



## **Lone Tree Hub** **FACILITY RENTAL INFORMATION**



The Lone Tree Hub located at 8827 Lone Tree Parkway, Lone Tree, CO, 80124 and may be reserved by any community members and groups. The front desk is open weekdays from 9am to 1pm.

**FACILITY AMENITIES:** Capacity of rooms differs depending on additional furniture, chairs and tables requested for the event.

- 2 Classrooms, Capacity- 48 or capacity of 97 for both rooms with wall open and combined
- 1 Conference Room, Capacity-15 at table; 41 total
- Main Hall, Capacity- 267
- Kitchenette (no oven or stove)

**TABLES/CHAIRS/ADD ONS:** You may request specific tables **BUT not all tables may be available for your event. If there are multiple events happening simultaneously we reserve the right to utilize the tables staff feels best suits your event.**

- 22 - 5' x 2' seminar tables; depending on the set-up it will determine how many can be seated at the table
- 20 - 3½' x 3½' card tables; depending on the set-up it will determine how many can be seated at the table
- 5 - 6' x 3' banquet tables; depending on the set-up it will determine how many can be seated at the table
- Approximately 200 chairs
- Audio/Visual equipment and extras: Projector screen(Prairie Sky Classroom) , Smart TV (Timberline classroom and conference room) and podium without microphone (*No additional charges for A/V or extras*)
- We set-up and tear down the tables and chairs.
- We have the tables and chairs to seat up to 120 for dinner, however extra tables and chairs may be brought in at Lessee expense.

**WE DO NOT PROVIDE:**

- Linens/table covers
- Decorations- NO CONFETTI (including confetti balloons), GLITTER, HAY, STRAW, REEDS OR VINES THAT SHED.
- Party hosts/planners
- Extension cords
- Dinnerware such as cooking utensils, bowls, plates, eating utensils, etc.

### **THINGS TO NOTE**

#### **GETTING A QUOTE**

- Please fill out a Rental Inquiry Form completely. Forms can be found at the front desk of The Hub.
- If you wish to take the form with you please email all of the information requested on the form to [hubrentals@ssprd.org](mailto:hubrentals@ssprd.org). Not providing the information on the form will delay your quote.
- To set up a time to walk through the facility you can email your meeting request to [hubrentals@ssprd.org](mailto:hubrentals@ssprd.org).

#### **PRICING AND FEES**

- Prices vary depending on if you live in or out of the district.
- Your reservation is not complete until the balance is paid in full. We cannot hold a reservation without payment.
- If your event includes food and or decorations a \$100 cleaning deposit will be added to your reservation.
- # of attendees determines the number of staff members that will need to be scheduled for your event and they type of space you will need.
- We allow 15 minutes before the event start time for set-up and 15 minutes after for tear-down and clean up at no charge. The run over fee is \$50.00 flat fee. NO events will run past 9pm on Saturdays.

**HOURS**

- We are available for rental during the hours of 8:00 am – 9:00 pm seven days a week with the exception of holidays. Sunday reservations require a minimum of 3 hours –not including set-up or break-down time.

**ALCOHOL**

- If you are hosting a private event where only people on a specific guest list are allowed in the facility (no open invitations, no advertising on social media, no walk-in guests allowed): Alcohol may be served.
- If you are hosting a Public Event: Application must be made to the City for a Special Events Liquor Permit.
- NO GLASS is allowed on the patio.

**SMOKING**

- **ABSOLUTELY NO SMOKING** in or around the facility at any time.

**SET-UP AND CLEAN-UP**

- You are responsible for the cleanup and removal of property, decorations, food and trash immediately following the rental. We will charge a flat fee of \$50 for any additional time over the 15 minute buffer.
- Only blue painters tape may be used. No nails or hooks or similar fasteners can be put in the walls and balloons must be weighted down. **NO CONFETTI (including confetti balloons), GLITTER, HAY, STRAW, REEDS OR VINES THAT SHED. Additional cleaning fees will apply if any of these materials are brought into The Hub.**
- If you would like to use the Kitchen there is a small fee to do so. **FOOD CANNOT BE PREPARED IN THE KITCHEN** but it may be gathered, held, unboxed and prepared for serving.

**CANCELLATION & REFUND POLICY:**

- South Suburban reserves the right to cancel this agreement and withdraw the permission hereby granted for just cause, or for failure to comply with any of the foregoing. In such cases, Lessee will, upon request, immediately remove all persons and equipment from the facility.
- South Suburban reserves the right to cancel this agreement upon a 48-hour written notice to the Lessee, in which case full refund will be granted, or in case of an emergency when as much notice as possible will be given with a full refund being granted.
- Cancellations made by eleven days or more prior to event will receive a 100% refund. Cancellations made 3 days out will receive a 50% refund. Cancellations less than 72 hours in advance will not receive a refund. All cancellations will incur a \$5.00 fee.

**RENTAL RATES & FEES**

2024 Rental Rates		1-50 people		51-149 people		150+ people	
Rooms	Capacity	District	Non-District	District	Non-District	District	Non-District
Classroom	48	\$50/hour	\$60/hour	NA	NA	NA	NA
Combined Classrooms	97	\$100/hour	\$120/hour	\$115/hour	\$135/hour	NA	NA
Sweetwater Conference	15	\$40/hour	\$50/hour	NA	NA	NA	NA
Main Hall	267	\$115/hour	\$125/hour	\$130/hour	\$140/hour	\$140/hour	\$150/hour
Full Facility w/o Esports	300	\$225/hour	\$275/hour	\$240/hour	\$290/hour	\$250/hour	\$300/hour
Full Facility w/ Esports	300	\$425/hour	475/hour	\$440/hour	\$490/hour	\$450/hour	\$500/hour
Parking Lot		0	0	0	0	0	0
<b>Additional Fees</b>							
Kitchen day of (flat fee)	\$15						

Updated 12/8/23