



INFINITY PARK™
Event Center
VILLAGE OF GLENDALE



POLICIES AND PROCEDURES

Thank you for considering Infinity Park for your event! Outlined below are all the policies and procedures to be aware of when considering booking and use any of the facilities at Infinity Park. Any questions can be addressed by one of our event professionals! If you have questions or would like to set up a time to tour the facility, please contact 303.248.7100 or Events@InfinityParkEventCenter.com.

WHEN BOOKING THE FACILITIES AT INFINITY PARK

APPROVED CATERERS:

You have the option to use one of our eleven approved caterers for food service in at Infinity Park. Please contact them directly, for your convenience they are listed below.

BISTRO BOYS CATERING

Dianne and Paul Delongchamps | info@bistroboyscatering.com | 303.757.4567 | www.BistroBoysCatering.com

CATERING BY DESIGN

Brandi Lipe | brandi.lipe@cateringbd.com | 303.781.5335 | www.CateringBD.com

CONTINENTAL "DIVINE" CATERING

Shannon McNicholas | shannonmcnicholas@kmtsa.com | 303.376.4872 | www.ContinentalDivine.com

EPICUREAN CATERING

Dan Spahr | dan@epicureancg.com | 720.488.2150 | www.EpicureanCatering.com

FOOTERS CATERING

Anthony Lambatos | alambatos@footerscatering.com | 303.762.1410 | www.FootersCatering.com

GOURMET FINE CATERING

Kristin Collard | kristin@gourmetfinecatering.com | 303.825.4545 | www.GourmetFineCatering.com

THE GOURMET KITCHEN

Madhoo Seth | sales@thegourmetkitchen.biz | 720.274.4978 | www.theGourmetKitchen.biz

LIFESTYLES CATERING

Kari Lilley | kari.lilley@lifestylescatering.com | 303.241.3473 | www.lifestylescatering.com

OCCASIONS BY SANDY

Jeremy Bronson | jeremy@occasionsbysandy.com | 303.789.1867 | www.OccasionsbySandy.com

THREE TOMATOES CATERING

Peggy Beck | Peggy@threetomatoes.com | 303.433.3332 | www.ThreeTomatoes.com

WHOLE FOODS CATERING

Heather Larrabee | heather.larrabee@wholefoods.com | 720.941.4100 | www.wholefoods.com

Food and Beverage minimums may apply



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BOOKING:

You will receive a contract which will need to be signed and returned with the deposit. An event is not considered confirmed until the signed contract and deposit is received. A site visit will be conducted upon signing the contract, if it hasn't already taken place. Then 30-45 days prior to your event a final walkthrough with your event manager will be scheduled. At this time a diagram of the room will be mapped and all details aside from guest count guarantees will be determined. Food and Beverage guarantees will be due 7 days prior to the event with the final guarantee due 3 days prior to the event. If changes are made within three days of the event, additional change order fees may be incurred.

CANCELLATION AND REFUND POLICY:

A change of date is equivalent to a cancellation. All monies paid will be non-refundable for events cancelled within 30 days of the contracted event date. Cancellations 30 – 89 days prior to the event the client will forfeit 75% of the Total License Fee. An event cancellation more than 90 - 179 days prior to your event will forfeit 50% of the Total License Fee. For cancellation 180 days prior to the event, 25% of the Total License Fee will be forfeited. For events that fall in our Prime Season or within 30 days of your written cancellation notification, 100% of all monies due will be retained by Infinity Park.

PAYMENT SCHEDULE:

- A completed signed packet to include contract, deposit, and event center policies is required to secure an event date.
- Payment may be made by check or credit card. Checks made out to City of Glendale and VISA or MASTERCARD only.
- A \$1,000.00 Performance Deposit is due upon the signing of a contract. This deposit is fully refundable 60 days following the event provided no damage was incurred by you, your guests, caterer, or other vendors assisting with the event, or additional services were added. Liability is in no way limited to the amount of your performance deposit.
- 50% due at signing of contract with the balance of 50% due 30 days prior to the event.
- Should there be a remaining balance from your event, it will be returned within 60 days of your event date.

For Multiple-Event contracts, 50% of the total contract amount is due at the signing of the contract with the balance 50% due 30 days prior to the first scheduled event.

EVENT DIAGRAMS:

Infinity Park offers general diagrams for planning purposes. A formal diagram for your contracted event with one round of edits is included in the facility rental rate. Additional changes will incur a fee of \$50 per hour, with most changes taking one - two hours. All diagrams will require an approval signature. Changes after approval will result in additional change fees.



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FACILITY RENTAL RATES:

- Facility rental rates are inclusive of a five hour event with two hours to set up and one hour to tear down. Additional time may be purchased at the rate of \$150.00 per hour for set and strike and \$350.00 per hour for event time. All prices are subject to change without notice.
- A 10% discount will be applied for non-profit groups (Friday and Saturday in International Ballroom ONLY) that can provide a determination letter from the government identifying them as a 501C(3) status. To receive discount, tax exempt form must accompany signed contract.
- Facility Rental Fees in the Event Center are inclusive of the following: parking, dining tables, banquet chairs, on-site manager, facility staff, housekeeping services, in-house sound system, stage, microphone and podium. Audio/Visual requirements, specialty staffing, event rentals and food/beverage service may be provided for additional fees. Applicable tax not included.
- For all outdoor events, the client will be responsible for renting tables, chairs, and any other required equipment. We have four rental partners at Infinity Park who can meet your needs. Their information is listed under rental items.
- Facility rental rates are applicable for up to 400 guests. An additional \$100 per 50 guests will be charged for groups over 400. Final guest counts are due 72 hours before the event.

PRIVATE EVENT POLICIES:

- We reserve the right to inspect and control all private events, including the right to monitor and control noise levels.
- Infinity Park is a smoke-free environment. Smoking is permitted only in designated areas outside the facility.
- Infinity Park owners and management are not responsible for loss of or damage to articles brought into the stadium property or Event Center.
- Infinity Park reserves the right to refuse or stop alcoholic beverage service to any individual or group at any time. The facility is required to enforce liquor laws as regulated by the state of Colorado.
- The client will assume full responsibility for the conduct of all persons in attendance, including subcontractors, and for any damages done to any part of the premises or theft of property.
- Infinity Park prohibits the use of its facilities for any activities that are illegal or deemed inappropriate.
- Prices are subject to change at any time without notice.
- Infinity Park reserves the right to take photographs of events for its own records and for future promotional uses.



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RESERVATION:

A tentative reservation can be made to hold any date for up to 2 weeks. This will give you first right of refusal. After two weeks, the date will be released or if another inquiry is received the client will have three business days to secure or release the space. To secure a date, Infinity Park requires a reservation deposit of 50% of the facility rental rate and a signed rental contract.

SPECIALTY STAFF (OPTIONAL):

Infinity Park can provide specialty staffing services to assist in the success of your event. The rates range from \$25.00 - \$150.00, per hour, per person and are based on a four-hour, consecutive minimum. Staff may include: Coat Check Staff, Directional Greeters, Audio - Visual Technicians, and Security Staff.

WHEN USING THE FACILITIES AT INFINITY PARK

ANCILLARY SERVICES:

State of the art video projection systems, electrical services, and IT services can be provided. For a list of these services and rates, please contact your sales representative.

CATERING:

Please refer to our Catering Policies and Procedures for a list of caterers. Food and beverage minimums may apply. Full service catering with catering staff is required for groups over 50 attendees. Box breakfast or lunch service can be a drop off service by approved caterers for groups under 50 only. Drop off service after 4:00 pm will incur a \$100 housekeeping fee. Buffet or plated events over 20 guests will require full service staffing.

DAMAGE AND LIABILITY:

Infinity Park, the City of Glendale, and their agents and partners assume no responsibility for damages or loss of any merchandise or materials brought on the property at any time. Any loss or damage to the facilities caused by guests and/or staff hired by the client may result in additional damage fees.

DECORATIONS:

The facility must approve all decorations that are supplied by the client. **NO RICE, BIRD SEED, CONFETTI, BALLOONS, GLITTER, SILLY STRING, ETC. is allowed on site.** Decorations must be removed at the end of the event. Candles must be enclosed in glass. All setup must meet fire safety codes. A basic cleaning fee is included in this facility rental rate. For additional services, fees will be billed at actual plus 20%. Additional clean up and tear down will be billed as additional pre-arranged event hours. Infinity Park, the City of Glendale and their agents are not responsible for any items brought to the facility. White or silk flower petals are the only type allowed for scattering at the facility. There are no storage facilities located within Infinity Park, all must be brought in and removed.

Fog and haze machines are not permitted at Infinity Park.



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Event Center
VILLAGE OF GLENDALE



ELECTRICAL:

Electrical requests should be made to your Event Manager. For individual exhibitor requests, an “Electrical Service Request Form” should be filled out and sent in along with the correct service charge.

All electrical work needed on the property of Infinity Park must be completed by a stadium electrician or a third party that has been approved by the facility’s management.

INSURANCE:

A Certificate of General Liability Insurance is required for all events naming the City of Glendale as additionally insured.

LICENSES AND PERMITS:

Infinity Park strictly adheres to the NFPA and the local Glendale Fire Department fire codes and regulations. Required permits must be obtained from the Glendale Fire Department and Glendale Building Department. If a product is sold at the event, then a City of Glendale Sales Tax license is required.

NOVELTY STANDS:

Locations of portable merchandise stands must be approved by Infinity Park and Glendale Fire Prevention. Floor plans must be submitted 48 hours prior to the event.

PYROTECHNICS:

For any pyrotechnics taking place, permission must be approved by Infinity Park and the City of Glendale. Permits must be obtained from the Glendale Fire Department and Glendale Building Department. Pyrotechnics may only be discharged at Infinity Park by a licensed and insured pyrotechnic.

TENTS:

All required permits must be obtained from the Glendale Fire Department. All tents will be required to have exit signs with battery backup and fire extinguishers at strategic locations.

LIQUOR:

Scrum Enterprises owns the liquor license at Infinity Park. All beverage service is provided by Scrum Enterprises. Neither you nor any of your guests will be permitted to bring alcohol onto the premise. If this policy is not adhered to, your event may be cancelled and all monies forfeited. Scrum Enterprises can be contacted at 303.378.1533 or Annette@scrumenterprises.com.

LIQUOR DONATION:

Infinity Park does permit liquor to be donated to your event based on set criteria. This includes, but is not limited to, your organization being a 501(c)3, having the product delivered to Infinity Park, attention Infinity Park Beverage Manager from a distributor and zero invoice. The client will be responsible for all labor fees associated with receiving, storing, pouring and inventory. Please see full Donation Policy for more information.



INFINITY PARK™
Event Center
VILLAGE OF GLENDALE



LOAD IN/OUT POLICIES:

Event load in/out should take place during the time specified in the Event License Agreement and be completed no later than the agreed upon time. Additional charges may be applied if the events load in/out takes place outside of the specified time.

RENTAL ITEMS:

Rental needs at Infinity Park can be placed with the following companies. These rentals can be arranged by the client, catering company, or Infinity Park directly.

AllWell Rents

David Lambert

David@allwellrents.com

303.935.7705

Butler Rentals

Barry Reynolds

Breynolds@butlerrents.com

303.388.5971

Chair Covers & Linens

Tamera Wilkenson

Tamera@linenhero.com

303.936.0794

Colorado Party Rental

Dan Minehane

Dminehane@cpartyrentals.com

303.781.1111

SHIPPING AND RECEIVING:

The loading dock is located on the southwest end of the facility, on the corner of East Kentucky and South Birch Street.

The Event Manager must be notified of all deliveries prior to delivery date; Infinity Park reserves the right to refuse any shipments that have not been pre-approved. A shipping form should be submitted by each vendor who will be accessing the stadium via the loading dock. There will be a \$200 per pallet and \$10 per box fee for stored items and MUST arrive no earlier than two days before scheduled event.

STORAGE:

Infinity Park has a limited amount of storage available. Storage space will only be made available if requested in advance on a first come first serve basis.