

**MCNICHOLS CIVIC CENTER BUILDING
AT CIVIC CENTER PARK**

2017 – 2018 Rental Rates (last date of revision 7/31/17)

Rental Fee includes standard 10-hour block	**Commercial Rate	***Non-Profit rate
*Premium Dates: use of 2nd or 3rd floor	\$6,000.00	\$6,000.00
*Premium Date additional floor (2nd or 3rd)	\$2,500.00	\$1,500.00
*Premium Date Entire Venue Buyout (includes use of all permitted interior and exterior spaces)	\$9,000.00	\$7,500.00
Sunday – Wednesday (non-premium dates): use of 2nd or 3rd floor	\$4,000.00	\$3,000.00
Thursday – Saturday (non-premium dates): use of 2nd or 3rd floor	\$5,000.00	\$3,000.00
Add on additional floor (2nd or 3rd)	\$2,500.00	\$1,250.00
Sunday – Wednesday Entire Venue Buyout (non-premium dates)	\$7,000.00	\$4,000.00
Thursday – Saturday Entire Venue Buyout (non-premium dates)	\$8,000.00	\$4,000.00
Purchase Load in day (10 hours)	\$2,500.00	\$1,250.00
1st 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
<p>The following dates are considered premium: 4/1/2017, 4/8/2017, 4/22/2017, 4/29/2017, 5/13/2017, 5/20/2017, 5/27/2017, 6/10/2017, 6/24/2017, 7/1/2017, 7/8/2017, 7/8/2017, 7/15/2017, 7/22/2017, 7/29/2017, 8/19/2017, 9/16/2017, 9/23/2017, 9/30/2017, 10/7/2017, 10/14/2017, 10/21/2017</p> <p>4/7/2018, 4/14/2018, 4/21/2018, 4/28/2018, 5/12/2018, 5/19/2018, 5/26/2018, 6/9/2018, 6/30/2018, 7/7/2018, 7/14/2018, 7/21/2018, 7/28/2018, 8/18/2018, 9/15/2018, 9/22/2018, 9/29/2018, 10/6/2018, 10/13/2018, 10/20/2018,</p>		

Room Capacity	Banquet Rounds	Reception Style
First Floor	60	100
Carnegie Courtyard	70	200
2 nd Floor Boettcher Pavilion	400	900
Third Floor	500	1000
Entire Building****	1000	2000

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2017 – 2019 Rental Rates (cont.)

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
- 20'x16'x20" staging (additional labor fees will be assessed)
- 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

- Digital display use - \$100
- Ping pong table (up to 2) - \$100 each
- 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
- Outdoor lighting – please inquire for rates
- Podiums – please inquire for rates
- Easels – please inquire for rates

To book The McNichols Building for public or private events, or to make an appointment to view the space, please contact: **John Mosley- Assistant Venue Director** john.mosley@denvergov.org 720-865-5554 or **Antonnio Benton- Event & Facility Coordinator** Antonnio.Benton@denvergov.org 720.865.5555

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.

All 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. If any charges remaining after damage deposits are gone, will be invoiced to the client.

*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.

** Commercial or private entity – defined as public or private sector (excluding city agency or nonprofit organization).

***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."

**** Entire Building Buyout excludes the Cornerstone Conference room, Arts and Venue Office, and other restricted areas. This buyout does include all permitted exterior spaces (subject to availability due to proximity to large events & festivals in the area).