

OUR SPECIAL OFFERS
FOR YOUR
PRIVATE EVENT


ASPEN MEADOWS RESORT
HOME OF THE ASPEN INSTITUTE
A DOLCE RESORT™



Susan Dickinson
Catering Sales Manager
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Please contact me personally to arrange an appointment.

CATERING FACT SHEET

CATERING DEPARTMENT

Our Catering Sales Manager will assist you in planning every aspect of your food and beverage event, room arrangements and hotel details.

ROOM BLOCKS

The Aspen Meadows Resort offers you the option to secure room rates for your event. These guest suite rates will be extended to your guests up to 30 days prior to your event date, at which point the special rate will expire. Minimum night stay requirements may apply based on the season.

MENU GUIDELINES

A set menu ensures the very finest quality of service for you and your guests. If you wish to offer a choice of entrées to your guests, you may select up to two entrée choices. For all remaining courses (salad & dessert) please select one item. Should you choose to offer your guests a choice of entrées, the highest entrée price will apply to all of your entrée selections. All entrée selections and final guarantees are required three business days prior to your function. Vegetarian options are prepared for up to 2% of your final guarantee at no additional charge. Buffets will be serviced for a two hour time limit. Additional fees will apply thereafter of \$100 per hour.

GUARANTEE

A final confirmation or guarantee number of attendees shall be given to the resort by 12:00 p.m., three business days prior to the function. The guaranteed number of guests cannot be reduced after this time and the final count will be charged based on the final guarantee or actual number of guests, whichever is greater. We will make an allowance to prepare 2% over your guarantee. Preliminary Contracts are due 2 weeks prior to an event.

DEPOSITS AND SPACE CONFIRMATION

Dates are considered definite upon receipt of the initial deposit and the signed Catering Contract.

CANCELLATION POLICY

All events are considered definite upon receipt of the signed Catering Contract. If you cancel your function 90 days or more before your event, your initial deposit will be forfeited. If you cancel your function 89-61 days out, you shall remain responsible for 25% of the estimated charges of your event. If you cancel your function 31-60 days out, you shall remain responsible for 50% of the estimated charges of your event. If you cancel your functions less than 30 days out you shall remain fully responsible for 100% of the estimated charges of your event.

ALCOHOLIC BEVERAGES

The Aspen Meadows offers hosted or non-hosted bars. If no bar is requested for parties of 20 or more people, an extra server will be added at \$75.00 to take drink orders. The sale and service of all alcoholic beverages is regulated by the Colorado State Division of Alcoholic Beverages and Tobacco. The Aspen Meadows is responsible for the administration of those regulations. Therefore, it is a policy and health regulation that NO alcoholic beverages or food may be brought on or off property.

DECORATIONS

Decorations, signage or displays brought onto the property must be approved prior to arrival. Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance in order to prevent damage to the fine fixtures and furnishings. In addition, absolutely no confetti of any kind may be used. There is a \$250.00 cleaning fee for removing any excess decorations. Labor fees may apply to excessive decoration set-up or removal.

OUTDOOR ENTERTAINMENT

All entertainment must conclude by 10:00pm, provided there are no complaints for outdoor events. This is in accordance with local ordinances and with respect toward other guests on property.

FUNCTION ROOMS

If a function room is being used for sales or selling tickets, a business license must be obtained from the City of Aspen. Please call 970-920-5036.

SMOKING

Smoking of Cigars and/or Cigarettes is not allowed in any of the function spaces.

CHARGES & FEES

Prices on our Banquet Menu are exclusive of tax and gratuity. Gratuity is 22%, and Aspen tax is currently 9.0%. There is a 20% coordination fee for all items ordered, rented or billed from outside vendors through the Aspen Meadows. Prices are subject to change.

FOOD & BEVERAGE ESTIMATES

\$18.00 - \$28.00 Per Person for Breakfast events.

\$25.00 - \$50.00 Per Person for Lunch events.

\$64.00 - \$125.00 Per Person for Dinner events. (Plus Liquor and additional options)

BARKSDALE LOBBY

A great beginning to any party needs an equally great space. Welcome to Barksdale Lobby located at the entrance of the Doerr-Hosier Building. This venue provides exquisite lighting and modern interior designs.



Room Size:	1,200 sq. ft.
Room Height:	22'7"
Banquet:	64 people
Reception without Buffet:	175 people
Room Rental:	\$1,000.00

MCNULTY ROOM

McNulty offers you a romantic and exciting atmosphere for the wedding or private event of a lifetime. The floor to ceiling windows and breathtaking views of Red Mountain bring the outdoors inside. With Aspen's largest indoor stage and housing the most up-to-date technology, the possibilities in this location are endless!



Room Size:	4,235 sq. ft
Room Height:	30'4"
Block Table:	60 people
Theater:	500 people
Banquet without Buffet:	330 people
Banquet with Buffet:	280 people
Reception:	400 people
Room Rental:	\$5,000.00

CATTO ROOM

The is no other way to impress your board members than to host your next meeting or retreat in the Catto Room. IACC (International Association of Conference Centers) certified meeting conditions comfort your clients while still offering the majestic views of Red Mountain. Located on the top level of the Doerr-Hosier Building, with a connecting outdoor terrace and elevator access.



Room Size:	666 sq. ft
Room Height:	12'6"
Block Table:	24 people
Theater:	50 people
Reception:	75 people
Room Rental:	\$2,000.00

KAUFMAN ROOM

This location offers a wide variety of styles for any event. A great space for silent and live auctions, bar/bat mitzvah ceremonies and smaller private dinners. Located in the new Doerr-Hosier Building, Kaufman Room also includes an outdoor terrace with views of Red Mountain and the Roaring Fork River.



Room Size:	1,145 sq. ft.
Room Height:	12'6"
Theater:	100 people
Classroom:	40 people
Banquet without Buffet:	56 people
Banquet with Buffet:	40 people
Reception:	100 people
Room Rental:	\$2,000.00

BASS TERRACE



Room Size:	1821 sq. ft.
Reception:	150 people
Dining:	30-35 people
Room Rental:	\$2,000.00

HEFNER LOUNGE

Anniversary celebrations, high school graduation parties and cocktail receptions, Hefner Lounge is a perfect setting for your most intimate occasions. With its Bauhaus-style furnishings and décor this location offers captivating views of the Aspen Mountain, Highlands and Buttermilk.



Room Size:	1,100 sq. ft.
Room Height:	8 feet
Theater:	80 people
Banquet:	40 people
Reception without Buffet:	90 people
Reception with Buffet:	60 people
Room Rental:	\$500.00

PLATO'S RESTAURANT

Plato's Restaurant is filled with charm and character. The newest addition to the Meadows Reception Center, Plato's opened in winter 2005. A gorgeous setting for a more intimate gathering, it is hard not to fall in love with this venue. The magnificent view during sunset becomes as much a part of the experience as the delicious meal.



Room Size:	850 sq. ft.
Room Height:	18'
Block Table:	32 people
Banquet without Buffet:	48 people
Banquet with Buffet:	40 people
Reception:	75 people
Room Rental:	\$2,500.00

MEADOWS RESTAURANT

A great venue for large brunch or dinner banquets for 120 guests or less. 180 degree views of Buttermilk and Aspen Highlands with a connecting outdoor patio for an additional 50 guests! The Meadows Restaurant showcases the Bauhaus style of the building and the resort.



Room Size:	1,375 sq. ft.
Room Height:	8 feet
Block Table:	50 people
Banquet without Buffet:	120 people
Banquet with Buffet:	100 people
Theater:	150 people
Reception:	150 people
Room Rental:	\$1,000.00

MERRILL PATIO

The encompassing Aspen trees create a fairytale setting for a more intimate wedding ceremony location here on Merrill Patio. From 10 guests to 250, Merrill Patio contains views of Buttermilk and Aspen Highlands sure to amaze your guests. Merrill Patio is also a sought after venue for outdoor cocktail receptions or private luncheons.



Theater:	up to 250 people
Patio Tables:	48 people
Reception:	200 people
Ceremony Site Fee:	\$1,400.00
(Includes removal of patio furniture and set-up. Chairs do need to be rented by an outside rental company.)	
Event Site Fee	\$500 (existing set up)



ANDERSON PARK

There are no words to describe the natural beauty Anderson Park embraces. Herbert Bayer created this romantic environment in 1973, and for many, has been that serene location to say "I do". From 10 guests up to 300, Anderson Park has 360 degree views of the majestic Rocky Mountains perfect for your special day.



Theater:	300 people
Reception	300 people
Site Fee:	\$1,500.00
Note: Chairs need to be rented from an outside rental company	



ADDITIONAL SERVICES

GUESTS ROOMS

Please ask us about our rates. Room Rates do not include breakfast.

Jr. Suite
One Bedroom Suite
Two Bedroom Suites

BAR SETUP

\$150 per bar

COAT CHECK

Should you choose it:

Per Attendant, Per Hour \$25.00
(We recommend 2 for parties over 75 guests)

PARKING

Should you choose it:

On-Site Parking Assistance \$5/guest
(Includes use of golf cart and shuttle vans along with 2 bellmen to assist)
Off-Site Dedicated Shuttle \$85/each way

CAKE CUTTING

\$3/guest

EXCESSIVE FURNITURE MOVING/REMOVING

\$250

WINE SERVICE FEE – NON PROFIT EVENTS ONLY

\$1 per bottle of beer
\$15 per bottle of wine
\$30 per bottle of liquor
~ Based on consumed bottles ~

NIGHT SURCHARGE

After midnight we will have an extra cost per server of \$30/server/hour.



PREFERRED VENDORS

EVENT PLANNERS

DL Event Planning
P.O. BOX 9223
Aspen, CO 81612
970.925.4223

Jason Burns
jason@dleventplanning.com
www.dleventplanning.com

EKS Events
P.O. BOX 329
Aspen, CO 81612
970.927.8808

Elizabeth Slossberg
elizabeth@eksevents.com
www.eksevents.com

Events by Windy
100 Easy Street
El Jebel, CO 81623
970.319.0058

Windy Gillespie
windy@eventsbywindy.com

Jane Floyd & Associates, Inc.
P.O. BOX 5843
Snowmass Village, CO 81615
970.923.2333

Jane Floyd
jfloyd@sopris.net
www.janefloydassociates.com

Aspen Eventworks, Inc.
309 Pitkin Iron Road
Aspen, CO 81611
970.618.5750

Debra Doyle
debra@aspeneventworks.com
www.aspeneventworks.com

Bluebird Productions
P.O. Box 2706
Aspen, CO 81612
970.948.7757

Virginia & Chelsea
virginia@bluebirdaspen.com
www.bluebirdaspen.com

FLORISTS

Harrington Smith, Inc.
P.O. BOX 2316
Aspen, CO 81612
970.927.8545

Eileen Harrington
info@harringtonsmith.com
www.harringtonsmith.com

Aspen Branch
309 ABC
Aspen, CO 81611
970.925.3791

Beth Gill

www.aspenbranch.com

Mountain Flowers
103 South Monarch Street
Aspen, CO 81611
970.920.6912

Wendy
mtflower@sopris.net
www.mountainflowersofaspen.com

LIGHTING

Alchemy
970.927.515

Stu Urfrig, President

Halcyon Productions
P.O. Box 377
Basalt, CO 81621
970.927.388

Heath Manning

PHOTOGRAPHERS

Savi Event Photography
310.614.4507

Riccardo Savi
riccardo@savieventphotography.com
www.savieventphotography.com

Alice Koelle Photography
617 West Main Street
Aspen, CO 81611
970.925.9210

Alice Koelle
koelleal@rof.net
www.alicekoelle.com

Gregg Adams Photography
0119 Arapahoe
Carbondale, CO 81623
970.963.0721

Gregg Adams
gregg@weddingeventphoto.com
www.weddingeventphoto.com

Luminance
417 Main Street
Carbondale, CO 81623
970.963.7406

Jenni Noah
www.luminancephotography.com

MUSIC

Platinum Productions
970.544.4959
(DJ)

Dylan Regan
www.aspendj.net

Bill Parish Productions
1378 Barber Drive
Carbondale, CO 81623
970.963.2270

Bill Parish
billparish@rof.net
www.billparishproductions.com

Starkey Productions
2828 N. Speer Blvd, Suite 101
Denver, CO 80211
303.750.6111
(Themed Bands and Shows)

Turi Gustafson
turi@starprousa.com
www.starprousa.com

CAKES

Aspen Meadows Resort - Pastry
Contact: Susan Dickinson, Catering Sales Manager
970.544.7823

Classic Cakes of Aspen
970.927.5450

Sandy Hargrave

D'Elissious Cake Studio of Aspen
970.948.5668

Elissa Buckley

RENTALS

Bethel Party Rentals
5396 County Road 154
Glenwood Springs, CO 81601
970.404.1857

Maria Sanchez
marias@bethelpartyrentals.com
www.bethelpartyrentals.com