



Clements Community Center is centrally located in Lakewood, just off of Colfax and Yarrow streets. Featuring two large and infinitely transformable rooms, Clements is an affordable option for your off-season or traditional indoors wedding reception.

CLEMENTS CENTER | 1580 Yarrow St., Lakewood, CO 80214 | 303.987.7806

HOURS OF USE	8 a.m.- 5 p.m., Monday-Friday	
CAPACITY	LAKEWOOD ROOM	175 mingling, 125 seated
FEATURES	Wi-Fi and tables/chairs are included.	Kitchen rental is optional. Full audio/video is available. (\$50)
	COLUMBINE ROOM	125 mingling, 80 seated
	Wi-Fi, tables/chairs and small kitchen are included.	
	ASPEN, BALSAM & CONIFER (ABC) ROOMS	Aspen Room: 20 AB Rooms Combined: 40 ABC Rooms Combined: 55
ADDITIONAL AMENITIES / SERVICES	Wi-Fi, tables/chairs and small kitchen are included.	
	Table/chairs are included, but the setup and takedown are the renter's responsibility unless this service is added.	Setup/Takedown service: \$75

LAKEWOOD ROOM		COLUMBINE ROOM		ABC ROOM(S)	
\$75/hour	\$200/deposit	\$65/hour	\$200/hour	A: \$30/hour	\$100/deposit
\$115/hour with kitchen	\$300/deposit			AB: \$40/hour	\$100/deposit
		ABC: \$50/hour	\$100/deposit		

### CANCELLATION

1. Cancellations received two or more weeks prior to an event will forfeit a service charge of \$20.
2. No refunds will be made for cancellations received less than two weeks prior to a scheduled event.

### ADDITIONAL INFORMATION

1. Alcohol can be served at private rentals as long as the following criteria are met:
  - No one under the age of 21 may consume or serve alcohol.
  - Alcoholic beverages are restricted to wine, beer and champagne.
  - Alcohol sales are prohibited.
  - An alcohol permit is required.
2. Alcohol permit fees are \$100/3 hours, \$150/4 hours, \$200/5 hours or \$250/6 hours
  - A \$500 deposit is also required.

1580 Yarrow St., Lakewood, CO 80214

CONTACT | City of Lakewood, 480 S. Allison Parkway, Lakewood, CO 80226 | 303.987.7806  
8 a.m.-4 p.m., Monday-Friday

In order to keep and maintain this facility for public use, each person/group must adhere to the following use policies, as well as all other conditions set forth in the Facility Rental Agreement.

### PLANNING FOR YOUR RENTAL

1. You are welcome to provide your own food for your event or have the event catered by your preferred company.
2. If you plan to serve food, we recommend using table clothes. It will create a great appearance and will ease your cleanup time. You may use your preferred company for party supply purchasing or rentals.
3. Please be aware that confetti, glitter, rice or similar loose materials are absolutely not permitted either inside or outside the Clements Center.
4. Tables and chairs are provided, but set up/take down is the responsibility of the renter unless this service has been added.
5. There are 123 parking spaces and 14 accessible parking spaces. There is no reserved parking for private rentals.

### ACCESS

1. The Clements Center is staffed during its open hours. No special entry information is needed.

### FACILITY USE

1. Equipment loading/unloading can be done at curbside only.
2. Music must stay within reasonable noise levels and not be disruptive to other persons using the Clements Center.
3. Report any noted damages immediately to the facility personnel on duty.
4. An appropriate deduction from your damage deposit will be made if the building or grounds are left in such condition that excessive cleanup time is required.

### DEPARTURE CHECKLIST

- Take down any lights, decorations, etc. that you've put up.
- Return chairs to their original locations (unless you've paid for set-up/take-down service).
- Remove any unwanted food and trash to provided receptacle(s).
- Room has been returned to the original condition in which you found it.

*Thank you* for helping keep the Clements Center a wonderful place for all to enjoy.