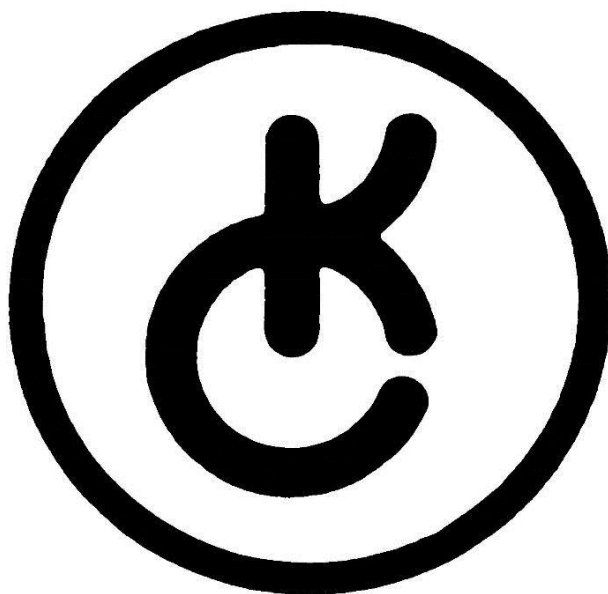


KEN-CARYL RANCH FACILITIES AND EVENT INFORMATION



For reservations contact:
303-979-1876
guestservices@kcranch.org

Ranch House: 7676 S. Continental Divide Rd. Littleton, Colorado 80127

Dakota Lodge: 14422 West Ken- Caryl Ave. Littleton, Colorado 80127

Community Park: 7950 Sangre de Cristo Road Littleton, Colorado 80127

INTRODUCTION

The Ken-Caryl Ranch Metropolitan District offers a variety of facilities for use that can accommodate a wide range of functions.

The most popular and largest of our facilities is the Shaffer Room in the Ranch House. This facility will hold up to 130 people for weddings, receptions, parties, banquets, meetings, and conferences. There is a large brick fireplace at one end of the room and a partial kitchen behind a bar at the opposite end. The room has a vaulted beamed ceiling and two carpeted areas at either end with a wood floor in the center. Access to this room is up a large winding staircase to the second-floor landing. A cozy lobby area enriches the entrance through double leaded glass doors. It is ADA accessible with an elevator lift.

The Bradford Room, located on the first floor at the Ranch house is a smaller room which accommodates parties, meetings and conferences. It will accommodate up to 108 people and has a partial kitchen.

The Dakota Lodge is located on the Equestrian Center grounds. It is a single-story building with a large room that will accommodate up to 75 people for weddings, receptions, parties, banquets, meetings, and conferences in a park setting. The room has a full kitchen, a cement floor and an adjacent outside patio area with a gas fireplace.

RENTAL OF FACILITIES

- 1) No person under 21 years of age may reserve the rooms at the Ranch House, the Dakota Lodge or the parks areas.
- 2) The occupancy limitations of rooms must be observed when scheduling and planning functions or the deposit will be forfeited.

Shaffer Room	not to exceed 130 persons
Bradford Room	not to exceed 108 persons
Dakota Lodge	not to exceed 75 persons

Procedure for Reserving Ken-Caryl Ranch Facilities:

- Contact Ranch House: 303-979-1876 or guestservices@kcranch.org for availability.
- Secure reservation with \$200.00 deposit (held as damage deposit)
- Full Payment due 3 weeks before event to avoid loss of deposit.

GENERAL GUIDELINES

- Other recreational facilities are not available without prior arrangements.
- Common courtesy for surrounding neighbors should prevail as to length of parties and sound level of entertainment. All music must be contained within the building.
- Crepe paper, posters, banners, etc., are not to be taped or stapled to the walls. Candles are prohibited.
- Resident/Non-Resident reserving facility must stay for the duration of the event.
- No rice (thrown) or confetti are allowed in rooms or outside.
- The staff on hand will be happy to turn on fireplaces upon request.
- Rental of the Dakota Lodge does include the playground area which is considered a common public area.
- The Dakota Lodge may be rented from 7:00 a.m. until 10:00 p.m.
- Shaffer & Bradford rooms may be rented from 8:00 a.m. until 1:00 a.m.
- Balloons must be attached to a weight



KEN-CARYL RANCH METROPOLITAN DISTRICT
Facility and Park Rental Rates - **Effective January 1, 2020**

All private bookings require a minimum two hour booking with a refundable Hold/Security deposit of \$200.00

Facility	Room	Capacity	Resident	Non-Resident	*Community Groups And Schools	*Business Group Meetings
Ranch House	Shaffer Room	130	Mon.-Thurs. \$82 / Hour <hr/> Fri.-Sun. \$122 / Hour	Mon.-Thurs. \$122 / Hour <hr/> Fri.-Sun. \$162 / Hour	Mon.-Thurs. Free <hr/> Fri.-Sun. \$27 / Meeting <hr/> Events, Parties \$42 / Hour	After Business Hours \$27 / Meeting
Ranch House	Bradford Room	108	Mon.-Thurs. \$62 / Hour <hr/> Fri.-Sun. \$92 / Hour	Mon.-Thurs. \$92 / Hour <hr/> Fri.-Sun. \$122 / Hour	Mon.-Thurs. Free <hr/> Fri.-Sun. \$27 / Meeting <hr/> Events, Parties \$42 / Hour	After Business Hours \$27 / Meeting
Dakota Lodge	Lodge Room	75	Mon.-Thurs. \$62 / Hour <hr/> Fri.-Sun. \$92 / Hour	Mon.-Thurs. \$92 / Hour <hr/> Fri.-Sun. \$122 / Hour	Mon.-Thurs. Free <hr/> Fri.-Sun. \$27 / Meeting <hr/> Events, Parties \$42 / Hour	After Business Hours \$27 / Meeting
Dakota Lodge	Conference Room	15	\$42 / Hour	\$62 / Hour	Mon.-Thurs. Free <hr/> Fri.-Sun. \$27 / Meeting	After Business Hours \$27 / Meeting
Parks: Ranch House Community Bradford			\$42.00 5-hour block 10:00am -3:00pm 3:00pm -8:00pm	\$62.00 5-hour block 10:00am -3:00 3:00pm-8:00pm		

ALCOHOLIC BEVERAGE USE

The District Board of Directors has set the provisions which must be followed when serving alcoholic beverages at any District operated facility. The guidelines have been set-up through Resolution M.D. 89-134.

1. Any special group that can **sell** beer or wine on the Ranch property but must obtain a special liquor license: from Jefferson County.
2. These parties are required to provide the District with a certificate verifying a special license and carry \$500,000 liquor liability coverage for the one-time event. This coverage must hold the KCRMA and the KCRMD harmless regarding any present or future claims resulting from the group serving alcoholic beverages.
3. Individuals who rent any District operated facility for weddings, parties, dinners etc., *may serve alcohol at no charge*, only if they indemnify the KCRMA and KCRMD and sign an agreement stating those conditions.
4. Aquatic Facilities synopsis of the Resolution is as follows:

Due to the inherent liability surrounding the operations of aquatic facilities, the District disallows the consumption of liquor at any of the District operated swimming pools at any time.

LESSEE RESPONSIBILITY

Failure to comply will cause risk of loss of deposit.

1. Check in at the beginning of the function and out at the end of the function with the staff person on duty.
2. Remain within the occupancy limitations.
3. Observe hours reserved. Early arrival or late departure (includes caterers, musicians, and all members of your function) will result in additional fees. And due to other rentals may not be able to be accommodated.
4. Any disorderly conduct, noise, nuisance, etc., surrounding said premises having a tendency to unduly disturb any persons within the vicinity.
5. Abide by to Ken-Caryl Ranch signage guidelines. (No signs advertising event are allowed.)

INVENTORY OF ITEMS AVAILABLE WITH FACILITIES

SHAFFER ROOM (Maximum occupancy 130)

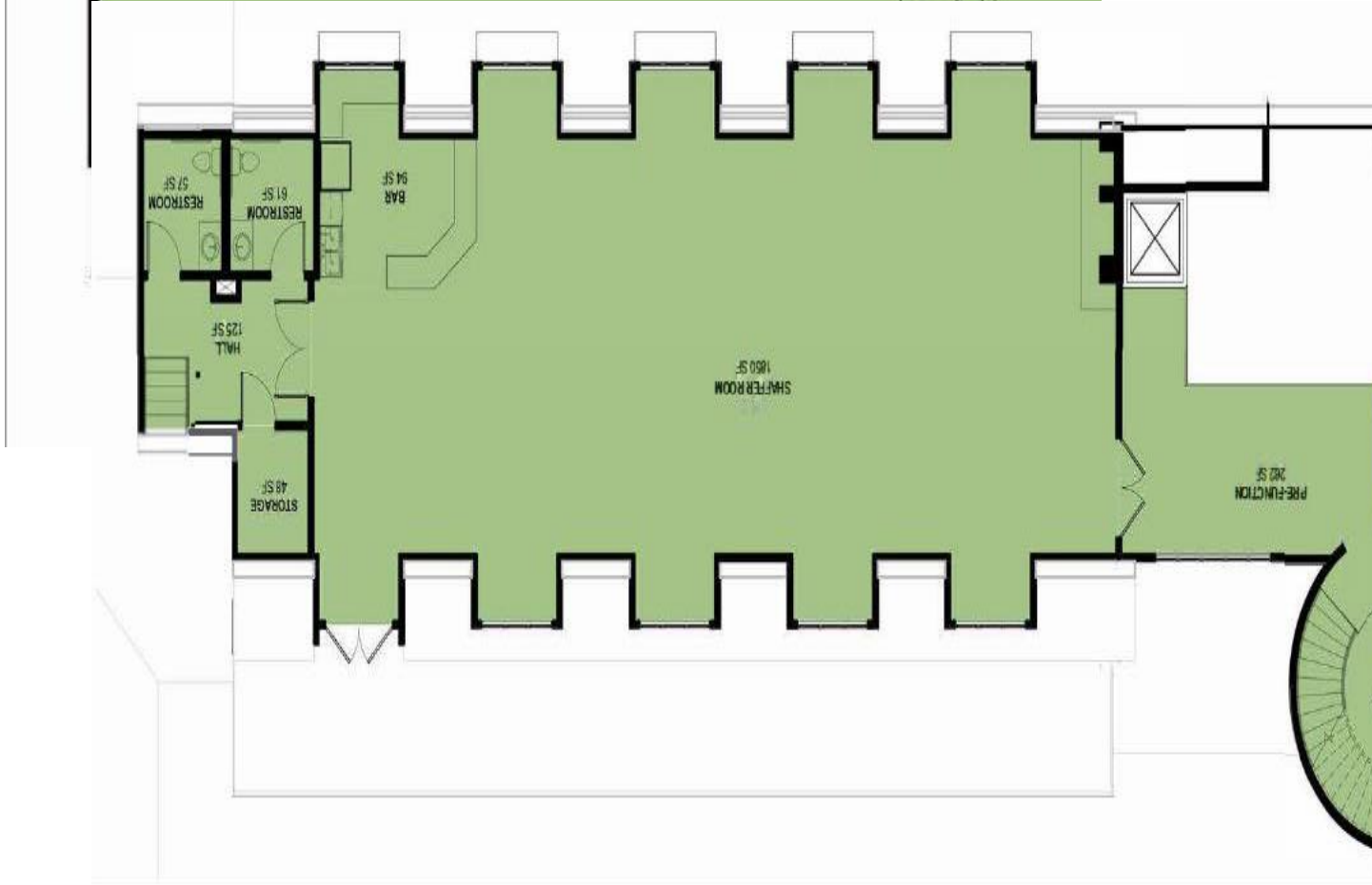
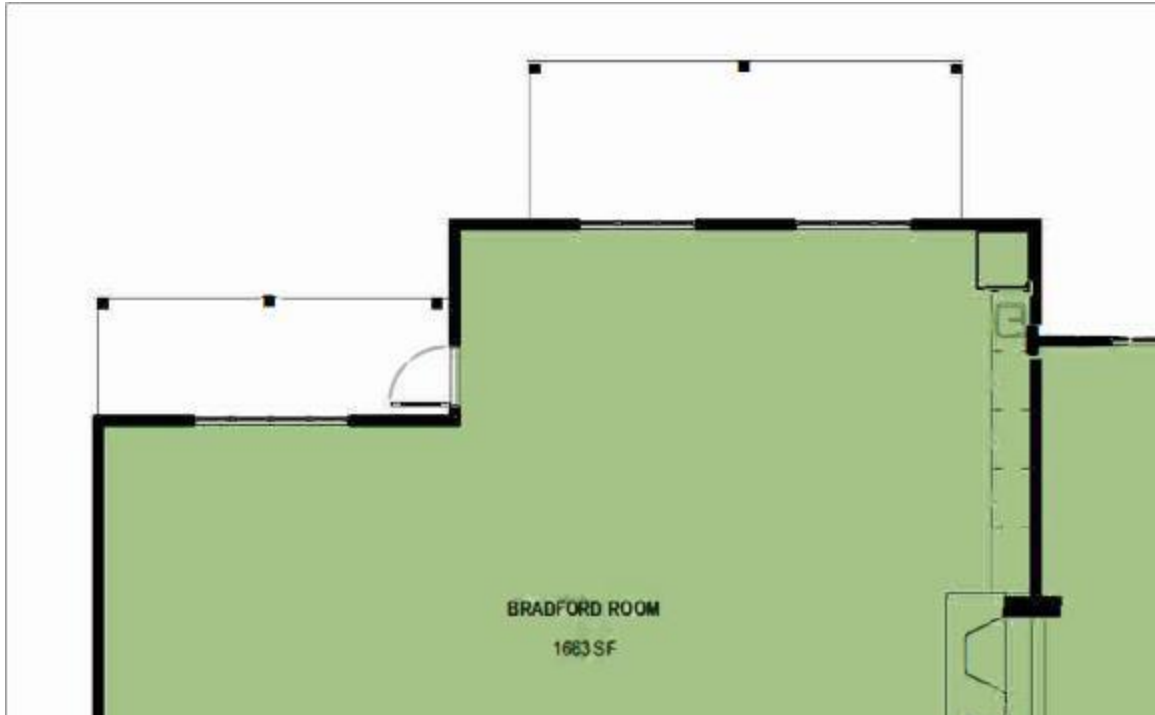
- Four 48" round tables, seat six per table
- Four 36" square tables, seat four per table
- 32 cream leather armless table chairs
- Seven cream leathered armless high-top chairs
- Eight club chairs around a large ottoman
- Ten 6-foot by 30" folding tables seat 8 per table
- Two 8-foot by 30" folding tables
- Sixty folding chairs
- One 5-foot round table
- Partial kitchen: microwave/sink/refrigerator (no stove top or oven)
- Double sink with disposal and a refrigerator with ice maker
- Projection screen (projector available for rent for an additional \$25.00)
- Gas fireplace
- Sound System with wireless mic
- One podium

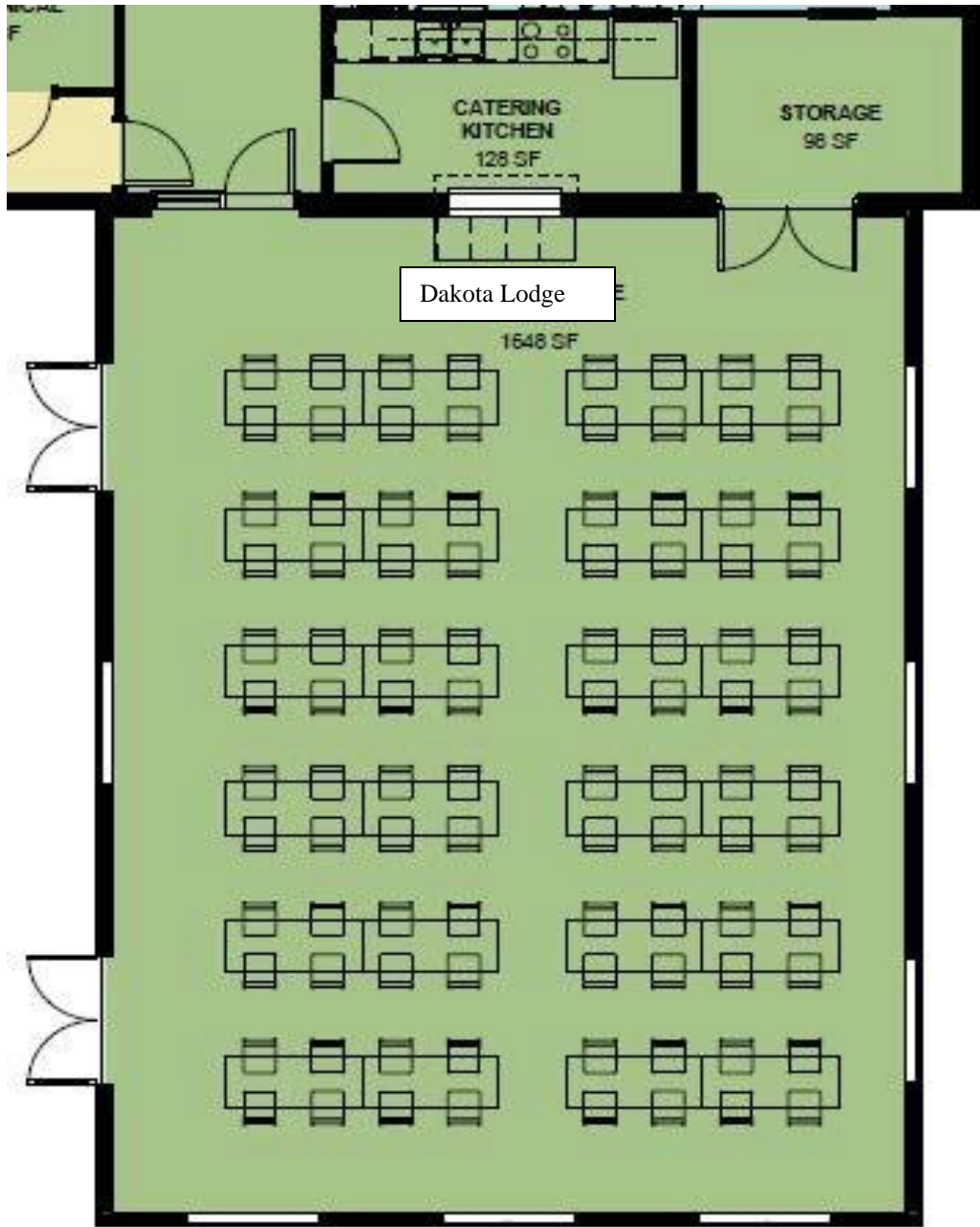
BRADFORD ROOM (Maximum Occupancy 108)

- Eight 6-foot by 30" folding tables
- Six 3-foot by 3-foot folding tables (card tables)
- Two 8-foot by 30" folding tables
- Two folding corner tables
- Seventy-five upholstered stacking chairs
- Partial kitchen: microwave/sink/refrigerator (no stove top or oven)
- Projection screen/sound system (projector available for rent for an additional \$25.00)
- Podium

DAKOTA LODGE (Maximum occupancy is 75)

- Ten 6-foot by 30" folding tables
- Two 8-foot by 30" folding tables
- Eighty folding chairs
- Full kitchen/ projection screen /sound system/ various yard games





Rental Space Policies - 2020

Ken-Caryl Ranch Metro District offers discounted rental rates for residents and special groups. Below is more information on these rates and qualifications for each.

Sub-Associations and Official Committees

- Sub-Associations and official MD or MA committees or task forces will have one free meeting per month or additional meetings if necessary, for a special project.

Ken-Caryl Ranch Businesses

- A business residing in the Ken-Caryl Ranch business park may have 2 free meetings per year if scheduled during regular business hours. Maximum of 3 hours per meeting. Additional meetings are \$27/hr.

Community Groups and School Groups

- Free regular or business meeting space. 1 meeting, up to 3 hours, per month. Must be booked during regular business hours: Monday through Thursday during business hours only.
 - Ranch House – 8:00 a.m. – 5:00 p.m.
 - Community Center – 5:30 a.m. – 9:30 p.m.
 - Dakota Lodge – 7:00 a.m. – 5:00 p.m.
- \$27/hour - Additional meetings or meetings after hours or on Friday Saturday or Sunday (3-hour maximum)
- \$42/hour – Special events, parties and fundraisers.

Community Groups must be authorized by staff. Please see the Community Group application. A Community Group is defined as a social or networking group whose members are majority (51%) Ken-Caryl Residents and whose purpose or mission is to support and benefit the Ken-Caryl Ranch community.

School Groups must be officially affiliated with a school. The group must be school staff, PTA, or official social, cultural or athletic group of the school.



Ken-Caryl Ranch Metro District

2019 Community Group Rental Application

Please complete this form to apply for discounted Community Group rental rates at the Ranch House, Community Center and Dakota Lodge.

A Community Group is defined as a social or networking group whose members are majority (51%) Ken-Caryl Ranch Residents and whose purpose or mission is to support and benefit the Ken-Caryl Ranch community.

Group Name: _____

Group contact person (must be Ken-Caryl Ranch resident): _____

Phone: _____ Email: _____

Address: _____

Group's Mission / Purpose: _____

Total number of members: _____

Total number KCR residents: _____

Please list names and addresses of members for our records: (additional space on second page)

Name:	Address:
_____	_____
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_____	_____

Please list names and addresses of members for our records: (continued)

Name:	Address:

Community Group Meeting Space and Rates

Free Meeting Space Options (reserved on first come, first served basis)

Community Center (Mastodon room only)
 Monday – Thursday: 6 a.m. – 8 p.m. (excluding 12 p.m. -2 p.m.)
 Friday: 6 a.m. – 7 p.m. (excluding 12 p.m. -2 p.m.)

Dakota Lodge
 Monday – Thursday: 8:00 am – 5:30 p.m. (Lodge Room only)

Ranch House
 Monday – Thursday: 8 a.m. – 5 p.m.

Discounted Rate – Additional meetings, after hours meetings, or Friday – Sunday.

- \$27/meeting – 3-hour max.

Discounted Special Event, Party, Fundraiser Rate

- \$42/hour

Group Contact Signature: _____

Date: _____

Staff Use Only: (initial approval or denial)		Date: _____
_____ Approved Group	_____ Denied Group	
Reasoning: _____		
