



## The SteamPlant Event Center

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### Facility Rental Fees

#### THEATER

\$425/Event (up to eight hours) or \$100/Hour (two-hour minimum)

Accommodates 210 people seated

The SteamPlant Theater is a venue for fine music performances, stage productions, movie screenings, lectures and conferences. Events in excess of eight (8) consecutive hours will be billed additionally per hour.

#### THEATER LOBBY/PAQUETTE ART GALLERY

\$100/Hour

Accommodates 75 people standing

The Lobby and Paquette Art Gallery provide just the right ambience for smaller receptions and get-togethers. Piano and bar available.

#### BALLROOM

\$225/Hour

Accommodates 275 people standing or 175 people seated

1,788 square feet for the main floor, 500 square feet for the Mezzanine

The main floor and mezzanine provide an open and flexible space to accommodate every type of event from a wedding, gala, convention or conference – complete with an oak dance floor, piano and bar.

#### RIVERSIDE ANNEX

\$50/Hour - One Room; \$90/Hour - Two Rooms; \$120/Hour - Full Annex

Accommodates between 25 - 40 people per room depending on set-up – 3 rooms available

Combine all three rooms for a larger space or use them separately. Great for meetings, wedding showers, rehearsal dinners or convention breakout rooms.

#### RIVERSIDE PLAZA

\$125/Hour

Accommodates 100 people

Great outdoor venue for wedding ceremonies, cocktail hours, picnics, birthdays and community gatherings.

#### THE ROTARY SCOUT HUT

Pricing Varies

The Rotary Scout Hut is located at 210 East Sackett Avenue at the east end of Riverside Park in downtown Salida. The facility includes a Main Level, Riverside Deck, East Lawn, Kitchen, and Lower Level North and South Rooms. Please call the SteamPlant for booking inquiries.

\*\*Rates increase 50% between the hours of 12 A.M. and 7 A.M.

\*\*Events using multiple spaces may be subject to discount.



## Dish/Linen Rentals

(Prices per one piece/plate)

Dinner Plates .....	\$0.45
Dessert/Salad Plates .....	\$0.35
Silverware (fork, spoon, butter/steak knife) .....	\$0.35
Table Linens .....	\$12.00+/linen
Coffee Mugs and Saucers .....	Complimentary
Water Goblets .....	Complimentary
Champagne Glasses.....	Complimentary

### Non-Alcoholic Beverage Selection

Lemonade.....	\$16/3 gallons
Iced Tea.....	\$16/3 gallons
Mountain Phoenix Regular and Decaf Coffee.....	\$26/1 coffee carafe
Hot Tea.....	\$16/1 hot water carafe
Soda (Coke, Diet Coke, 7-Up, Gingerbeer, Gingerale).....	\$2/can
Water Station.....	Complimentary

Unlimited non-alcoholic beverages can be provided at a cost of \$2.00 per person.

## Audio/Visual Equipment

### Reception Sound System

One microphone, two speakers, mixer, and mp3 plug-in..... \$150

### Podium Sound System

One microphone (wired or wireless), one speaker, mixer and podium ..... \$75

Portable Video Screen (80").....\$15

LCD Projector and Screen ..... \$75

Conference Phone .....\$25

Heat Lamps (per lamp) ..... \$75

Wireless Internet Access ..... Complimentary



# Beverage Policies

## Staffing

The SteamPlant will provide all of the necessary beverage staff for your event including: (1) Bartender and on-site Event Coordinator. An additional bartender may be hired at \$35/hour upon request. Per SteamPlant policy, the bar may be open for a maximum of 6-hours for your event.

## Ordering

When ordering alcohol for your wedding reception, the following applies:

*Regardless of how much you ordered prior to the wedding, you will only be charged for the amount consumed of:*

- Liquor, wine and bottled/canned beer on the SteamPlant House Menu.
- E.g. You ordered 24 bottles of house red wine, but only consumed 20 bottles. You are only charged for 20 bottle of house red wine.

*You will be charged entirely of:*

- Kegs tapped. If a keg is tapped, you are charged for the entirety, regardless of how much is left in the keg. To avoid any unnecessary charges, the SteamPlant will carefully monitor the tapping of new kegs and will seek permission from you before doing so.
- Products ordered that are not on the current SteamPlant House bar menu.
- Opened but unfinished bottles of wine. According to Colorado State corking law, the bartender may re-cork unfinished bottles and you may remove a maximum of two from the SteamPlant.

Hard-liquor will be charged by the bottle or by the drink according to your instructions prior to your event.

*The SteamPlant does not have a retail liquor sales license. All unconsumed alcohol ordered for any event must remain on the premises after the event and cannot be removed after the event.*

## Non-Alcoholic Beverages

A non-alcoholic beverage station is available for your guests. All non-alcoholic beverages must be provided by the SteamPlant. The SteamPlant non-alcoholic beverage selection includes sodas, juices, regular and decaf coffee, hot tea, lemonade, and ice tea. Special orders can be made.

## Tax

Per law within the City of Salida, all liquor, wine, beer, and non-alcoholic beverages will be taxed at a rate of 8.4%

## Service Gratuity

If your party chooses not to have a tip vessel available during the event for the bartender(s), we respect your decision and will add an 18% gratuity charge to all liquor, wine, beer and non-alcoholic beverages. As a policy, 25% of this gratuity will go to SteamPlant House Staff and the remaining 75% will go to the event's bartender(s).

## Hosted Bar

	Selection	Price	Drinks per container
Domestic Case of Beer	Coors, Coors Light, Bud, Bud Light, PBR	\$72/case	24 bottles/case
Premium Case of Beer	New Belgium, Odell, Soulcraft, Elevation	Call for pricing.	24 bottles/case
Domestic Draft Beer	Coors, Coors Light, Bud, Bud Light, PBR	\$110/half keg \$225/full keg	70 cups/half keg 150 cups/full keg
Premium Draft Beer	Soulcraft Beer, Elevation Beer Company, New Belgium, Odell	Call for pricing.	70 cups/half keg 150 cups/full keg 4-16oz cups
Red Wine by the Bottle	Cabernet Sauvignon - Crow Canyon Pinot Noir- Scarlet of Paris Malbec - Santa Julia Rosso - Vino Salida	\$20/bottle  \$22/bottle \$22/bottle \$25/bottle	4 glasses/bottle
White Wine by the Bottle	Chardonnay - Canyon Oaks Savignon Blanc - LaPlaya Pinot Grigio - Santa Julia Bianco - Vino Salida Sparkling Wine - Prosecco	\$20/bottle  \$22/bottle \$26/bottle \$25/bottle \$20/bottle	4 glasses/bottle

\*Specialty Microbrew Kegs, Wines, Etc. are available to order upon request. Pricing may vary but please call the SteamPlant for special orders.

## Cash Bar

	Selection	Price	Drinks per container
Domestic Bottled Beer	Coors, Coors Light, Bud, Bud Light, PBR	\$4/bottle	24 bottles/case
Premium Bottled Beer	New Belgium, Odell, SoulCraft, Elevation	\$5/bottle	24 bottles/case
Domestic Draft Beer	Coors, Coors Light, Bud, Bud Light, PBR	\$4/pint	70 cups/half keg 150 cups/full keg
Premium Draft Beer	Soulcraft Beer, Elevation Beer Company, New Belgium, Odell	\$5/pint	70 cups/half keg 150 cups/full keg
Red Wine by the Glass	Cabernet Sauvignon - Crow Canyon	\$7/glass	4 glasses/bottle
	Pinot Noir - Scarlet of Paris	\$7/glass	
	Malbec - Don Rudolpho	\$7/glass	
	Vino Rosso - Vino Salida	\$7/glass	
White Wine by the Glass	Chardonnay - Canyon Oaks	\$7/glass	4 glasses/bottle
	Bianco - Vino Salida	\$7/glass	
	Sauvignon Blanc - La Playa	\$7/glass	
	Pinot Grigio - Biagio	\$7/glass	
	Sparkling Wine - Prosecco	\$7/glass	
Liquor Well	Svedka Vodka, Beefeater's Gin, Plantation Rum, Zapopan Tequila, Boathouse Bourbon, Dewar's Scotch Jim Beam Whiskey	\$7/drink	23 drinks/bottle
Liquor Premium	Breckenridge Vodka, Ron Millanario Rum, Woods Gin, Tonalá Tequila Buffalo Trace Bourbon, Glenlivet 12 Yr. Single Malt Scotch Crown Royal, Jack Daniels Whiskey	\$9/drink	23 drinks/bottle

## Payment and Booking Schedule

### To Reserve The SteamPlant Event Center:

- 1) Call or e-mail the SteamPlant and speak with an Event Coordinator to schedule a tour of the venue, or to tentatively book your date.
- 2) Once your date is reserved as tentative, an Event Coordinator will work with you on the initial details of your event and build your contract.
- 3) You will have one week (7 business days) to read through, sign, and return the contract to the SteamPlant via email, fax, or mail (post-marked by date). Your signed contract must include a 50% deposit of the total facility rental fee. You may pay by check or by credit card in person or over the phone.
- 4) Once SteamPlant has received your signed contract and deposit, your date will change from tentative to reserved.
- 5) The remaining balance of the rental fee is due thirty (30) days prior to the reserved date.
- 6) A **damage deposit** of \$300 is due thirty (30) days prior to the reserved date, if required. This damage deposit is applied against your final balance after your event, provided nothing is damaged and it has not been used to pay for any other outstanding costs. If there are no outstanding charges after your event or if the outstanding charges are less than \$300, a refund check for your damage deposit will be issued 3 weeks after the event date.

## Cancellation Procedures

### To Cancel an Event at the SteamPlant Event Center:

- 1) Cancellations made more than one hundred and twenty (120) days in advance of the reserved event date will receive a full refund of their deposit, less a \$100.00 non-refundable portion.
- 2) Cancellations made less than one hundred and twenty (120) days, but more than thirty (30) days in advance of the reserved event date will incur 50% of the total rental fee, if greater than the deposit amount.
- 3) Cancellations made less than thirty (30) days in advance of the reserved event date will incur 100% of the rental fee and no refund will be given.