

# THE ELKHORN

CATERING & CONFERENCE CENTER

**BILL REED SPECIAL EVENT CENTER**







The Elkhorn Room





## Welcome

Thank you for considering us to host your special event. Our facilities provide an excellent setting for your function.

Our office at the **BILL REED SPECIAL EVENT CENTER** is open Monday–Friday; 8:00 a.m–4:30 p.m. to assist in the planning and preparation of your event. We are closed on federal and training holidays.

Our desire is to provide the right location for your event as well as the expertise to set it up to meet your vision. We appreciate the opportunity to serve you and your guests and are proud to offer the enclosed information to assist you in your planning.

Sincerely,

The Elkhorn and Bill Reed Special Event Center Team

**ELKHORN CONFERENCE CENTER**

1725 Woodfill Rd. Bldg 7300  
Fort Carson, Colorado 80913  
719-524-1163  
kelly.d.lovet2.naf@mail.mil

**BILL REED SPECIAL EVENT CENTER**

6550 Specker Ave. Bldg 1829  
Fort Carson, Colorado 80913  
719-524-1163  
kelly.d.lovet2.naf@mail.mil

## GENERAL INFORMATION

### RESERVATIONS

To begin the booking process please contact the Conferencing Office for date and room availability based on the size of your function. Once an accommodation is selected, a 10% deposit is required along with a signed contract to guarantee your booking. If an event is canceled 10 days prior to the event date, a full refund will be given. If an event is canceled less than 10 days prior to the event, 100% of the deposit will be forfeited. All functions are allotted a half day or a full day time frame.

### PAYMENT AND GUEST COUNTS

7 days prior to your event a guaranteed guest count is due. Final payment is due the day of the event. Any balances that change or are accumulated during the function will be settled on the same business day.

### SERVICE CHARGES

An 18% (9% gratuity, 9% service charge) is applied to all contracts. Sales tax is not charged.

### CAKE SERVICE FEE

We offer specialty cakes from our facility (price vary by cake size), which can be included in any contract. Customers may bring in their own cake, a flat fee of \$25 per 100 guests will be charged cutting and serving. Arrangements to bring in or order a specialty cake must be made during the contract drafting period.

### SPECIALTY ROOM DECORATIONS

The decorations you provide are your responsibility to set-up and remove after the event has ended. Items left in the facility are subject to disposal. To preserve our building we do not allow nailing, tacking, or taping of objects on the wall, ceiling or any other ECC or SEC property. The use of glitter and confetti is also prohibited. Customized room decorations can be discussed during the contract meeting.

### LIABILITY

The Elkhorn Conference Center does not permit alcoholic beverages of any kind to be brought in or taken off the premises by the host or their guests. A corkage fee will be assessed for any alcohol permitted in the facility. This is approved on a case-by-case basis. The ECC will not be responsible for mailing or shipping boxes, equipment, or materials to or from the ECC. Any costs associated with damages done to the ECC premises as a result of persons associated with the function will become the responsibility of the host.



Elkhorn Ballroom



The Aspen Room



Patio at The Hub



The Ivy Pub

**ELKHORN CATERING AND CONFERENCE CENTER ROOM RENTAL PRICING**

Room Size	Room Name	Location	1/2 Day	Full Day

**BILL REED SPECIAL EVENT CENTER ROOM RENTAL PRICING**

		1/2 Day	Full Day

**ADDITIONAL PRICING INFORMATION**

- Room pricing includes basic setup, linen, and AV.
  - Prices can be adjusted if customer chooses to perform setup/clean up.
  - Specialty pricing is available on a case by case basis for recurring or long term rental requests.
- Prices may vary based on room size, half or full day rental, guests count, room setup, decorations, and audio/visual requirements.



Bill Reed Special Event Center

### **CATERING AVAILABILITY**

The Elkhorn Conferencing Center (ECC) provides limited catering options.

A list of preferred catering options that meets your desired menu may be provided.

Bar operations will be provided by the ECC team.



ECC/SEC CONFERENCE CENTER ROOM DEPOSIT FORM

Kelly Lovett • kelly.d.lovett2.naf@mail.mil • 719-524-1163

EVENT INFORMATION

Date		Time	
Event Type		Number of Guests	
Location		Room	
Customer Signature		Date	

CANCELLATION POLICY

Cancellations must be made in writing. If an event is canceled ten (10) days prior to the event date, a full refund will be given. If an event is canceled less than ten (10) days before the event, 100% of the deposit is forfeit.

EVENT INFORMATION

Date		Time	
Event Type		Number of Guests	
Location		Room	

CUSTOMER INFORMATION

Name			
Address			
City		State	
		ZIP	
Phone			
Email			

PAYMENT INFORMATION

Credit Card #		Type	
Expiration Date		Deposit amount	\$

The deposit is credited to the total amount of the event.

CANCELLATION POLICY

Cancellations must be made in writing. If an event is canceled ten (10) days prior to the event date, a full refund will be given. If an event is canceled less than ten (10) days before the event, 100% of the deposit is forfeit.

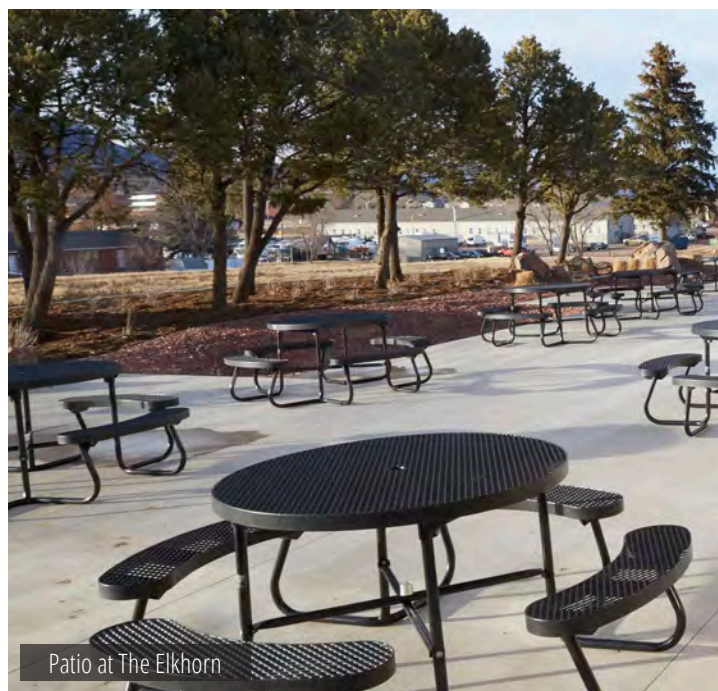
Customer Signature		Date	
Manager Signature		Date	



Bar at The Hub



Elkhorn Ballroom Bar



Patio at The Elkhorn



Auditorium at The Hub