



WARREN  
STATION  
AT KEYSTONE

## Why choose River Run and Warren Station at Keystone?

Nestled at the base of beautiful Keystone Mountain, Warren Station at Keystone offers a scenic backdrop for your special event or corporate group. Warren Station at Keystone and the Quaking Aspen Amphitheater is the perfect combination for your event needs. Just a few feet from each other, your guests can celebrate your occasion with ease.

Furthermore, Warren Station at Keystone provides you the opportunity to make your special event the culminating event of a wonderful weekend. Whether you are a local Summit Country resident or coming to the county specifically for your special event, Warren Station at Keystone and neighboring Keystone facilities, restaurants, lodging, and shops can assist in making your event week or weekend an exciting, event.

The Sprung Structure, an engineered stress membrane structure, is the result of over three decades of research and development. The Sprung Structure is constructed of extruded aluminum arches, integrally connected to an all weather outer architectural membrane. This specialized architectural membrane is certified flame retardant. Sprung Structures are engineered to withstand high wind loads and by design shed snow. With over a century of experience, Sprung Instant Structures delivers the most reliable, versatile and technically advanced year-round structures available in the world.

## Why make your special event a weekend event?

The Warren Station at Keystone Event Manager will work with you and your event planner to ensure that your weekend is exciting and memorable. You and your family and friends can opt to stay in one of Keystone's luxury hotels or condos, dine in Keystone's top restaurants, play at one of Keystone's two premiere golf courses, and enjoy a variety of large and small group activities, including sporting, hiking, biking, rafting, and, of course, relaxing.

Whether you want your special event to be a lavish, weekend-long event or a quaint, afternoon celebration, Warren Station at Keystone will help you meet your needs. Please contact me with any questions about your celebration.

Sincerely,

**Lesley Johnson**

Keystone Neighbourhood Company

164 Ida Belle Drive

Keystone, CO 80435

970-423-8997; 970-423-8995 (facsimile)

[Lesley@keystoneneighbourhood.com](mailto:Lesley@keystoneneighbourhood.com)





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## *Corporate Events*

### **River Run at Keystone, Colorado**

Welcome to River Run, home of fine shopping, dining, and lodging which makes it a perfect location for your special event. Nearby outdoor activities, including hiking, biking, golf, and more, will allow you and your guests convenience and comfort during your stay.

#### The Keystone Neighbourhood Company

The Keystone Neighbourhood Company, or KNC, is a 501 c (4) not-for-profit Colorado Corporation founded in 1995. The KNC's mission is to make the Neighbourhoods at Keystone a premier mountain community by creating and maintaining a high quality environment and investing in facilities and events that will attract residents and visitors and create a vibrant, four-season community.

The Keystone Neighbourhood Company works closely with Keystone Resort to serve the guests and residents of our community. The KNC hosts a variety of public events, including music festivals, concerts, theatre performances, comedy nights, children and family entertainment, and more. Additionally, the KNC hosts private events, including corporate functions and wedding ceremonies and receptions.

#### The Keystone Neighbourhood Company Responsibilities and Venues

The Keystone Neighbourhood Company is an umbrella master association that oversees all common areas at River Run, Ski Tip Ranch, Trappers Crossing, Alders, River Meadows and Settlers Creek Neighbourhoods at Keystone Resort in the Colorado Rocky mountains. The KNC manages all River Run Village venues, including the Pavilion at Keystone, the Quaking Aspen Amphitheater, the River Run Events Plaza, the Buffalo and Silvermill Courtyards, and the River Run Pools and Spas. Some of these venues are available throughout the year to host private special events, including wedding receptions and corporate events. Please read below to learn more about KNC venues.

#### Warren Station at Keystone

Nestled at the base of beautiful Keystone Mountain, the new Warren Station at Keystone is a 7,200 square foot community performing arts venue dedicated to providing the guests and residents of Keystone with quality entertainment.

The Warren Station at Keystone Event Manager will work with your event coordinator to synchronize all of the details of your special day. For more information, contact the Senior Events Coordinator at 970.423.8997.

#### Rental fees for the Warren Station at Keystone

|   |        |
|---|--------|
| 4 hours or less - event or function     | \$1900 |
| Longer than 4 hours - event or function | \$2500 |

### Rental Deposit

We require a 25% deposit due at signing of the contract. The remainder of the rental fee is due the day of the event.

### Warren Station at Keystone Capacities

|                    |                  |
|--------------------|------------------|
| Buffet meal        | up to 200 people |
| Cocktail reception | up to 350 people |
| Theater style      | up to 400 people |

### Rental of the Warren Station includes:

- ~Three-phase 600 amp power service
- ~Tables (22' Tables, 8' Tables, 6' Rounds)
- ~300 chairs for seating
- ~40' x 12' stage for band or DJ
- ~Stage lighting and ambient lighting (on dimmer switches)
- ~21' X 21' dance floor (may impact capacity)
- ~Limited sound system includes two 15" JBL speakers with stands, appropriate cords, an iPod® input cord, an either one lapel microphone and receiver or one cordless handheld microphone and receiver (details can be coordinated with KNC Senior Events Coordinator)
- ~Premiere Sound System, Visual System, and Stage Lighting System with operator (see Associated Fees section for details)
- ~Cleaning/trash service during and after the event
- ~Warren Station staff on site during normal business hours (8 AM to 10 PM)
- ~Liquor license contract (service details can be coordinated with Warren Station Senior Coordinator)

### Warren Station at Keystone General Information:

- ~7200 square foot insulated permanent structure
- ~The Warren Station is located behind the Silver Mill Lodge next to the Quaking Aspen Amphitheater.
- ~Handicap access is available.
- ~Free parking is available at the Montezuma Lot, located just off Gondola Road.
- ~Hours of Operations/ Availability are 8 AM to 10 PM. A 10 PM noise curfew exists.
- ~Outdoor patio and deck seating is available for cocktails and more.
- ~Open flames are not allowed inside the facility. Votive candles are acceptable.
- ~Propane grills are allowed outside the facility. No combustibles are allowed within 20 feet of structure.
- ~All decorations (centerpieces, fabric, etc) must be flame retardant.
- ~Fire lane must remain clear of any vehicles, tables, tents, chairs
- ~Green room is available for host usage located behind the Warren Station in the Village Operations building.
- ~Backstage/staging area is available for catering services. There are no kitchen facilities in the facility.
- ~Restrooms are available in Warren Station for guests.

## The Quaking Aspen Amphitheater

The Quaking Aspen Amphitheater is located just a few steps away from the Warren Station at Keystone and may be reserved for use with Warren Station at Keystone or on its own.

The amphitheater is constructed of rocks and surrounded by Aspen and Pine trees, bordered by a stream and lined in attractive flowers – making it the perfect backdrop for an outdoor reception, concert, or private event or meeting.

### Rental fees for the Quaking Aspen Amphitheater:

|   |       |
|---|-------|
| 4 hours or less - event or function     | \$400 |
| Longer than 4 hours - event or function | \$600 |

### Rental Deposit

We require a 25% deposit due at signing of the contract. The remainder of the rental fee is due the day of the event.

### Quaking Aspen Amphitheater Capacities:

|               |  |
|---------------|--|
| Theatre style | up to 180 people seated in double rows |
| Standing      | 180-200 people seated/standing         |

### Quaking Aspen Amphitheater Amenities:

- ~20 amps of electrical services
- ~Up to 180 black or brown plastic folding chairs
- ~Cleaning/trash service before and after the event
- ~KNC Events Staff on site
- ~Limited Sound System includes two 15" JBL speakers with stands, appropriate cords, and an iPOD® input cord, and either one lapel microphone and receiver or one cordless handheld microphone and receiver.
- ~Liquor license contract (see *Liquor Service in River Run Village* section for details).

### Quaking Aspen Amphitheater General Information:

- ~Outdoor 13 sq. ft. diameter stone stage with amphitheatre-style seating
- ~The QAA is located behind the Silver Mill Lodge next to the Warren Station.
- ~Handicap access is available.
- ~Free parking is available at the Montezuma Lot located off Gondola Road.
- ~Hours of Operations/ Availability: 8 AM-10 PM (A 10PM noise curfew exists for all QAA events.)
- ~Propane Barbecue allowed near the QAA.
- ~All decorations (centerpieces, candles, fabric, etc) must be flame retardant.
- ~The Warren Station/QAA fire lane must remain clear of any vehicles, tables, tents, chairs, or other objects.
- ~Guest restrooms are available in the Warren Station at Keystone or in the Silvermill Courtyard.

## Buffalo or Silvermill Courtyards

These two courtyard areas are semi-private, secluded locations for a smaller, outdoor dinner or function. To determine capacities and layouts, please coordinate with the Warren Station at Keystone Senior Event Coordinator. (Please note there is an event curfew at 10 PM for all River Run events and functions)

Capacities: 100-150 people (please coordinate details with the Senior Event Coordinator)

Rental fees:     \$400 for a half day (4 hours or less)  
                  \$550 for a full day (4 hours or more)  
                  Accessories price varies including tables/tents/etc.

#### Buffalo and Silvermill Courtyard Amenities

- ~Some Electrical Services (For details, coordinate with the KNC Warren Station Senior Event Coordinator.)
- ~Up to 200 black and/or brown folding chairs
- ~Cleaning/trash service before and after the event
- ~KNC Events Staff on site
- ~Limited Sound System includes two 15" *JBL* speakers with stands, appropriate cords, an iPod® input cord, and either one lapel microphone and receiver or one cordless handheld microphone and receiver.
- ~Liquor license contract (see *Liquor Service in River Run Village* section for details).

#### Buffalo and Silvermill Courtyard General Information:

- ~The Buffalo and Silvermill Courtyards are located in the River Run Events Plaza near the respective Buffalo and Silvermill Lodges.
- ~The Buffalo and Silvermill Courtyards are semi-public locations and serve as pedestrian walkways to River Run lodging entrances, shopping, dining, and guest wash areas.
- ~Handicap access is available.
- ~Free parking is available at the Montezuma Lot located off Gondola Road.
- ~Hours of Operations/ Availability: 8 AM-10 PM (A 10PM noise curfew exists for all River Run Events Plaza events.)
- ~Propane Barbecue allowed in Buffalo and Silvermill Courtyards.
- ~All decorations (centerpieces, candles, fabric, etc) must be flame retardant.
- ~All fire lanes must remain clear of any vehicles, tables, tents, chairs, or other objects.
- ~Guest washrooms are available in the Silvermill and Buffalo Courtyards.

#### Liquor Service in River Run Village

Per Summit County and the State of Colorado liquor laws and regulations, service of alcoholic beverages in all River Run venues and the Warren Station at Keystone is only permitted through the Keystone Neighbourhood Company's optional premise liquor license. Restaurants maintain control over their individual patios and outside dining areas, but all other outdoor alcohol consumption remains under the supervision of the Keystone Neighbourhood Company.

Per Summit County and the State of Colorado liquor laws and regulations, all alcoholic beverages served under the KNC liquor license must be delivered to the Keystone Neighbourhood Company's physical address by an approved Colorado liquor distribution company.

The KNC offers two options for liquor services for private events, including a cash bar option and a hosted bar option. The cash bar option allows event attendees to purchase individual alcoholic and non-alcoholic beverages a la carte. This option requires that the hosting entity guarantee the bar with a bar minimum in the event that its guests do not meet the minimum purchase requirements. The host bar option allows the hosting entity to purchase all alcoholic and non-alcoholic beverages consumed by its event attendees. This option also requires that the hosting entity guarantee the bar with a bar minimum in the event that its guests do not order the minimum purchase requirements.

The KNC offers a variety of house beverages on its house menu, including beer, wine, liquor, and non-alcoholic products. If a hosting entity desires to serve alcoholic beverages that are not included in the house menu, the KNC may order these beverages and serve them at a higher rate.

The KNC liquor license does not require non-alcoholic beverages to be served by its staff. The hosting entity may opt for the KNC to serve non-alcoholic beverages from its bar stations. Or the hosting entity may opt for its selected catering company to serve non-alcoholic beverages from its food or beverage stations. If requested, the KNC will serve non-alcoholic beverage options as mixers for cocktails. Per suggestion from the Colorado T.I.P.S. training program, the KNC will serve bottled water if guests request it.

The KNC bar staff consists of Colorado T.I.P.S. servers that will offer your guests friendly and responsible customer service. The KNC bar staff maintains the responsibility to deny any guest alcoholic service for any reason, especially but not limited to any situation in which an event attendee cannot provide government issued proof of legal age to consume alcoholic beverages, an event attendee appears legally intoxicated, an event attendee cannot provide proof of invitation to the event (if required by the hosting entity), or an event attendee becomes violent or threatening.

The KNC offers a variety of bar options and pricing based on your needs. For specific information regarding alcohol service for your event, please schedule a consultation meeting with the Warren Station at Keystone Senior Event Coordinator.

### Catering Services in River Run Village

The Warren Station at Keystone does not provide catering or food services. The following is a list of approved catering vendors.

#### Keystone Resort

Keystone, CO 80435  
970-496-4142

#### All Events and Catering

River Run, Keystone, CO  
970.471.9029

#### Kickapoo Tavern

River Run, Keystone, CO  
970.468.0922

#### Wolf Rock Steakhouse

River Run, Keystone, CO  
970.262.2202

#### Inxpot (Breakfast)

River Run, Keystone, CO  
970.471.9029

#### Luigi's Pasta House

River Run, Keystone, CO  
970.471.9029

## Lodging

Keystone Resort offers condos and town homes throughout River Run and Keystone. Call 1-888-690-7669 or visit [www.keystoneressort.com](http://www.keystoneressort.com).

Resort Quest Lodging Company offers condos and town homes throughout Keystone and Summit County. Call 970.262.9845 or visit [www.resortquestkeystone.com](http://www.resortquestkeystone.com) for more information.

Key to the Rockies Lodging Company offers condos and town homes throughout the Keystone area. Call 1-877-953-9737 to book your rooms and to coordinate special lodging rates for your guests. Or, visit [www.keytotherockies.com](http://www.keytotherockies.com).

## Any other questions?

Call us if you have any questions or need anything else. We look forward to celebrating your special day with you, your friends and your family.

Lesley Johnson  
Keystone Neighbourhood Company  
164 Ida Belle Drive  
Keystone, CO 80435  
970-423-8997; 970-423-8995 (facsimile)  
[Lesley@keystoneneighbourhood.com](mailto:Lesley@keystoneneighbourhood.com)





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*Warren Station at Keystone*

River Run at Keystone, Colorado

**Beverage Menu**

**Beer - Bottles**

Budweiser - Bottles  
Bud Light - Keg  
Shock Top - Bottles  
Amber Bock - Keg

**Wine**

TBA

**Alcohol**

Stoli Vodka  
Beefeater Gin  
Captain Morgan Rum or Barcardi Silver Rum  
Jack Daniels Whisky

**Non-alcoholic Beverages**

Coke, Diet Coke, Sprite,  
Minute Maid Lemonade,  
tonic water, soda water, ginger ale,  
bottled water, and cranberry juice

BACCHUS WINE COMPANY  
TRACY BURSTEIN, WINE SPECIALIST  
970.470.2616 ~ [TRACY.BURSTEIN@RNDC-USA.COM](mailto:TRACY.BURSTEIN@RNDC-USA.COM)

## SPARKLING WINE

ROBERT MONDAVI WOODBRIDGE SPARKLING ..... \$6 PER GLASS

## TIER ONE

ROBERT MONDAVI WOODBRIDGE ~ CALIFORNIA ..... \$5 PER GLASS  
CHARDONNAY, CABERNET SAUVIGNON, MERLOT, PINOT NOIR, WHITE ZINFANDEL,  
SAUVIGNON BLANC, SHIRAZ, PINOT GRIGIO, RED ZINFANDEL,  
RIESLING, MOSCATO AND LIGHT OAKED CHARDONNAY

## TIER TWO

ROBERT MONDAVI PRIVATE SELECTION ~ CALIFORNIA..... \$7 PER GLASS  
CHARDONNAY, CABERNET SAUVIGNON, MERLOT, PINOT NOIR, SAUVIGNON  
BLANC, ZINFANDEL, SYRAH, PINOT GRIGIO, MERITAGE, RIESLING, AND FUME  
BLANC

## TIER THREE

ROBERT MONDAVI NAPA SERIES – NAPA, CA  
CHARDONNAY ..... \$10 PER GLASS  
CABERNET ..... \$12 PER GLASS  
MERLOT..... \$10 PER GLASS  
PINOT NOIR ..... \$12 PER GLASS  
FUME BLANC..... \$10 PER GLASS  
MOSCATO D'ORO (375ML ..... \$10 PER GLASS



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## Corporate Events

### River Run at Keystone, Colorado

#### Beverages

Hosted Bar

\$200.00 minimum for first hour; \$150.00 minimum for each additional hour, per bar. If minimum is not met, the difference between the minimum and the actual sales will be assessed.

#### **Call Brands – 9 oz.**

*vodka, gin, rum, whisky*  
\$6.00

#### **Call Brands – 16 oz.**

*vodka, gin, rum, whisky*  
\$9.00

#### **House Wine – 9 oz.**

*TBA*  
\$5.00

#### **Soft Drinks, Juices and Bottled Water – 16 oz**

*coca cola, diet coke, sprite, tonic, lemonade, cranberry,*  
\$2.00

#### **Beer – Domestic – 16 oz.**

*Budweiser products (Budweiser and Bud Light)*  
\$5.00

#### **Beer – Microbrew/Import – 16 oz.**

*Budweiser products (Shock Top and American Ale)*  
\$5.00

*Warren Station at Keystone Senior Event Coordinator will provide in detail a list of products available at these prices. Hosts can make additional or special requests, and the Warren Station Senior Event Coordinator will negotiate appropriate price points for house or premium brands.*

\*Estimates available upon request\*





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## Corporate Events

### River Run at Keystone, Colorado

#### Beverages

Cash Bar

\$200.00 minimum for first hour; \$150.00 minimum for each additional hour, per bar. If minimum is not met, the difference between the minimum and the actual sales will be assessed.

#### **Call Brands – 9 oz.**

*vodka, gin, rum, whisky*

\$6.00

#### **House Wine – 9 oz.**

*TBA*

\$5.00

#### **Soft Drinks, Juices and Bottled Water – 16 oz**

*coca cola, diet coke, sprite, tonic, lemonade, cranberry, ginger ale*

\$2.00

#### **Beer – Domestic – 16 oz.**

*Budweiser products (Budweiser and Bud Light)*

\$5.00

#### **Beer – Microbrew/Import – 16 oz.**

*Budweiser products (Shock Top and American Ale)*

\$5.00

*Warren Station at Keystone Senior Event Coordinator will provide in detail a list of products available at these prices. Hosts can make additional or special requests, and the Warren Station Senior Event Coordinator will negotiate appropriate price points for house or premium brands.*

*\*Estimates available upon request\**





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## *Corporate Events*

### **River Run at Keystone, Colorado ~ Preferred Vendor List**

Below is a list of preferred vendors. You may also use vendors not on this list as long as you provide contact information to the Warren Station at Keystone Senior Event Coordinator. If you use any of these vendors, please let them know that you heard about them through the Keystone Neighbourhood Company.

#### Accessories

- ~Colorado Tents and Events at 970-262-6858 or [www.tentsandevents.com](http://www.tentsandevents.com)
- ~Party Time Rental at [www.partytimerental.com](http://www.partytimerental.com)

#### Cakes

- ~Keystone Catering at 970-496-4142
- ~Blue Moon Bakery at 970-513-0669 or [www.blumoonbakery.net](http://www.blumoonbakery.net)

#### Catering

- ~Keystone Catering at 970-496-4142
- ~All Seasons Catering at 970-468-7414 or [cara@allseasonscateringllc.com](mailto:cara@allseasonscateringllc.com)

#### DJs

- ~Complete Music: Ross Rozen at 303-756-7979 or [www.cmusic.com](http://www.cmusic.com)
- ~Wulf DJ Service: Kevin Munro at 720-962-5610

#### Florist and Floral Accessories

- ~Bloom at 970.547.5951 or [www.bloomflowershop.com](http://www.bloomflowershop.com)
- ~Garden of Eden at 970-668-4466 [friscogarden@gmail.com](mailto:friscogarden@gmail.com)

#### Lodging

- ~Keystone Lodging at 888-239-3780 or [www.keystoneresort.com](http://www.keystoneresort.com)
- ~Resort Quest at 800-661-7604 or [www.resortquestkeystone.com](http://www.resortquestkeystone.com)
- ~Key to the Rockies at 800-248-1942 or [www.keytotherockies.com](http://www.keytotherockies.com)

#### Musicians

- ~Janet Harriman: Harp at 970-389-2391 or [Chisox23@comcast.net](mailto:Chisox23@comcast.net)
- ~Julie Wiggins: Violin at 970-389-4301 or [wigginsjulie@hotmail.com](mailto:wigginsjulie@hotmail.com)

#### Photography

- ~Robin Johnson Photography at 970-470-1391 or [www.robinjohnsonphoto.com](http://www.robinjohnsonphoto.com)
- ~Cara Leonard Photography at 970-391-1431 or [caraleonardphotography@hotmail.com](mailto:caraleonardphotography@hotmail.com)
- ~Studio Kiva, Katie Girtman at 719-836-9066 or [Girtman@qwest.net](mailto:Girtman@qwest.net) or [www.studiokivawedding.com](http://www.studiokivawedding.com)

#### Videographer

- ~Creative Mountain Images; Chad Shaw at 970-479-0994 or [chad.shaw@comcast.net](mailto:chad.shaw@comcast.net)

#### Spa and Salon

- ~Serenity Spa & Salon: An Aveda Spa at 970-513-9002 or [www.serenitycolorado.com](http://www.serenitycolorado.com)
- ~The Spa at Keystone Lodge: 970-496-4808 or email Leya Nicolait at [lnicolait@vailresorts.com](mailto:lnicolait@vailresorts.com)

#### Transportation

- ~Colorado Mountain Express at 800-334-7433 or [www.ridecme.com](http://www.ridecme.com)