. Discounted tickets for public events may be available based on availability.

## 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 loss of damage deposit. In addition, Chatfield Farms is a sustainable property. We do not allow any outside soil or plants. This means no flower petals or centerpieces that contain any outside soil are allowed.

## FURNISHINGS

Chatfield Farms has a limited amount of furniture available. Venues include usage of furniture as listed below and will be finalized at the final walk through. What is included with each venue is listed here:

**Green Farm Barn** - 140 natural colored wooden padded chairs; 20 – 8' banquet tables or 14 - 5' round tables based on availability; 2 – 6' banquet tables; 1-4' round, 6 – 3' round tables (standard or cocktail height); 1 – 4' rounds; sound system.

**Deer Creek Stables** – 220 dark cherry wooden padded chairs; 20 – 5' round tables; 5 – 8' banquet tables; 2 – 6' banquet tables, 1 – 4' round, 6 – 3' round tables (standard or cocktail height), sound system.

**Open Air Chapel** – 200 white padded folding chairs, 1 – 3' round table, 2 – 6' table.

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.

## 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.

## GUESTS

Client is responsible for the 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 nonpublic hours.



# REGULATIONS

## 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 if it is not life threatening. Ceremony only (Open Air Chapel) events will not have an indoor option if all other venues are being used. Wedding packages will need to be prepared to have ceremony in reception space. Chatfield Farms Private Events Department has also partnered with a company that specializes in inclement weather supplies. This company is called Weather or Not; this partnership with them offers you the opportunity to use part of your Damage Deposit towards their services. Please ask your venue sales associate for more information.

## INDEMNIFICATION

The client must agree to hold harmless events at 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 always. 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 only)

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 and your contract, we ask to review your invitation prior to printing. Things we look for are:

Our address is correct and reads as listed:

**Denver Botanic Gardens Chatfield Farms - Venue  
Name (Deer Creek Stables, Green Farm Barn, etc.)**  
8500 West Deer Creek Canyon Road Littleton, CO  
80128

Ceremony or event start time and end times are listed correctly and listed as your contract states.

Once your invitation is received, 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. Venue must be left the way it was upon arrival or will result in loss of damage deposit.

## MUSIC/NOISE LEVEL

Chatfield Farms reserves the right to require client to adjust sound level at any time. Bands are allowed if all instruments are controllable sound. 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 decibels 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 increments 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 final walk through but is subject to change. Personalized signs are permitted and at times required. Personalized signs 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**. Event must be paid in-full **60 days before the event date**. Deposit due dates will be listed on your contract. The first facility usage fee payment is a non-refundable deposit.

## PETS

Pets that are specifically trained as assistance animals, properly identified as such and accompanied always 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 Corn 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 can 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 scheduled rehearsal time within business hours (9 a.m. – 4 p.m.) and based on availability. Because of our heavy event schedule rehearsals should be booked 30 days in advance or during the final walk through. Rehearsals are conducted outside with no weather backup plan.

## RENTALS

All party rental items not brought in by you or your caterer, must be rented from an exclusive or a preferred vendor partner. Please note that deliveries from other party rental companies will not be accepted and they will be turned away. **Linens must be rented through Event Rents or organized by your caterer and cannot be brought in by client.**

## RESTROOMS

Chatfield Farms has limited restrooms and depending on event location and size, portable restrooms may be required. Client is responsible for planning 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

Security is required for all events regardless of timing, location, and public hours. Chatfield Farms will contract with a firm for services. The charge is \$27 per hour with a 4-hour minimum. 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 off site.

## SET-UP AND CLEAN UP

Set-up and clean-up time must take place within your contracted rental time. Clean-up procedures will be reviewed at your final walk through. It is customary to allow one hour for clean-up and the venue must be left in the condition it was found. If not, loss of damage deposit will occur. When working with an accepted caterer from our approved list, they are responsible for all set-up and tear-down. They are the last to leave upon approval.

## 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. **All meetings or venue visits must be scheduled appointments.**

## PUBLIC EVENTS

The Facility usage fee includes general admission for you and the guest count number listed on the agreement. Chatfield Farms reserves the right to assess a per person charge to client for admission to public events or traveling exhibits during the time of your event, including but not limited to Trail of Lights, Corn Maze, Pumpkin Festival and concerts. Be advised that other private events, public events and traveling exhibits may be scheduled in conjunction with your event.

## TENTING

Tenting is permitted in certain areas of Chatfield Farms. 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. Your 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. All properties and deliveries must occur during facility rental time and we will not accept or allow any overnight storage of items.

## VENDORS

Client is responsible for actions of any persons hired or non-hired assisting client for your event. Client will ensure persons hired or non-hired assisting with event will follow all regulations and guidelines as outlined in Agreement. 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 scheduled 3 weeks prior to the event. All remaining dues are to be paid in-full 60 days before the event date. At this time, we will initiate the conversation regarding your final walk through. At the final walk through we ask that you have a representative from your hired catering company and your day of representative/coordinator be present. All other vendors are welcome to attend also but, not necessary.

**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