



PO Box 776269, Steamboat Springs, CO 80477

970-846-5172

www.yrbp.org

office@yrbp.org

2022 Facility Rental Rates & FAQ's

The Botanic Park's facilities are available from late May through late September, during daylight hours, and provide a beautiful backdrop for any meeting, event, wedding, or celebration. The time is limited to daylight hours as there is no outdoor lighting in the Botanic Park.

Reservations may be made for a minimum of a 3-hour time block which includes time needed for set-up and take down. Additional time by the hour may be reserved. Reservations include the use of the space. Event coordination, set up, and clean-up is the responsibility of the user – including trash and recycling.

You must be a current Yampa River Botanic Park Member to rent the facilities. If you are not already a member, please visit <https://yvcf.org/yampa-river-botanic-park-membership-levels/> prior to making your reservation.

For those wishing to **elope** in the Botanic Park without a reservation, please donate to help keep our Botanic Park beautiful for your event. Please note that without a reservation we cannot guarantee there will not be any interruptions from other user groups or activities i.e., concerts, lawnmowers, etc. Please call in advance to ensure your event will not conflict with another user who has a reservation.

There are two primary areas available for reservation, **The Green and the Trillium House**. Rental includes the full use of area with signs that say, "Reserved for a Private Party." The Botanic Park is still always open to visitors.

The Green is a 1,500 sq foot lawn partially surrounded by towering evergreens and with views overlooking Peter's Pond and Emerald Mountain. In the middle of The Green there is a covered, round concrete stage with electrical hookup. The Green can accommodate groups up to 200 people. The Green is the most popular location for weddings, celebrations of life, and nonprofit meetings and events.

Event needs including tents, tables, and chairs, are not included. You may contact Bell Productions courtney@bellproductionsco.com or Colorado Event Rentals <https://coloradoeventrentals.com/> locally for this service or service providers outside of the Yampa Valley. Currently Bell Productions will set up rentals, but Colorado Event Rentals does not offer this service.

The Trillium House is located in the southwest corner of the Botanic Park and provides a small indoor meeting area and patio overlooking the Yampa River and Emerald Mountain. Building occupancy is limited, but the patio can accommodate up to 100.

Rental of the Trillium House includes the use of 49 office style chairs and an assortment of tables. A kitchen provides a refrigerator, microwave, and sink (no cook-top or oven).

A place of serenity, celebrating the trees, shrubs, plants and birds of the Yampa Valley.



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| THE GREEN | Monday – Thursday 3 Hour Time Block | Friday – Sunday 3 Hour Time Block | Additional Hours Per Hour |
|--|--|--|--|
| Wedding Ceremony > 100 persons | \$800 | \$1,500 | \$350 |
| Wedding Ceremony < 100 persons | \$500 | \$1,000 | \$250 |
| Ceremony & Reception | Add Additional \$250 | Add Additional \$400 | |
| Add the use of the Trillium House for the wedding party, not for the reception | Add Additional \$200 | Add Additional \$300 | |
| Other Catered or Non-Catered Event | Call for pricing and availability | | |
| Non-Profit Organization Meetings and Events | Starting at \$100 based on event details | | |
| Use and Set Up of PA System | \$50 | | |
| Use and Set Up of Pop-Up Tents | \$50 | | |

| THE TRILLIUM HOUSE | Monday – Thursday 3 Hour Time Block | Friday – Sunday 3 Hour Time Block | Additional Hours Per Hour |
|--------------------------------|--|--|--|
| Catered Event | \$1,000 | \$1,800 | \$400 |
| Non-Catered Event | \$600 | \$1,200 | \$200 |
| Non-Profit or Business Meeting | Call for pricing and availability* | | |
| Non-Profit Organization Event | Starting at \$100 based on event details* | | |
| Use and Set Up of PA System | \$50 | | |
| Use and set up of Pop-Up Tents | \$50 | | |

* The Trillium House is available after 4 pm or outside on the patio only on weekdays. The full use of the building and patio is available on weekends.

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Rules and Regulations

Any event with more than 200 people requires special consideration.

Fees are due in full at the time of the reservation. Cancellation with a refund less a \$50 administration fee may be made up to 30 days in advance. Cancellations within 30 days of the event are non-refundable.

A special events permit is required from the City of Steamboat Springs for all reservations. There is no application fee associated with the application for private events, such as weddings. An application fee is required for events that include fundraising or donations. This process helps the City manage activities and events and minimize conflicts in the community. Please find the application online at <https://steamboatspringsco.viewpointcloud.com/categories/1080/record-types/6430>

If you plan to serve alcohol at your event, you must contact the City Clerk's Office for either permission to serve alcohol (private event, no fee) or a liquor permit (fundraising event, \$100 fee). Julie Franklin
jfranklin@steamboatsprings.net

While Botanic Park staff ensures that the space you reserve is clean and ready for your event, it does not provide event management or clean up. You are responsible for appointing an event manager or wedding coordinator to be the primary point of contact for your event and all vendors including rental companies, caterers, musicians, photographers, etc. The renter and the event manager must watch the introductory video on the website at <http://yampariverbotanicpark.org/visit>. All vendors must schedule a walk-through with staff at least one week prior to the event to run through logistics, ingress, and egress.

As the property adjoins a neighborhood, music is limited to low volume, acoustic. No drums. No amplified music is permitted at the Trillium House.

You are responsible for all waste collection and removal from the property.

All gates must be closed at the end of your event to prevent animals from entering the Park and eating the plant collections. Failure to do so will result in a fee.

For Additional Questions please call 970-846-5172 or email info@yrbp.org

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