



The possibilities are endless at Lakewood Heritage Center, a 20th century museum with over 10 historic structures, a festival area and outdoor amphitheater. When the sun sets behind the picturesque amphitheater and you find yourself dancing under the stars in Belmar Park, you'll be glad you chose Lakewood Heritage Center!

LAKEWOOD HERITAGE CENTER | 801 S. Yarrow St., Lakewood, CO 80226 | 303.987.7806

HOUSE OF USE	DAILEY	
CAPACITY	VISITOR CENTER AND PLAZA	Seated: 100 inside, 150 on the Plaza Mingling: 125 inside, 150 on the Plaza
FEATURES	Art Deco Style building featuring a grand hallway, the Orchard Room, kitchen and free Wi-Fi.	
	ORCHARD ROOM	Seated: 50   Mingling: 65
	Spacious room and kitchen within the Visitor Center featuring west facing windows and free Wi-Fi.	
	COUNTRY SCHOOL HOUSE	Seated: 70   Mingling: 90
	Charming space with a kitchen and beautiful hardwood floors; includes fenced-in side yard.	
	GAZEBO	Seated: 100   Mingling: 125
	Bordered by beautiful landscaping featuring sweeping views of the Rocky Mountains.	
	AMPHITHEATER	Seated: 200   Mingling: 250
	Canopied outdoor amphitheater with beautiful views of the Rocky Mountains.	
RED BARN LAWN	Seated: 150   Mingling: 200	
A beautiful lawn space featuring a rustic backdrop.		
CALVING BARN	Seated: 25   Mingling: 40	
Historic barn with wood floors and rustic feel.		

HOURLY RATES	VISITOR CENTER & PLAZA	ORCHARD ROOM	COUNTRY SCHOOL HOUSE	GAZEBO	AMPHITHEATER	RED BARN LAWN	CALVING BARN
6 am-11 pm Saturday-Monday	\$239	\$89	\$129	\$129	\$239	\$169	\$69
6-10 am, 4-11 pm Tuesday-Friday	\$239	\$89	\$129	\$129	\$239	\$169	\$69
10 am-4 pm Tuesday-Friday	\$219	\$79	\$109	\$109	\$209	\$149	\$49

A three-hour (3) minimum rental is required. A security deposit of \$250 is required to hold your date.

#### CANCELLATION

1. LHC must be notified thirty (30) days in advance of the cancellation of a scheduled event for a fifty (50) percent refund of the rental fee and security deposit. Cancellations received less than thirty (30) days in before an event will result in the forfeiture of the full rental deposit.

#### ADDITIONAL INFORMATION

1. Alcohol is permitted. There is a simple permit process and a \$150 fee for each three-hour block of time.
2. You can bring in any vendor (caterers included) you wish.
3. For outdoor events, chair and table rental is required through a vendor of your choice.
4. For indoor events, we can provide chairs and tables with set-up/tear down for a flat fee.

801 S. Yarrow St., Lakewood, CO 80226 | 303.987.7806

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. The rented space is also available for the wedding rehearsal. Time is limited to one (1) hour, and arrangements must be made in advance.
2. Please plan to include time needed for set-up and take-down in your overall rental time.
3. You may bring in any vendor of your choice for rentals, catering, etc.
4. Vendors must check in at the Visitor Center.
5. Set-up times, including the delivery of rental items and food must be arranged through LHC a minimum of two (2) weeks prior to the event. Only pre-approved vehicles will be allowed to enter the property for loading/unloading.
6. Up to two (2) vehicles may be allowed to drive and unload/load on site at one time. Vehicles may not remain parked for loading/unloading in excess of twenty (20) minutes.
7. Nothing can be taped, stapled, nailed or attached to any part of the LHC property.
8. No signs of any kind may be placed outside or on the building without permission.
9. Glitter, confetti, stickers, smoke machines, pyrotechnic devices, candles and open flames are not allowed.
10. Large event tents (measuring more than 10' x 10') must be inspected and permitted by the West Metro Fire Department.
11. Ground staking of tents is not allowed.
12. Propane grills are allowed; however, charcoal grills are not.
13. LHC has 140 parking spaces. Parking is not reserved for private rentals.

### ACCESS

1. Lakewood Heritage Center's Visitor Center is staffed during rental events.
2. Check in with front desk staff.

### FACILITY USE

1. Stay on designated roadways. Do not drive beyond designated parking areas or onto sidewalks to load/unload.
2. Do not remove tables from other areas.
3. Music must stay within reasonable noise levels and not be disruptive to other persons using the Heritage Center.
4. Report any noted damages immediately to facility personnel.
5. An appropriate deduction from your damage deposit will be made if the facility or grounds are left in such condition that excessive cleanup time is required.
6. Make sure your clean-up is completed by the end of your reservation time. The premises must be left in as good a condition as found at the beginning of your rental period.

### DEPARTURE CHECKLIST

Take down and remove any lights, decorations, etc. that you've put up.

- Return chairs/tables to their original locations.
- Remove any unwanted food and trash from the building and place in the appropriate dumpster.
- Floors must be swept and/or vacuumed.
- If kitchen area was used, it too must be cleaned (including stoves, ovens and microwaves). Refrigerator and freezer must be emptied. Ice should be disposed of on cement, rather than grass.

*Thank you* for helping keep Lakewood Heritage Center a beautiful place for all to enjoy.