



# Event Information & Policies

## CHAUTAUQUA DINING HALL

The Dining Hall is a full-service restaurant and bar. We also provide off-site catering, BBQs, and boxed lunches and dinners.

Special event meals, whether for breakfast, brunch, lunch, or dinner, are typically served buffet style. We also offer family-style and full-service plated meals.

## EVENT TIMES

Daytime events can be held anytime between 8:00am-2:30pm, and evening events, 5:00-10:30pm. Flagstone events can begin as early as 4:00pm.

## FACILITIES

The main dining room, approximately 30x40ft, can accommodate up to 70 guests. For groups of 70-100, the entire inside of the Dining Hall is utilized. For 100-250 people, a 30x60ft. party tent is set up directly behind and adjacent to the restaurant. Our special events representatives will be glad to discuss these options and provide further details and photographs.

## FLAGSTONE

Our lovely outdoor flagstone area, located on the front west side of the Dining Hall can be utilized for cocktail parties and informal gatherings. Cost is \$350 for 30-90 minutes, and \$50 for each additional half hour of use.

## DINING HALL PORCH

Our outdoor wraparound porch is open to patrons for meal service, but not for special events during our high season. Guests from indoor events will not be allowed to occupy tables on the porch. During the months of October-April the entire porch can be rented for private parties and special events.

## ALCOHOL & BAR SERVICE

Chautauqua Dining Hall offers a full bar. Alcohol is charged on a consumption basis, and service ends at 10:00pm. Colorado liquor laws prohibit alcoholic beverages from being brought into or taken off the grounds of our facility. Alcohol cannot be consumed outside the confines of the flagstone area.

Under no circumstances will persons under 21 years of age be served alcohol or be allowed to possess or drink alcoholic beverages at Chautauqua Dining Hall. Proper identification is required to show proof of age.

## WEDDINGS

Chautauqua Dining Hall is a unique and memorable site for wedding receptions. Outdoor ceremonies are popular throughout the summer/fall seasons and must be arranged independently. The Chautauqua Lawn can be reserved through the City of Boulder Parks and Recreation Department (303 413-7200). Sunrise Amphitheater can be reserved through the City of Boulder Parks and Open Space Department (303 441-3440).

Personalized table decorations, floral arrangements, etc., can be set up by members of the wedding group, or by Chautauqua staff for an hourly fee of \$25. Candles must be enclosed. No open flames or sparklers of any kind can be used.

If a wedding cake is brought to the Dining Hall, a plating fee of \$1.50 per person is charged. Cakes should be delivered by the baker or a representative, to take care of any necessary set up and mending of the cake. Chautauqua is not responsible for any damage done to cakes. Our facility is not able to provide refrigeration for cakes brought to the Dining Hall. Wedding cakes ordered directly through us do not require a plating fee.

We understand the desire to send off a newly married couple in a shower of goodwill, but no birdseed or rice may be thrown, and guests may not congregate on the steps of the Dining Hall.



# Event Information & Policies

(Continued)

## DANCE FLOOR

The Chautauqua Dining Hall has a portable 12'X15' parquet dance floor, suitable for up to 100 guests, which can be set up in the dining room for a fee of \$400.

## MUSIC & AMPLIFIED SOUND

Hosts can arrange for a band or disc jockey to provide music for special events. The Dining Hall has an iPod hook-up and 5-CD stereo system available for use. All music and dancing must take place inside the Dining Hall.

Noise ordinances require that sound levels be at or below 55 decibels at the property line of the first occupied cottage, and music must end no later than 10:15pm. Guests should be mindful of the close proximity of cottages during and after events, and make every effort to not disturb the residents.

If voice amplification is needed for speeches, a portable public address system with wireless microphone can be rented from the Dining Hall for \$50.

## SALES TAX & SERVICE CHARGE

Colorado tax of 8.31% and a 20% service charge will be applied to all food and beverage purchases.

## SMOKING

The Chautauqua Dining Hall is a smoke-free facility inside and out.

## ANIMALS

Due to health codes, under no circumstances will animals, other than service animals, be allowed inside the Dining Hall.

## RESIDENTIAL COMMUNITY

The Chautauqua Dining Hall is a commercial establishment situated within a residential community. This community was established in 1898 as a haven of peace and quietude, in harmony with nature. It is important that all of our guests respect the Chautauqua cottagers and maintain the atmosphere intended by Chautauqua founders.

## MANAGEMENT DISCRETION

Management reserves the right to take action if reasonable standards of decorum and courtesy are not observed. This includes, but is not limited to, lowering the music volume, not serving inebriated guests, requiring the removal from the Dining Hall of overly loud or abusive guests, closing the bar or ending a party earlier than scheduled. While we have no desire to inhibit anyone's ability to enjoy a special event, it is vitally important that guests respect our neighbors and maintain a safe and peaceful environment for everyone at Chautauqua.

## CUSTOMER AGREEMENT

I have read and agree to the policies set forth by the Chautauqua Dining Hall.

Client: \_\_\_\_\_

Date: \_\_\_\_\_