



2018 – 2019 Rental Rates

(last date of revision 5/23/18)

Rental Fee (BASED ON STANDARD 10-HR BLOCK) ⁱ	Commercial Rate	Non-Profit rate ⁱⁱ
PREMIUM DATES:		
Use of one floor (2 nd or 3 rd floor)	\$6,000.00	\$6,000.00
Additional floor (2 nd or 3 rd floor)	\$2,500.00	\$1,500.00
Entire Venue Buyout	\$9,000.00	\$7,500.00
NON-PREMIUM DATES:		
Sunday – Wednesday:		
Use of one floor (2 nd or 3 rd floor)	\$4,000.00	\$3,000.00
Additional floor (2 nd or 3 rd floor)	\$2,500.00	\$1,250.00
Entire Venue Buyout	\$7,000.00	\$4,000.00
Thursday – Saturday:		
Use of one floor (2 nd or 3 rd floor)	\$5,000.00	\$3,000.00
Additional floor (2 nd or 3 rd floor)	\$2,500.00	\$1,250.00
Entire Venue Buyout	\$8,000.00	\$4,000.00
1 st floor event space (holds up to 100 people reception style)	\$1,500.00	\$750.00
MAP Conference Room (3-hour rental)	\$275.00	\$275.00
Carnegie Courtyard	\$1,500.00	\$750.00
Purchase load-in day (10 hours)	\$2,500.00	\$1,250.00

Premium Dates are determined according to historical demand for our event spaces in conjunction with building availability around large annual events in Civic Center Park.

2018:

April 7, 21, 28
 May 12, 19, 26
 June 9, 23, 30
 July 7, 14, 21, 28
 August 18
 September 15, 22, 29
 October 6, 13, 20

2019:

April 6, 13, 20, 27
 May 11, 18, 25
 June 8, 22, 29
 July 6, 13, 20, 27
 August 17, 24
 September 7, 21
 October 5, 12, 19

Entire Building Buyout includes all permitted interior and exterior spaces (subject to availability due to proximity to large events & festivals in the area).

Room Capacity	Banquet Rounds	Reception Style
First Floor	60	150
2 nd Floor - Boettcher Cultural Pavilion	500	1000
Third Floor	500	1000
Entire Building	1060	2150
Carnegie Courtyard	70	200

Included rentals are subject to availability:

- 35 – 5.5 round tables
- 20 – 6’ x 30” banquet tables
- 20 – 3’ cocktail/cabaret tables
- 350 Padded chairs
- 2 security staff (one indoor, one outdoor)

Incidental fees may be charged depending on activity:

- Additional security staff will be required based on events requirements.
- \$30/hour per guard with a 4-hour minimum.
- Setup, teardown and cleanup cost - \$35/hour per staff member with a 4-hour minimum.

Additional Rental Items (For complete of rental items please contact your event coordinator)

- Ten 4’x8’ stage panels with 16” rise: \$50 per section (set up and breakdown included)
- Audio/Visual equipment – please inquire for rates and specs
- Lounge furniture: couches, love seats, oversized chairs etc. – please inquire for rates and availability
- Wi-Fi access – please inquire for rates

To book The McNichols Civic Center Building for public or private events, or to make an appointment to view the space, please contact:

Julie Pomerantz, Events & Operations Coordinator julie.pomerantz@denvergov.org 720.865.5555

John Mosley, Assistant Venue Director john.mosley@denvergov.org 720-865-5554

Festivals in Civic Center Park:

Festivals wanting to utilize our facility should refer to our published rental rates. Festivals wanting to rent only our outdoor spaces including the parking lot, west lawn, and east lawn (Carnegie courtyard not included), must meet the following terms and conditions. The McNichols Building cannot have any other reservations on the books during your rental request. You must agree to clean & power wash any areas utilized and return those areas to their pre-festival conditions. Fully executed contract, incidental costs and damage deposit apply for all rentals. Rental rate for use of the outdoor spaces is \$1,500/day.

Art Exhibit viewing times:

Monday – Friday 8am-5pm, Saturday & Sunday 10am-3pm.

Access to art exhibits may be restricted due to private events. Please call ahead for availability or to make an appointment at 720-865-5550 or 720-865-5570.

ⁱAll room rental rates excluding rates for the MAP Conference Room, are based on a 10-hour block. That block includes set up and tear down times. If you require more time, charges will be applied (\$500/hour for commercial clients - \$300/hour for non-profits). If clients exceed their contracted times, charges will be applied and taken from the damage deposits first. Client will be billed directly for any charges that remain after damage deposits are exhausted. The City and County of Denver reserves the right to adjust rental rates at any time unless there is a fully executed contract in place.

ⁱⁱ Non-Profit: organizations that hold a 501(c)(3) status, excluding organizations with 501(c)(6) status, which is defined as: “Business leagues, chambers of commerce, real-estate boards, boards of trade, or professional football leagues (whether administering a pension fund for football players), not organized for profit and no part of the net earnings of which insures to the benefit of any private shareholder or individual.”