



## *Private 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 Warren Station 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 corporate dinners and functions. Please read below to learn more about KNC venues.

#### **The 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. Set to open for private groups and functions in August 2010, the new Warren Station at Keystone will help make your special event truly unique.

The Warren Station at Keystone Manager will work with your event coordinator to synchronize all of the details of your special event, conference, or group meeting. For more information, contact the Warren Station at Events Manager at (970) 423-8996.

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

4 hours or less - event or function (including load in, set up, and tear down)	\$1900
Longer than 4 hours - event or function (including load in, set up, and tear down)	\$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 180 people
Cocktail reception	up to 250 people
Theater style	up to 300 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)
- ~Sound system (details can be coordinated with KNC Warren Station Manager)
- ~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 Manager)

### 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

Rental of the Quaking Aspen Amphitheater includes:

- ~20 amps of electrical services
- ~180 black or brown folding chairs
- ~Sound equipment includes: 2 JBL speakers/amplifiers and either a lapel mic or a handheld mic with stand.
- ~Cleaning/trash service before and after the event
- ~Staff on site
- ~Liquor license contract – Must coordinate liquor service details with Warren Station Manager

**River Run Events Plaza**

The River Run Events Plaza is the perfect location for a summer outdoor event or function. The River Run Events Plaza is usually available during early or late season times, and some restrictions for rental do apply in some circumstances. To determine capacities and layouts, please coordinate with the Warren Station at Keystone Manager. Please note there is an event curfew at 10 PM for all River Run events and functions.

- Capacities: 1000-1500 people (please coordinate details with the Warren Station Manager)  
Rental fees: \$1200 for a half day (4 hours or less) for set up and event or function  
\$1800 for a full day (4 hours or more) for set up and event or function

Rental of the River Run Events Plaza includes:

- ~Electrical services up to 80 amps
- ~500 black and/or brown folding chairs
- ~Cleaning/trash service during and after the event
- ~Staff on site
- ~Liquor license contract – Must coordinate liquor service details with Warren Station Manager

**Buffalo or Silvermill Courtyards**

These two courtyard areas are semi-private, secluded locations that accommodate smaller, outdoor dinners and functions. To determine capacities and layouts, please coordinate with the Warren Station at Keystone Manager. 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 Warren Station Manager)  
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.

Rental of the Buffalo or Silvermill Courtyard includes:

- ~Electrical services up to 60 amps
- ~200 black or brown folding chairs
- ~Cleaning/trash service during and after the event
- ~Staff on site
- ~Liquor license contract – Must coordinate liquor service details with Warren Station Manager

**Liquor Service in River Run**

Per Summit County and the State of Colorado liquor laws and regulations, service of alcoholic beverages in all River Run venues 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. This includes purchased and donated product. All donated product will be served without product charges, but will be assessed service fees. For a detailed listing of donated liquor service fees, please inquire with the Warren Station and Events Manager.

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. For rate cards, please inquire with the Warren Station and Events Manager.

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. professional 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.

To coordinate liquor service for your event, please contact the PAK and Events Manager for details.

### [Catering Services in River Run](#)

River Run at Keystone and the Warren Station at Keystone do not provide catering or food services.

### [Lodging](#)

River Run at Keystone and the Warren Station at Keystone do not provide lodging services.

### [Any other questions?](#)

For inquiries, please contact the KNC. We look forward to hosting your private event.

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