

CROOKED WILLOW FARMS

The Venue

We Celebrate Your Vision



Sales Guide

Venue Amenities

- Property reserved exclusively for one event at a time
- A broad selection of approved, full-service caterers
- In-house tables and chairs that accommodate up to 200 guests
- Indoor backup space reserved in case of inclement weather
- Complimentary parking

CROOKED WILLOW FARMS

Delivering Dreams

Welcome



The Venue at Crooked Willow Farms is so excited that you have selected us for your special occasion! The Venue team is dedicated to you having an exceptional experience leading up to the big day and especially on it. We have policies and procedures in place, as outlined, to ensure you have a stress free and memorable day. If at any time you have questions, need referrals or we can be of assistance in working with a venue partner, please don't hesitate to reach out to your Crooked Willow Farms representative.

The Team at Crooked Willow Farms

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CROOKED WILLOW FARMS

Delivering Dreams

Overview

Crooked Willow Farms delivers so many unique options that you'll have another reason to celebrate! Located in the exclusive Plum Creek Valley, just 25 minutes south of Denver, Crooked Willow Farms provides one of the most diverse venues in the region. This 90 acre property offers multiple event spaces that are rich in history, amenities and breathtaking views. At Crooked Willow Farms, you will discover indoor and outdoor spaces built to accommodate small dinners, fundraising galas, social celebrations, intimate ceremonies, and more. Select Crooked Willow Farms today and start building memories!

Key Booking Points, At-A-Glance

- Must have Day-of or Full-Service Planner
- Must place liquor order 30 days prior to event
- Select catering services from our approved list



Contact Information

Venue - by appointment only

10554 South Perry Park Road

Larkspur, CO 80118

P: 303.951.8888

F: 303.951.8910

W: www.CrookedWillowEvents.com

E: info@CrookedWillowEvents.com

Sales and Marketing

Kim Sexton

E: KSexton@CrookedWillowEvents.com

P. 303.951.8888

Beverage Services

Christina Huffman

E: CHuffman@CrookedWillowEvents.com

Accountant

Susan Hill

E: SHill@JFOGroup.com

P. 972.999.4542

Photos

Submit celebration images to Crooked Willow Farms for use in marketing collateral and more. Send to: Photos@CrookedWillowEvents.com.



CROOKED WILLOW FARMS

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Indoor Event Spaces

The Carriage House Ballroom

up to 240 seated / 300 reception

Impressive sliding double doors welcome guests into this grandiose room. Rustic interior design including walls of white pine, red brick accents, and windows flanked with custom wall sconces restore the original barn motif of the venue. Four chandeliers are set 19' above. Further into the ballroom, the ceiling drops to just under 13' designating a presentation or main entertainment area. In this area, you can design a stage, dance area, or even project programming elements of the event onto a blank canvas depending on your needs. A warm, tinted concrete covers the floor eliminating the need to rent a formal dance floor. Located behind the entertainment area lies the Wine Room which serves as an ideal buffet area, board room, and more. Floor to ceiling barn doors slide open on both sides of the staging area to welcome in the crisp air of the Rocky Mountains.

Lola's Loft

up to 100 seated / 150 ceremony

Designed with rustic hammered steel railings, cathedral windows and circular stairs, the hand-crafted turret entrance into Lola's Loft is as grand as the entire property. Sconces provide a soft illumination as you travel to the second floor loft that delivers a warm and rustic setting for any event layout. The original red oak floors are accented by a soft light glowing from wagon wheel chandeliers suspended above. For added atmosphere, open the barn doors for stargazing and refreshing Colorado evening air.

Wine Room

up to 40 seated

Beautifully laid out with rich mahogany tables and chairs, and wine barrels lining the entrance, the Wine Room is not only stunning, but multifaceted. The Wine Room can accommodate up to 40 seated at one king's table or a reception for 75 guests. Wedding rehearsal dinners, corporate executive dinners, customer appreciation events, non-profit events and social celebrations will find this space quaint and unique!



Outdoor Event Spaces

The Courtyard at Crooked Willow

up to 100 seated / 125 reception

Set in the center of the Carriage House, the Courtyard provides a beautiful backdrop to any reception with an array of Colorado wildflowers. With selection of the Courtyard you also receive access to the King's Corridor as well as Lola's Loft. We typically suggest beginning the event festivities in the Courtyard before concluding in the ballroom, the loft, or both!

The Events Lawn

quoted per event

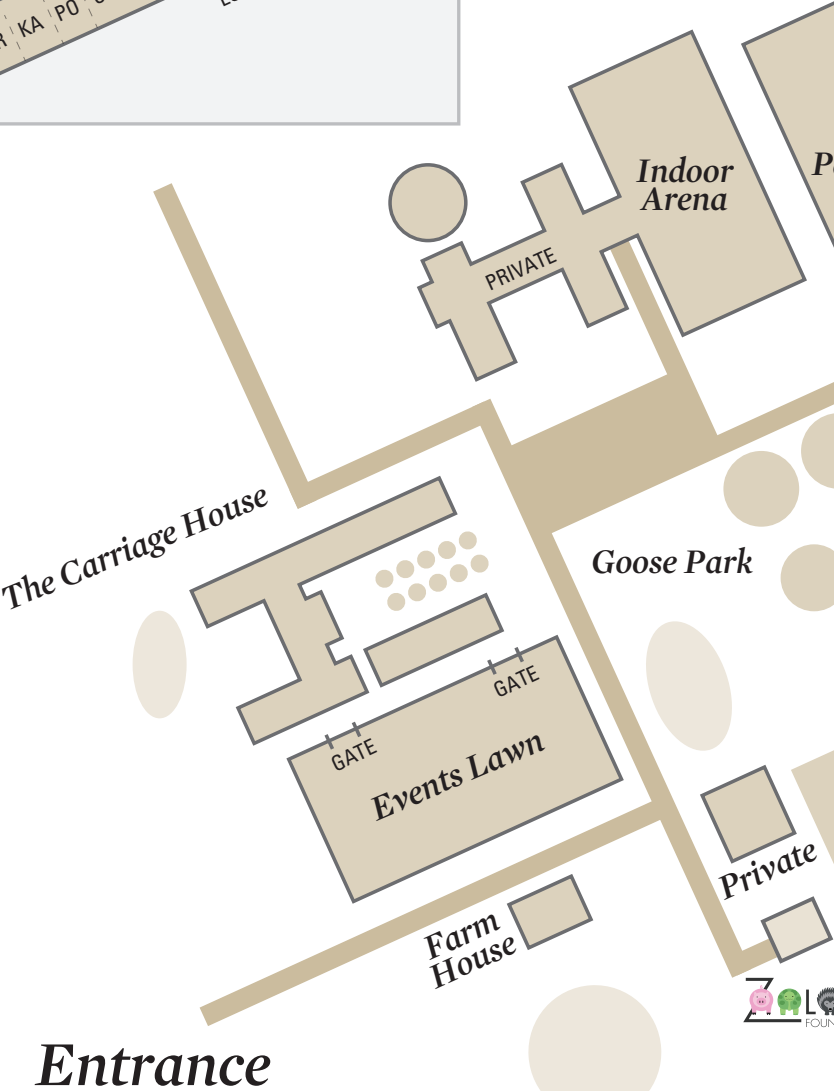
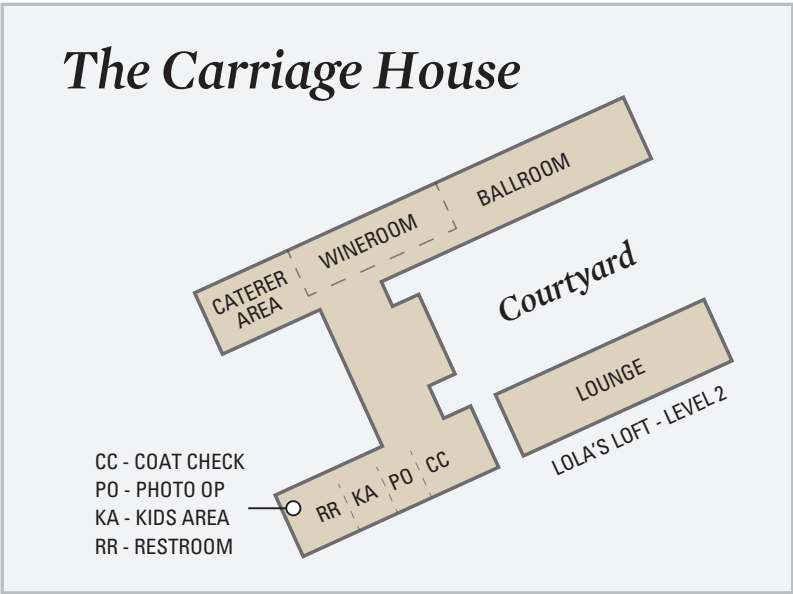
The Events Lawn acts as the welcoming ground of Crooked Willow Farms, set directly adjacent from the Carriage House. This manicured open space is ideal for any type of outdoor activity complete with breathtaking views of the Colorado Rocky Mountains. From company picnics to interactive teambuilding, the Events Lawn is perfect for any occasion.

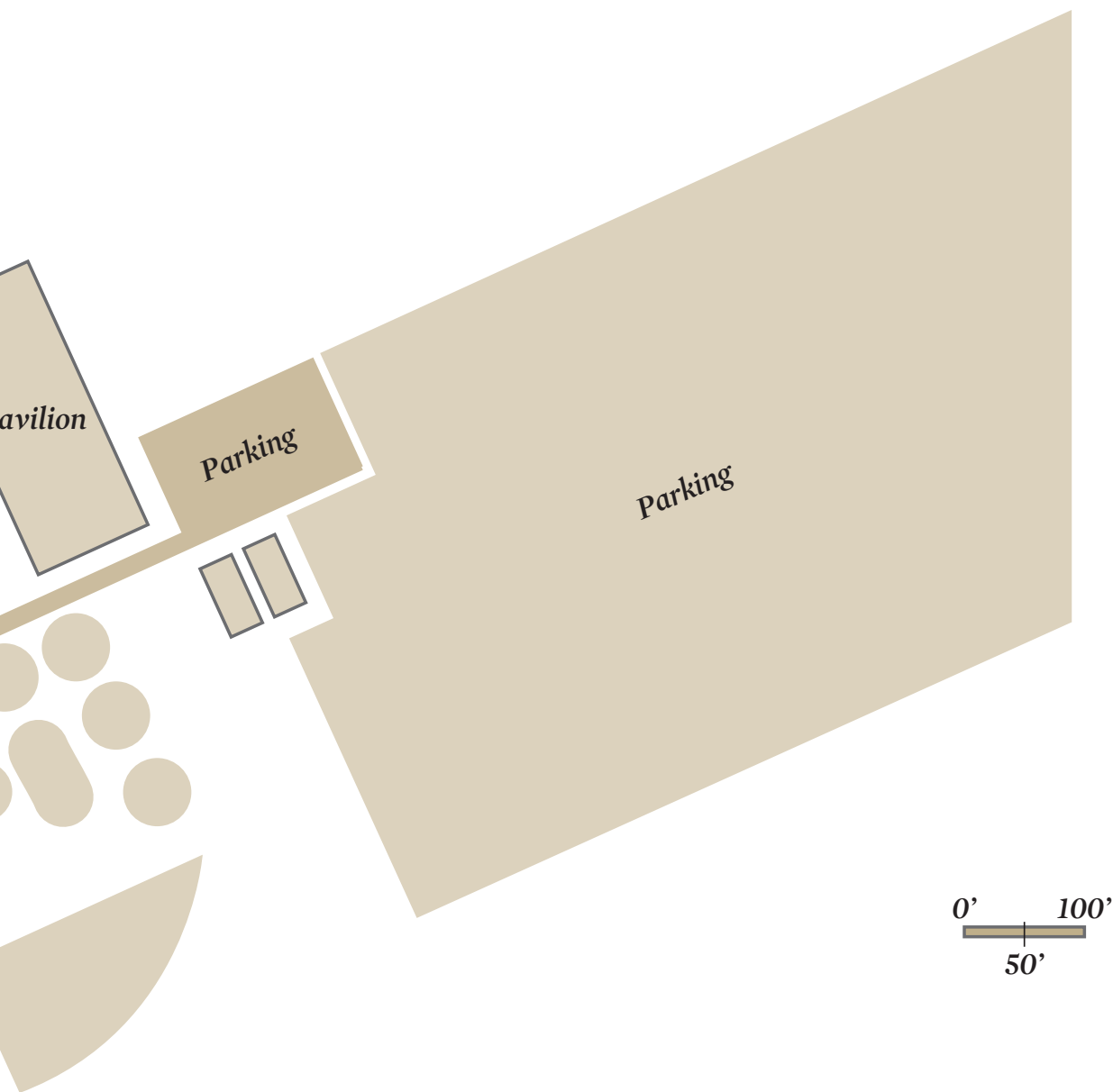
Willow Park

up to 150 reception

Set in the center of Crooked Willow Farms, Willow Park offers stone picnic tables, a pond with water fountain, and plenty of majestic and mature trees. The central location of this area serves multiple purposes for any event or merely provides a unique and beautiful backdrop.







CROOKED WILLOW FARMS

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Capacity

Inside Space	Dimensions	Sq. Ft.	Existing	Banquet	Reception
Carriage House Ballroom	29'x95'	2,755	350	240	300
Lola's Loft	30'x65'	1,950	200	100	150
Wine Room	57'x17'	969	24	40	n/a
Bridal Suite	17'x24'	408	27	10	n/a
Green Room	13'x17'	221	15	10	n/a
Outside Space	Dimensions	Sq. Ft.	Existing	Banquet	Reception
The Courtyard	62'x34'	2,108	250	100	125
Events Lawn	123'x226'	27,798	quoted per event	quoted per event	quoted per event

2019 Rates

Mid April-May

Day of Week	Rates
Friday	\$7,000
Saturday	\$9,000
Sunday	\$7,000
Monday - Thursday	\$5,000

2019 Rates

June - October

Day of Week	Rates
Friday	\$8,000
Saturday	\$11,000
Sunday	\$8,000
Monday - Thursday	\$6,000

Rates are inclusive of:

- Wedding packages receive 12 consecutive hours of Venue access with 6 hours of event time, inclusive of ceremony, based on ceremony, set up and tear down requirements.
- Non-Profits receive 20% off venue rental
- Tables and Chairs up to 200
- Complimentary self parking
- Military & Teacher discounts of 10% off facility rental apply

Booking Requirements include:

- Choose from one of our premier, full-service caterers (food and beverage not included in rental rate).
- Professional wedding planner required to manage all event details within 30 days of the event.



FACILITY RENTAL FEES & TERMS

Performance Deposit: Additional fees and/or damages incurred during the event planning and execution process will be deducted from the \$1,000 Performance Deposit before returning, if applicable.

Rental Fee/Use: The venue rental fee is based on the defined space and time of the event, set up and strike. Please communicate this to all vendors. The rental fee is based on 12 hours of consecutive use which can be up to six hours of event time. Additional hours may be secured for an extra, non-prorated hourly rate and this cost is determined by the location, number of hours and use of the space. A charge of \$500 per hour, non pro-rated, will be charged for any event that extends beyond the approved timeline but not permitted past an 11:00 P.M. event end time. An extension of time must be pre-arranged prior to the event day. Defined space is limited and does not include private home, designated barns, stables and indoor riding arena.

Ancillary Service Fees: Any services the client chooses the venue to provide that are not included in the facility rental fee. If added within 30 days of the event, these service fees will be on the final invoice and/or deducted from the security deposit.

PAYMENT, CANCELLATION & REFUND POLICY

- A change of date equals a cancellation.
- Crooked Willow Farms accepts checks, Master Card and VISA.
- \$1,000 Performance Deposit is refundable providing no damage occurs and/or the event isn't cancelled.
- Any additional unpaid charges will be deducted from the security deposit prior to refund.
- The final invoice is considered past due if not received within 30 days of the event date. A charge of 1.0% will be assessed per month of the total unpaid balance.

Cancellation Schedule:

If the cancellation occurs, the following fee schedule will be implemented:

Over 180 days	If the cancellation is more than 180 days before the event date, 50% of the Venue Rental Fee will be forfeited
180-60 days	75% of the Venue Rental Fee will be forfeited
Less than 60 days	100% of the Total Amount Due is required and will be retained by the venue. The Total Amount Due is the sum of the Venue Rental Fee + \$1,000 performance deposit and 100% of the estimated ancillary service fee.



GENERAL RESERVATION REQUIREMENTS

- The balance 50% plus the refundable Performance Deposit and any ancillary services are due 45 days prior to your event date.
- Beverage event order (BEO) is required to be placed no later than 30 days prior to the event date.
- The client and all guests, vendors and associates only have access to the space contracted.
- Events not cleared from the property by 12:00 A.M. following the event will forfeit 100% of the Performance Deposit.

VENUE USE REQUIREMENTS

General Policies:

- Rehearsals, *which are optional*, are limited to one hour based on availability and scheduled by The Venue. Most rehearsals are the day before, from 8:30 - 9:30 A.M., and not confirmed until 30 days prior to the event date. Additional policies are required by the wedding planner at the rehearsal. Failure to meet these needs may result in forfeiting the Performance Deposit.
- Crooked Willow Farms does not provide event planning services.
- All events must conclude by eleven pm, with all vendors off premise by midnight. Vendors need to begin tear down no later than 11:00 P.M. All equipment for your event must be removed immediately following your event.
- Dressing Rooms designed with the bride and groom in mind are provided for use on the event day, during the 12 consecutive hours of rental time included in the venue rental rate.
- When booking Crooked Willow Farms for your event, we will automatically reserve indoor backup space on site.
- Any contained propane outdoor fire pits must be pre-approved and in compliance with current Colorado fire restrictions, applicable on Event Date. Wood burning fire pits are not allowed.
- Event timeline and diagram must be received by The Venue for approval no less than 30 days prior to your event.
- Seating for a maximum of 200 is included with the venue rental. 200 white resin folding chairs, (25) 5' round tables and (22) 8' banquet tables, (7) 4' round tables and (10) 6' tables are available for use in addition to (8) cabaret tables that may be set high or low. Any additional tables and/or chairs will be provided by the Client at their own expense.
- Crooked Willow Farms is a non-smoking facility. Smoking may be permitted only in designated areas outdoor areas and is dependent upon current fire hazard conditions. If permitted, this may be subject to change and will be at the discretion of Crooked Willow Farms ownership based on current or forecasted weather conditions.
- Pets brought to property must be leashed, accompanied with a kennel and pre-approved by The Venue.
- Additional charges of \$500 per hour (non-pro rated) will be charged if event does not conclude at the agreed upon time in the approved timeline, or security deposit will be forfeited. All events must conclude by 11:00 P.M.
- Drugs, legal or illegal as well as firearms are not permitted at The Venue at any time.

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Wedding/Event Coordinator: Crooked Willow Farms requires the use of a professional coordinator. Coordinator shall on or before 30 (thirty) days prior to the Event date provide The Venue with a certificate of insurance evidencing that Wedding coordinator has in place General Liability Insurance in an amount not less than One Million Dollars(\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate.

Insurance: On or before 30 days prior to your event, Crooked Willow Farms requires you to provide a certificate of insurance for your event. The certificate must name Crooked Willow Farms as an additional insured and is required to have at minimum of \$1,000,000 in general liability.

The licensee insurance will cover all vendors' liability, please select professional service companies that can meet this requirement. If a certificate of insurance isn't received 30 days prior to your event, Crooked Willow Farms will secure one for you and you will be given a copy of the policy and billed \$250.00 on your final invoice.

Parking: Crooked Willow Farms offers complimentary on-site, self parking on the property. Please note cars may be parked in non-paved areas.

Noise Limits: Due to county ordinance, amplified music must be kept at a reasonable level. Volume control will be at the discretion of Crooked Willow Farms Management. Use of outdoor amplified sound is only permitted during the ceremony. No amplified sound is allowed outside during the reception. In order to manage sound during the reception, after 10:00 P.M. Crooked Willow Farms event management may ask the entertainment to reduce the volume and/or close the windows and doors. All sound must stop by 11:00 P.M.

Staffing Services: A minimum of one event staff is required for all events and is included in the venue rental fee. Additional personnel may be required based on the event activity and/or layout of the event.

Food & Beverage Service Management

- The client is required to use one of Crooked Willow Farms preferred, full-service caterers.
- Beverages for the bride and groom must be pre-arranged and may not be brought on to the property on the event day.
- The client is required to arrange all beverage services through Crooked Willow Farms.



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- The select caterer will be responsible for setting the tables and chairs provided by the venue and re-stacking at the conclusion of the event.
- Crooked Willow Farms holds a liquor license. Note: The ability to bring in liquor from any source is strictly prohibited.

Decorations

- The client and all vendors must coordinate with Crooked Willow Farms the use of all decorations 30 days prior to the event date.
- No decorations or other items shall be posted, nailed, screwed, glued or otherwise attached to the walls, floors, ceilings, furniture or other parts of the Crooked Willow Farms facilities or surrounding areas without prior written agreement.
- No fires, fireworks, open flames, or heating elements of any kind may be used inside the facilities or the outside grounds. BBQ grills and any open flame may not be used without prior written approval and must be in compliance with the current fire restrictions for the state.
- Rose petals & bubbles are permitted anywhere on the property, balloons must be contained to indoor only and confetti, glitter, rice and birdseed is not permitted anywhere on the property at all. Rose petals must be picked up at the end of the event, leaving the venue as the guests found it when they received access. Candles can be used at Crooked Willow Farms as long as they fall within these guidelines:
 - ♦ Only flameless candles are allowed for decoration.
 - ♦ Ceremonial candles and birthday candles are permitted.
 - ♦ Ceremonial candles must be dripless and are required to be contained.
 - ♦ Votive candles are permitted on dining tables as long as they are contained.
 - ♦ The CO State fire ban laws may prohibit any candles or fires on site resulting in battery operated options only.
- No duct tape may be applied to the floors. Only gaff tape is permitted. Please share with any outside vendors you select to use.
- **Straw Bales:** Many like the look of bales for seating and/or decorative accent. The Venue can coordinate this ancillary rental service for you if you would like but please be aware of the following costs, policies and recommended procedures when selecting this décor. For additional information on this décor element, please discuss further with your venue representative.
- Load in of the Ballroom is allowed only through the side rolling doors, not the front glass doors.

Lifts / Ladders

- The venue owns a scissor lift which can be rented for \$250 per event (intended for setup and tear down).
- Fork lifts must be pre-scheduled on or before the final walkthrough.
- Usage of lifts on property are to be operated by licensed operators that can provide proof of operator's license prior to use.
- Leaning or extension ladders are not permitted. All ladders must be free standing or A-frame style ladders.

Note: A fork lift is different than a scissor lift. A scissor lift is often used for the installation and removal of decoration. A fork lift is commonly used to move large equipment and pallets sometimes for entertainment groups.

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Set-Up/Clean Up

All personnel/vendors connected with the event may not be on the premises prior to or after scheduled set-up/clean-up times, unless previously arranged with Crooked Willow Farms. The client may be charged an hourly rate for additional time needed. Clean-up is the responsibility of the client. Items not removed immediately following the event, will become property of the Venue or will be disposed of with no liability to Crooked Willow Farms and could result in charges against client's performance deposit. Crooked Willow Farms is not responsible for any lost or stolen items.

Damages

The client is liable for all damages, expenses and losses including theft and property loss, caused by any person attending, or providing services connected with the client's use of the facility. Costs will be assessed and charged to the client and /or deducted from the performance deposit. Replacement value may be used by Crooked Willow Farms to determine the damage.

Vendor Management

- The client is responsible for all vendor activity during the sites, setup, event and removal.
- All deliveries must be arranged prior to the event day and the delivery time approved if it falls outside of the 12 hours use time.
- Food and beverage trash removal is the responsibility of the caterer. Additional trash removal is the responsibility of the décor company (for decorations, rentals, etc.) or caterer where applicable.
- All vendors must load in via designated access points. A parking area(s) will be designated and identified for all vehicles, including vendors.

Safety & Security

- For the safety of the client, all guests and vendors of the clients are permitted to have access to the contracted use space. Ponds, the private homes and the upper barn are off-limits at all times. Please be reminded that swans, geese, ducks and other wildlife can bite.
- Crooked Willow Farms reserves the right to require the client, at client's expense, to hire security personnel for the event should Crooked Willow Farms determine it would helpful be to ensure safety and traffic control.
- All Crooked Willow Farms personnel shifts will begin 15 minutes prior to the event start time and conclude 15 minutes following the event.
- Children must be supervised at all times and staffing may be required in designated areas.
- The venue exercises the right to inspect and control all guests, vendors and associates, including but not limited to monitoring noise levels.
- Crooked Willow Farms prohibits the use of any illegal activity or actions deemed inappropriate. Such activity will result in the immediate end of the event.
- Guests requiring to leave vehicles overnight may do so upon event manager approval. Any overnight vehicles must be picked up by 9:00AM the morning following the event.
- Crooked Willow Farms is an operating horse farm with livestock, open space and other areas such as a pond, equipment rooms and such, which could pose hazards for the client and its guests when attending a function at the venue. Client will not allow any of its guests to enter on any venue site except those specifically designated as available for the event. Client accepts the venue "as is".

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PROPERTY GUIDELINES

- Golf-carts/Gators are not available for use by guests or vendors
- Venue does not have dollies on site
- Venue does not have ladders on site, but does have a lift for rent, please plan accordingly
- No overnight storage available
- No stapling, tacking or affixing any material to any walls, posts or doors
- All guests and vendors to adhere to posted “Venue Boundary” and “Private Area” signage

Note: Policies are subject to change/update. For full list of current policies or questions, please contact your designated event manager.



Suggested Timeline

12:00 P.M.	Bridal Party Arrives for Hair & Makeup Planner Arrives for Setup
2:00 P.M.	Groomsmen Arrive Photographer Arrives Caterer Arrives for Setup
4:45 P.M.	Guests Arrive
5:00 P.M.	Ceremony
5:30 P.M.	Cocktail Hour Photos of Couple/Families
6:45 P.M.	Guests Seated for Dinner to Pre-plated Salad
6:55 P.M.	Introductions of Bridal Party
7:00 P.M.	Dinner Served
7:45 P.M.	Toasts
8:10 P.M.	Cake Cutting
8:20 P.M.	First Dance Father-Daughter/Mother-Son Dances
8:35 P.M.	Dance Floor Opens
10:15 P.M.	Last Call
10:30 P.M.	Grand Exit of Couple Bar Closes
11:00 P.M.*	Guests Depart Event Tear Down Begins
12:00 A.M.*	All Vendors Out

*Venue rental is a 12 hour use, may be set 12:00 P.M. - 12:00 A.M., 11:00 A.M. - 11:00 P.M., 10:00 A.M. - 10:00 P.M. for example. Tear down begins one hour from the time the last guest departs.



Details Checklist

In preparation for your event, provided below is a checklist of information required and reminders for you. Should you have any questions, please contact your designated event manager.

8 WEEKS PRIOR TO EVENT DAY:

Task	Due Date	Provided To	Notes	Completed
Caterer Selected		CWF	Confirm with CWF your selected caterer	
Event Planner Selected		Event Manager	Forward contact information for selected Event/Wedding Coordinator	
Schedule Final Walkthrough		Event Manager	Schedule Walkthrough for at least 30 days prior to event day. Include CWF event manager, event planner, caterer, entertainment and additional vendors, etc., if needed	

6 WEEKS PRIOR TO EVENT DAY:

Task	Due Date	Provided To	Notes	Completed
Final Invoice Issued		CWF		



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4 WEEKS PRIOR TO EVENT DAY:

Task	Due Date	Provided To	Notes	Completed
Payment Balance Due		CWF	Notify CWF if your address has or will be changing	
Confirm Usage of Photo Booth (if not contracted previously)			Additional fee of \$500 if added to contract	
Designate who will receive Photo Disc		Event Manager	Disc will be given to designated person at the end of the event	
Certificate of Insurance Submitted		Event Manager	Certificate of General Liability Insurance for event naming Crooked Willow Farms as additionally insured (see contract for full verbiage)	
Event Planner Insurance Submitted		Event Manager	Certificate of General Liability Insurance from event coordinator naming CWF as additionally insured	
Liquor Order Placed w/CWF		Event Manager	Send signed BEO (Beverage Event Order) to Event Manager. Must secure order on or by 30-day walkthrough or no bar service will be available.	
Pay Deposit (100%) of BEO		CWF	Payment due as noted on BEO	
Provide List of Vendors		Event Manager	List of Vendors and their contact information provided to CWF by the planner at the walk through	
Event Coordinator Sign off on Policies		Event Manager	Event Planner/Coordinator to review and sign off on CWF policies	
Confirm Guest Count		Event Manager	Forward final guest count	

These tasks are not applicable if previously provided by event planner at the final walk through.



Food & Beverage Services

Beverage Services: All beverage services will be arranged and delivered by Crooked Willow Farms directly. Please check our website for current listing of select brands, packages and prices. Beverage selections and options may be reviewed at www.CrookedWillowEvents.com. These services will be delivered by trained, uniformed professionals.

Catering Services: When selecting Crooked Willow Farms for your event, you will be required to select a full-service caterer from our preferred list to provide all of your food and beverage coordination. A complete list of approved caterers is listed with additional information found on our website at www.CrookedWillowEvents.com. Please contact them directly for sample menus, pricing and other services.

Beverage Services:

- Must use The Venue at Crooked Willow Farms beverage services.
- No alcohol may be brought onto the premises.
- BEO (Beverage Event Order) must have a primary order signed 30 days prior to event.

Catering Services:

- Must use one of our approved full-service caterers.

All food and beverage services are additional to the venue rental fee.

Approved Caterer Partner List



Biscuits and Berries

C: Robin Berhost
P: 303.277.9677
E: robin@biscuitsandberries.com
W: www.biscuitsandberries.com



Catering by Design

C: Syd Sexton
P: 303.781.5335
E: syd@bydesign-collective.com
W: www.bydesign-collective.com



Footers Catering

C: Colbert Callen
P: 303.762.1410
E: colbert@footerscatering.com
W: www.footerscatering.com



Occasions Catering

C: Jeremy Bronson
P: 303.789.1867
E: info@occasionsdenver.com
W: www.occasionsdenver.com



Relish Catering & Events

C: Natalie Sears
P: 303.501.8958
E: natalie@relishcateringco.com
W: relishcateringco.com



Three Tomatoes

C: Lauren Sandoval or Natalie Lauzon
P: 303.433.3332
E: natalie@threetomatoes.com or lsandoval@threetomatoes.com
W: www.threetomatoes.com

Frequently Asked Questions



CROOKED WILLOW FARMS

Delivering Dreams

Venue Operations Frequently Asked Questions

IN-HOUSE INVENTORY (INCLUDED IN THE RATE)

Tables

- (25) 5' round
- (7) 4' round
- (8) Cabaret – 9 tops/stands (8 tall legs/8 short legs)
- (22) 8' banquet (8'x30")
- (10) 6' banquet (6'x30")
- (3) tables in the Wine Room, to make the long presentation table (46" wide, 108 1/2" long, 30", per table)

Note: Banquet tables are 30" from the ground to table top.

Chairs

- (200) White, padded folding chairs
- (24) Chairs around the Wine Table

Size notes: 30 3/4 " from the base to the highest point. And 8 fit per 5' round table.

Stools

- Bride's Room - armless stools (29" to seat)
- Groom's Lounge - table stools (25 1/2" to seat)
- Groom's Lounge - counter stools (30 1/2" to seat)

Size notes: Measurements are to seat top - not the height of the back.

Wine Barrels Size (tables and trashcans) **and Location** (not portable)

The barrels are 37" tall and the diameter on the top (outside to outside) is 10.5".

- Lola's Loft: (3) Barrel & (1) Trashcan
- King's Corridor: (8) Barrel & (2) Trashcans
- Wine Room: (1) Trashcan
- Ballroom Entrance: (2) Barrels
- Lost Horse Lounge Hallway: (5) Barrels (may be moved to courtyard and returned)

Audio/Visual

- Two JBL EON 206 portable speakers with stands
- Wired microphone with stand
- Cord for iPod connection to one speaker

Miscellaneous

Piano

Complimentary use with client to provide tuner and professional pianist

Labor

All inventory may be used as needed for the event. The client/caterer/planner/vendor is responsible for setting up and returning to their designated location at the end of the event.

PARKING SPACES

- 80 covered / • 150 uncovered

DIMENSIONS

Inside Space	Dimensions	Sq. Ft.	Existing	Banquet	Reception
Carriage House Ballroom	29'x95'	2,755	350	240	300
Lola's Loft	30'x65'	1,950	200	100	150
Wine Room	57"x17"	969	24	40	n/a
Bridal Suite	17'x24'	408	27	10	n/a
Green Room	13'x17'	221	15	10	n/a
Inside Space	Dimensions	Sq. Ft.	Existing	Banquet	Reception
The Courtyard	62'x34'	2,108	250	100	125
Events Lawn	173'x107'	18,564	quoted per event	quoted per event	quoted per event
Pavilion	100'x240'	24,000	quoted per event	quoted per event	quoted per event

Courtyard:

- The arched openings for the Courtyard bar stations (two smaller arches) are 5' wide
- The main entrance is 8' wide and 10' tall

Events Lawn:

- Length of the events lawn is 173'6" without the mulch by 107' wide.
- Measurements - Pergola to Lower Gate (Fence Along Drive/Guest entrance) is 185'. When doing an aisle runner over the grass, an 85' runner is suggested to cover the main aisle vs. extending the entire length (185').
- Pergola / Arbor is 11'11" wide, 10' deep and 9'9" tall
- Types of grass: There are two different types of grasses on the events lawn. The bluegrass which is the deeper green around the pergola and the rye grass on the east end. The blue grass is the most attractive while the rye provides a firmer feel. Brides looking for a protected walkway have put a runner over the bluegrass only, which is 85'. If you choose to curve the carpet/runner to the entrance and extend from the pergola to the walkway entrance, the length of 185' should be considered.

Ballroom:

- From the mirrors in the ballroom to the floor: There is Brick then wood on the wall then the bottom of the mirror. There is a ledge at the base of the mirror so you can put decor on it if you choose. The width of the wood base at the bottom of the mirror is 3 ½" if you need. From floor to the top of the wood (the ledge) it is 33". The brick portion of this is 27 ½ and the wood décor is 5 ½".
- 17' from the floor to the bottom of the beam
- 18' from the floor to the ceiling
- 13' from the floor to the bottom point of the chandelier
- Ceiling Beams are 5.5" wide
- Beams/concrete sections are 11'7" wide, with the narrowest section (closest to the glass doors) 10'8" wide.
- Ballroom Window Sills:
 - ♦ South windows (facing courtyard) 3' wide x 8" deep
 - ♦ East windows (facing parking) 4' 1 ½" wide x 11 ½" deep

Lola's Loft Measurements for Ceremony Options:

- It is 14' 4" from inside beam to inside beam (on the back wall)
- The beams are 11 ½" wide and 12 ½" tall.
- It is 9' 10 ½" from the floor to the bottom of the beam
- Chandelier to floor 128"

ELECTRICAL

Courtyard: There are very few outlets in the Courtyard – but can be pulled from the interior (mostly in the arched doorways where the bars are recommended to go). The existing ones are by the fountain (next to the big sliding door that goes into the ballroom). There are three outlets, 20 amps on the building (not on the ground).

AMENITIES BY ROOM

Kid's Area

- (4) Oversized Beanbag Chairs
- (6) Black swivel chairs
- (5) Navy flat floor bags
- Wii System (can play DVDs)
- Large flat panel TV
- DVD Player

Photo Booth (optional for additional \$500)

- Remote control photography for "fun" shots
- Generic fabric background
- Trunks of fun dress up accessories

Note: Immediately following the event, the Venue Manager will provide the client/planner with the photo memory disc to keep.

Ballroom (95'x29')

- Air Conditioning
- Lights on dimmers

Lola's Loft (65'x30')

- Lights on dimmers
- LED candles on wall

Courtyard

- Market lights
- Fountain
- Florals – the landscape is installed and designed to be in bloom June – September based on weather. Wine Barrels of florals are Summer Outdoor Accessories only

Bride's Room & Lounge

- Air Conditioning
- Small Refrigerator
- Small Microwave
- Restroom
- Lockers to hang/put away belongings
- Two Steamers
- Couch
- Stools
- Vanity counter/mirror
- Hooks in beams to hang dresses
- iPod dock

Groom's Room

- (3) Flat panel TVs with satellite TV
- (1) Projection screen with satellite TV
- Cigar Room
- Couches/lounge chairs
- Hooks on posts to hang tuxes
- Outdoor Access to Events Lawn walkway
- Small Refrigerator
- Air Conditioner

Wine Room (59'x17')

- King's table
 - ♦ Three sections
 - ♦ 24 existing chairs
- Flat panel TV w/DVD player

Note: Existing tables cannot be moved from the Wine Room

Event Services

Crooked Willow Farms allows the flexibility to bring in the event service provider of your choice to design your event and indulge your guests.

Rentals

Crooked Willow Farms is pleased to partner with two rental companies to deliver your needs. Rentals may be coordinated through the caterer, wedding planner or directly. The preferred partners are:

Butler Rents	P. 303.388.5971	www.butlerrents.com
Event Rents	P. 303.972.0975	www.eventrentsdenver.com

Transportation Rates

Crooked Willow Farms recommends Arrow Stage Lines to accommodate all of your transportation needs from the Denver Metro Area. Their rates are noted below but please note special discounts apply so please call Arrow Stage Lines directly for rates based on your specific needs.

Denver Metro Area Transportation Services

Arrow Stage Lines

P: 303.373.9119 or 800.497.6060

W: www.ArrowStageLines.com

Each vehicle has a 5 hour minimum with additional hours available. Based on a five-hour minimum the rates are noted below:

55-passenger motorcoach.....	\$600
31-passenger coach.....	\$500
21-passenger coach.....	\$450

The 31 passenger vehicle is recommended for most wedding parties.

Uber and Lyft have limited service in our area. We recommend that your guests pre-schedule their rides prior to attending the event.



Transportation Rates Continued

Gray Line of Colorado, is the preferred transportation company of **Crooked Willow Farms from Colorado Springs**. For pricing and information on transferring your guests from Colorado Springs to The Venue please contact Gray Line directly for pricing and availability.

Colorado Springs Transportation Services

Gray Line of Colorado

C: Cathy Nelson D'Agostino

P: 719-633-1181

E: CathyN@ColoradoGrayline.com or Grayline@ColoradoGrayline.com

3 Passenger Sedan	\$125, each way*
6 Passenger SUV	\$155, each way*
10 Passenger Van.....	\$350 (\$69)
14 Passenger Mini-Coach	\$460 (\$92)
20 Passenger Mini-Coach.....	\$490 (\$98)
32 Passenger VIP Coach	\$875 (\$175)
47 Passenger Motorcoach.....	\$600 (\$121)
55 Passenger Motorcoach.....	\$700 (\$140)

*All rates are inclusive of driver gratuity. Rates are based on a five hour minimum and are approximate, unless otherwise noted such as *sedan and SUV. The amount in parenthesis is the inclusive price of an additional hour. Please contact Gray Line directly for exact quotes, the above prices are just an estimate for preliminary budgeting purposes.*

Recommended Hotels

Hilton Denver Inverness

Englewood, 30 Miles

200 Inverness Drive West
Englewood, CO 80112
303.397.7100
www.InvernessHotel.com

Rate: \$169-\$209+ *Please call for more information*

- Wedding Day Group Transportation for up to two (2) persons per room (Fees apply for additional guests in same room.)
- Daily Facility Service Fee
- Onsite Parking
- Indoor/Outdoor Pool
- Four Diamond Property

Recommended Hotels Continued

Element Denver Park Meadows

Lone Tree, 30 Miles

9985 Park Meadows Drive

Lone Tree, CO 80124

303.790.2100 ext. 4907

www.Marriott.com/hotels/travel/denel-element-denver-park-meadows/

Wedding Block Special (Rates from \$109)

- Transportation to and from wedding venue day of wedding
 - Complimentary room night for the bride and groom
 - Complimentary Private Brunch Social with Bloody Mary and Mimosa Bar
 - Welcome gift bags handed out at check in (\$2 per bag fee waived)
 - Courtesy wedding block, no deposit required
-

Marriott Denver South at Park Meadows

Lone Tree, 28 Miles

10345 Park Meadows Drive

Lone Tree, CO 80124

303.728.5944

www.Marriott.com/hotels/travel/denms-denver-marriott-south-at-park-meadows

Rate: Up to \$129+

- Transportation to/from Crooked Willow Farms (in-house guests only)
 - Complimentary parking available to all hotel guests
 - Breakfast for two per room for entire stay
 - Complimentary internet in every guest room
 - Rates available without inclusion of transportation
-

Marriott Colorado Springs

Colorado Springs, 23 Miles

5580 Tech Center Drive

Colorado Springs, CO 80919

719.268.4231

www.Marriott.com/hotels/travel/cosmc-colorado-springs-marriott

Rate: \$149 - 169

- Transportation to/from Crooked Willow Farms (in-house guests only)
- Complimentary parking available to all hotel guests
- Indoor/Outdoor Pool and Whirlpool



Recommended Hotels Continued

The Mining Exchange, A Wyndham Grand Hotel Colorado Springs, 31 Miles

8 South Nevada Avenue

Colorado Springs, CO 80903

719.323.2007

www.Wyndham.com/hotels/colorado/colorado-springs/the-mining-exchange-a-wyndham-grand-hotel/hotel-overview

Rate: \$169 - \$209+

- Four Diamond Property
- Premium Room Amenities

+Rates listed are based on minimum number of rooms, availability, are subject to change and do not include tax or surcharges unless otherwise noted. Rates are applicable for wedding groups only and based on double occupancy.



Wedding Budget Template

Category	Unit fee (flat rate or per person)	100	150	250
Beverages Full / Hosted - estimated hour reception Notes: Hosted bar	\$45/pp	\$4,500	\$6,750	\$11,250
Décor Notes: Optional, cost variable - not much décor needed at CWF	\$10/pp	\$1,000	\$1,500	\$2,500
Entertainment Notes: Budget includes DJ (not band)	\$1,200	\$1,200	\$1,200	\$1,200
Florals Reception Only (including centerpieces) Notes: For reception only (not for wedding/attendant floral)	\$2,500	\$2,500	\$2,500	\$2,500
Food/Menu Notes: Based on buffet (venue average)	\$65/pp	\$6,500	\$9,750	\$16,250
Insurance Notes: Optional through CWF	\$185	\$185	\$185	\$185
Parking Valet Notes: Not Necessary at CWF	\$0	\$0	\$0	\$0
Photographer Notes: 150+ may need second photographer	\$3,000	\$3,000	\$3,000	\$3,500
Planner Full Service Notes: Optional Estimate - planner & services vary	\$0	\$0	\$0	\$0
Planner Month of (30 days before event) Notes: Not needed if full service wedding planner is booked	\$1,200 - \$2,000	\$1,800	\$1,800	\$1,800



Rehearsal setup / accommodations Notes: No charge for 1 hr. rehearsal	\$0	\$0	\$0	\$0
Rentals (variable) Notes: Est. for china, flatware, basic linens	\$18/pp	\$1,800	\$2,700	\$4,500
Rentals (variable) Specialty Linens Notes: Optional - basic linens in the rental line above	\$35/table	\$500	\$665	\$1,120
Venue Rental (variable) Notes: Specific month/day defines rate	\$5,000-\$11,000	\$8,000	\$8,000	\$8,000
Video Production Notes: Optional	\$0	\$0	\$0	\$0
TOTAL(s):		\$30,985	\$38,050	\$52,805

Please note the budget is an outline which can exceed or drop below based on vision, number of guests and more.

Not inclusive of gifts, accommodations or transportation (where applicable).

Budget reflects tables of 8.

Estimate only and based on multiple variables and lower end selections.



CROOKED WILLOW FARMS
Delivering Dreams

The Venue
at CROOKED WILLOW FARMS

Crooked Willow Farms
10554 South Perry Park Road
Larkspur, CO 80118

P: 303.951.8888
F: 303.951.8910
W: www.CrookedWillowEvents.com