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THE RUSH
EVENT CENTER

EVENT GUIDE

Welcome to The Rush Event Center

We are excited and honored to have the opportunity to be part of your special day. Please review the following information enclosed in this packet and should you have any questions we would be happy to answer them for you!

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Event Hours

Events may be scheduled between the hours of 9am and 10pm (for outdoor receptions) 12am for (indoor receptions) with an additional charge for each hour past 10pm in order to comply with the neighborhood noise ordinance. We do require a minimum of 6 hours for events booking both ceremony and reception.



Venue Rental

The Rush facilities can be rented for your reception, or both ceremony and reception. Functions requiring special set-ups (e.g., staging, special lighting, tents, etc.) may incur an additional charge. An estimate will be determined upon your set-up needs. Please refer to the Facility Rental packages for pricing.

Decorations

All decorations must be pre-approved by The Rush event manager. Decorations cannot be posted, nailed, screwed, glued or otherwise attached to walls, floors, doors, ceilings, furniture, windows, or any other part of The Rush. Glitter and confetti is not permitted. The Rush can set up and take down any decorations you have, for an additional charge based on an hourly estimate and will be determined upon your needs.

Deposit

The Rush Event Center requires a 25% deposit that goes toward your total event cost. Along with a signed contract to secure your date.



Payment

A mid-project payment of 50% is required halfway between the date of deposit and event date. The balance remainder along with the final guest count and any additional add-ons is required to be made 14 days before event date.

Parking Lot Use

The parking lot is primarily used for parking only, no outside vendors are allowed to park or serve from the parking lot without prior approval. Alcohol is not allowed in the parking lot, all displays or any event-related equipment must be pre-approved. If you would like the use of a portion of the parking lot, a detailed drawing or plan must be submitted prior to any approval. Additional restrictions and charges may apply.



Beverage Policy

All beverages alcoholic or non alcoholic must be purchased through The Rush.

The Rush is unique in the fact we have obtained and manage an on-premises liquor license. The Rush adheres to all Colorado Liquor Laws and regulations. It is a violation of Colorado Liquor Law to bring outside alcohol onto a licensed premises. Therefore, all alcohol purchases and services must be obtained through The Rush. If someone is suspected of bringing in their own alcohol, the alcohol will be confiscated, and that person will be removed from the facility for the duration of the event. No served alcohol is allowed outside of The Rush's Licensed Premises, which consists of the facility building and the fenced in area. No person without a valid ID or any individual under the legal drinking age of 21 may consume alcoholic beverages on our premises. The Rush is required to have a certified bartender serve alcohol at any event. We will provide you with the bartender.

Although pop and other beverages are not directly related to the liquor license, we feel it necessary to control all beverages within the facility because of the restrictions we have to adhere to protect and maintain our license. This prevents our event staff from having to monitor underage drinking, inspection of all coolers, and having to monitor what is being brought into the facility during an event. Because of this policy, The Rush offers discounted rates for non-alcoholic beverages if you book an event. We will make every effort to be as competitive and creative as possible with our pricing to keep the cost down for your party or event.

We appreciate your understanding and cooperation!

Bar Arrangements

Cash Bar

Beverages are sold on a cash basis. Each guest pays for beverages ordered.

Hosted Bar

Specific items are chosen to be hosted throughout the event and a tab will be set up and paid for by the host. Additional items not included in the hosted bar will still be sold on a cash bar basis to the guests.

Open Bar

Beverages are billed to the host or hostess on a per drink basis. The host can choose to set a dollar amount, which may be extended throughout the night, or the bar can turn to a cash bar once that amount is reached.

Drink Tickets

Drink tickets can be pre purchased by the host for specific drinks.

Non-Alcohol Options



Pitchers of Pop Or Juice

64 oz pitchers which serve 5.3 12 oz drinks. You get 2 refills per pitcher.

1 item, \$10/item

\$10



Drink Dispensers

Your choice of any type of juice, tea, or flavor infused water in a stylish 2.5 gallon glass drink dispenser, which serves 21.3 12 oz drinks.

1 item, \$25/item

\$25



Pop Cans

12 pack of pop or sparkling water.

1 item, \$12/item

\$12



Tea Set Up

Sugar packets, sugar substitute packets, and sliced lemons. Price is per gallon of tea being served.

1 item, \$7/item

\$7



Bottled Water

Cold bottled water in ice for your guests to help themselves to. Case of 40.

Quantity: 1

\$10



Fresh Sliced Fruit Set Up

Sliced Lemons, limes, strawberries, raspberries, and mint Leaves. Price is per tray of fruit.

1 item, \$20/item

\$20

Outdoor Pavilion

We are in the process of building a beautiful private outdoor ceremony site with a covered pavilion and stage for you to say your vows on! This will be available to rent September 2023. This area can seat up to 150 guests. Included in all packages for this is one hour for ceremony, a ceremony arch, white padded chairs, set-up and break-down of basic decor. If more than an hour of set up for your decorations is required, an additional staff fee of \$50 an hour will be added to your proposal. This includes an hour rehearsal for ceremony, scheduled at time that accommodates other events scheduled.

Event Center

For guests wanting an indoor ceremony our beautifully remodeled event center is the perfect place! This area can seat up to 170 guests. Included in all packages for this site is our beautiful event chairs. For inside weddings, take the stress of you and your family and friends and allow us to change the ceremony set up to the reception set up! We do require a room flip fee of \$200.00 added on to your package in order to switch out the ceremony to the reception, this includes the set up the tables and chairs, linens and centerpieces added onto the tables.



Event Center Rental Packages



Pebble Pack

- Tables and chairs for up to 50 guests
- 4 additional accessory tables
- Discounted rates for parties held Monday-Thursday - \$125/ Hour

1 hour, \$175/hour **\$175**



The Stream Pack

- Tables and chairs for up to 80 guests
- 4 additional accessory tables
- Discounted rates for Parties held Monday-Thursday - \$200/ Hour

1 hour, \$225/hour **\$225**



The River Pack

- Tables and Chairs for up to 120 guests
- 4 additional accessory tables
- Discounted rates for parties held Monday-Thursday - \$225/ Hour

1 hour, \$275/hour **\$275**



The Rush Pack

- Tables and Chairs for up to 190 guests
- 4 additional accessory tables
- Discounted rates for parties held Monday-Thursday - \$325/ Hour

1 hour, \$350/hour **\$350**



Catering Kitchen

The catering kitchen features a refrigerator, freezer, microwave and warming oven. Suitable to service any size party. Access to the catering kitchen has a fee associated depending on the size of your party and equipment utilized.

(price listed is subject to change depending on party size)

Quantity: 1 **\$150**

Audio & Visual add on's

The Rush features two televisions, one in the bar area and one facing the seating area, as well as a projector with a 6' screen. We have a wall outlet that allows you to plug in your laptop, iPad, or tablet and display your content on the projector.



Televisions

This covers access to both the bar television and the seating areas 65" flat screen TV's.

1 item, \$50/item **\$50**



Microphone

The PA system is state of the art. When you have music on the bluetooth surround sound system, as soon as you speak into the microphone the music automatically pauses and then re starts once you stop speaking.

Quantity: 1 **\$75**



Projector and 6' Projector Screen

The Projector is capable of playing either regular television, pay per view events, or you can connect your laptop, Ipad or any tablet and play your own videos and content.

Quantity: 1 **\$100**

Table Linens



Premium Table Linens

Premium table linens in your choice of black or white.

1 item, \$16/item **\$16**



Premium Colored Table Linens

We offer a variety of colored table linens in a polyester, satin, and textured linen fabric.

1 item, \$20/item **\$20**



Satin Chair Sashes

We offer a variety of colored chair sashes, that can be styled in several ways.

1 item, \$2.50/item **\$2.50**



Curly Chiffon Chair Sashes

We offer a variety of colored chiffon chair sashes, that can be styled in two different ways.

1 item, \$4/item **\$4**