



Private Event Facility Use Guidelines

Thank you for hosting your event at the Forney Museum of Transportation! The following information is provided to assist in planning your special event. For further information or any questions, please contact the Event Coordinator at events@forneymuseum.org or 303-297-1113.

The Forney Museum of Transportation is a hidden gem centrally located near Downtown Denver. This unique venue holds a collection of over 500 historical artifacts including railroad cars, automobiles, carriages, motorcycles, and wax figures.

Rental Fees-

Your contract includes 2 hours of set up, 4 hours of event time, and 2 hours for clean-up standard. All events must end at 11:00 pm with tear down concluding by 1:00 am if additional hours are added. Below is a recap of additional fees and requirements based on types of events.

- Additional event hours can be added at the rate specified in your contract
- Additional set up and tear town hours can be added at the rate of \$150 per hour
- For events producing an excess amount of trash that causes the trash bins to overflow, a \$250 fee will be charged
- The Forney Museum must be the one to hang any decorations from the ceiling. There is a \$100 per hour charge for this with a minimum of 2 hours. Decorations should be dropped off to the Forney no later than 1 week prior with details instructions and maps of where items should go. Items will be taken down the day after the event and can be picked up within 1 week of event.
- For events over 200 guests, a parking attendant may be required and will incur a \$200 fee.
- For events over 300 guests, a security guard is required. 1 guard for every 150 guests is required. The Forney can contract security for the event and will pass along costs. Clients are also able to contract security on their own.

Insurance-

The Forney Museum highly recommends obtaining a one-day special event insurance policy to cover you in the event of damage or harm to your guests. We suggest obtaining them from www.eventhelper.com.

Event Set-up-

The event host and/or caterer is responsible for all set up of the event space including any tables, chairs, linens, equipment, etc. Please work with your caterer to determine who will be responsible for the set-up. The Forney Museum staff will be available during your set up for any questions and to ensure the facilities are being taken care of.

Vendors and Host should provide all equipment needed for transporting food and supplies. The Museum cannot guarantee use of any type of dolly or rolling carts.

Delivery and set-up times should be arranged through the Event Coordinator and will be based on the number of guests, contract, hours and complexity of event.

Current Inventory-

All tables, chairs, and linens are included in your rental of the Central Space or Motorcycle Room. Linens are provided in many colors and chosen from the selection at AllWellRents.com.

Meeting Room or Gallery rentals have use of available tables and chairs in inventory. There are enough tables and chairs to fill both spaces. Tables available include 5' round tables, 6' banquet tables, 8' banquet tables, and fabric padded chairs.

A podium is available for use in any of the spaces.



Audio/Visual-

The Museum has a music system with speakers to carry sound throughout the Museum. The system can play music from any device with a headphone jack. The use of the system must be overseen by the Event Coordinator and only plays to a "Museum volume level."

The Museum also owns a smaller speaker and mic system for announcements. This includes 1 handheld and 1 lapel mic with a speaker. The purpose of the system is to make announcements for events as well as small speaking events. The system is not capable of producing a program for a large event.

The meeting room includes use of a projector and projection wall.

Vendors-

The Forney Museum only requires use of one exclusive vendor for your event- AllWell Rentals. You may work with whomever you'd prefer for your event for all other vendors. All vendors must be approved by the Event Coordinator no later than 14 days before your event. All approvals, arrangements and access to Museum for caterers and all other vendors must be coordinated through the Event Coordinator.

Please inform your vendors that all pickups and deliveries of goods must be coordinated through the Event Coordinator to ensure vendor access to building and/or rental space.

Please see the preferred vendors list at the end of this document. These vendors are trusted and have worked with the Museum before. The Forney Museum provides a complimentary concierge service to

assist with securing any vendors you may need. Please ask the Event Coordinator for details and any assistance.

Catering-

Caterer must provide required & appropriate permits in connection with event. This includes general and food service liability insurance. Caterer may be required to provide a copy of this if it is not already on file with the Forney Museum.

Food and beverages may be consumed and served in designated areas only. Caterers may not cook with open flame inside building.

33-gallon trash can liners within the venue are the responsibility of the Host/Caterer. Host/Caterer is responsible for emptying trash from cans and replacing liners throughout the event, and ensuring trash areas are clean at end of event. The Museum has one trash and one recycle dumpster for the disposal of trash.

Please DO NOT drag the trash bins along the ground. Please use the provided dollies to roll them.

The Museum provides an area for caterers to prep and store food and supplies. The Museum does not have a refrigerator, freezer, or ice machine. We do have a sink for caterers to fill water pitchers but it is advisable for caterer to bring water bins.

At the end of the event, the catering supervisor and/or Host and Event Coordinator must conduct a walkthrough of all areas to ensure the building is in acceptable condition.

Alcohol-

The Forney Museum suggests working with Peak Beverage for all your bar needs. Please see their special rates for the Museum at the end of this packet.

If liquor is sold, an appropriate liquor license must be obtained and provided to the Event Coordinator no less than 30 days prior to event. Please refer to the City of Denver's website for more information- Special Event Liquor Permit. <https://www.denvergov.org/content/denvergov/en/denver-business-licensing-center/liquor-licenses/special-event-liquor-permit.html>

A trained professional bartender who is NOT a guest at the event is required for all events that are to serve alcoholic beverages. Professional bartenders working independently of caterers or licensed and insured bartending services are required to show proof of their training as a professional bartender, along with a photo ID to the Event Facilitator on the day of the event before any alcohol service will be permitted.

Signage-

You are welcome to place A-frame (stand-alone/sandwich board) signs and/or balloons near Brighton Boulevard to direct your guests. Signs may not be affixed to any Forney Museum signage. Signs must be removed at the conclusion of the event.

Signs placed inside the Museum must be approved by the Event Coordinator and must be adhered with non-invasive materials.

Supplies-

Event host is responsible for all supplies needed for special events including extension cords, zip ties, office supplies, dollies and trash bags.

The Forney Museum will provide trash and recycle bins for your event. All receptacles **MUST** be covered with 33-gallon trash bags. If receptacles are not covered, you will be responsible for cleaning them.

Decorations-

Nothing may be strewn on the floors inside the Forney Museum. This includes, but is not limited to, confetti, glitter, crepe paper, rice, birdseed and flowers. Nothing may be affixed to any surfaces without prior clearance from the Event Coordinator. All decorations must be approved in advance. Any decorations requiring ladders must be hung by Forney Museum staff and will be charged at \$100 per hour with a 2-hour minimum.

Smoking, open flames, real-flame votives, taper or unshielded candles, and pyrotechnics of any kind are not allowed inside the Museum. We require the use of battery-operated candles. Sternos are allowed.

All decorations and equipment must be delivered and set up on the same day as the event and removed at the conclusion of the event unless other arrangements are pre-made with the Event Coordinator.

Logistics-

All elements of the event chronology, vendor plans, and design must be submitted and approved 14 days in advance.

The Museum can create a floor plan for your event if you'd like. The Event Coordinator has measurements of the space and can assist with creating the best layout for your event.

Delivery times and items must be confirmed and approved through the Event Coordinator no later than 14 days in advance. Deliveries are only accepted the day of the event unless prior approval is obtained from the Event Coordinator. All Event Host property is stored and handled at the risk of the Event Host. No event equipment or supplies may be left in the building after the conclusion of the event unless prior approval is obtained from the Event Coordinator. The Museum is not responsible to the Host or its vendors, suppliers or agents for any missing or damaged items.

A Museum staff member will be onsite to ensure adherence to contractual requirements and the safety of the building. The Museum will check and stock all bathrooms prior to and throughout your event.

The Museum has swamp coolers and full heat.

For an additional cost, the Museum can provide guided tours to your group. Tours must be taken in groups of 10-20 people. Reservations for tours must be made at least 14 days in advance.

The Museum has a 1920's red and black Model-T that you are welcome to use for a photo booth. Host must provide all props needed. Props must be removed at the end of the event. Please be sure to clean up all feathers at the end of your event.

The Museum does have enough WiFi connectivity for your vendors to utilize including any auction bidding software or payment processor. The WiFi information should not be given to guests.

Walk-through-

A logistics walk-through of the Museum is required at least 14 days prior to your event. A list of required tables and chairs must be provided to the Event Coordinator at the time of or within 3 days of the walk-through. All walk-throughs must be scheduled with the Event Coordinator.

Your caterer is required to attend the walk-through. If any additional vendors would like to see the space, the walk-through is a good time for them to do so.

Cleaning Guidelines-

At the conclusion of the event, the event space must be cleaned thoroughly (including the floors). All stains should be treated and removed. Brooms, mops, and cleaning supplies are provided by the Forney Museum. All trash cans must be emptied and all trash must be removed from the building. The Museum is not responsible for removal of trash generated by the event or spills from the process of removing the trash.

Host/Caterer is responsible for breakdown of all tables and chairs. Tables and chairs are to be placed into storage under the direction of the Event Coordinator. Tables and chairs should be picked up and not dragged along the floors. Damage from dragging tables will be charged to the Host.

The Host will be responsible for ensuring that the caterer cleans up thoroughly. This includes removing all catering equipment, all supplies and all garbage from premises, mopping/cleaning, and not leaving any dirty dishes or any trash in kitchen or event space.

The Museum requires all staging and event areas to be left in order as found. All damage incidents must be reported immediately to the Event Coordinator for appraisal.

A cleaning checklist will be provided to you prior to your event. It is the responsibility of the event host to communicate this with the caterer.

Location & Parking-

The Museum is located at 4303 Brighton Blvd Denver, Colorado 80216. Our building is completely ADA Accessible.

We offer 100 parking spaces in the parking lot connected to our building. The parking lot has enough space to park and turn around a chartered bus and/or limousine. Please do not park in the surrounding business' parking lots without prior approval from that business.

The Forney Museum can work with surrounding businesses to provide additional parking options for your guests based on their availability. If you believe you will need additional parking, please notify your Event Coordinator no later than 30 days prior. Additional parking lots cannot be confirmed until at least 30 days prior to your event.

Forney Museum Preferred Event Vendors

****REQUIRED RENTAL COMPANY**

AllWell Rents

Anne Lambert
(303)935-7705
anne@allwellrents.com
www.allwellrents.com

Catering

Elevated Catering

Stephen Tanner
(720)629-4638
tanner@elevatedcatering.com
www.elevatedcatering.com

Occasions Catering

Jeremy Bronson
(303) 789-1867
jeremy@occasionsdenver.com
www.occasionsdenver.com

The Gourmet Kitchen

Madoo Seth
(303) 768-8970
sales@thegourmetkitchen.biz
www.thegourmetkitchen.biz

A Spice of Life

Amanda Ruebl
303.443.4049
ARuebl@spiceoflife.com
www.aspiceoflife.com

Y. Lo Epicure Catering

Zoe Deneau
(303) 780-9888
zoe@yloepicure.com
www.yloepicure.com

A Perfect Setting Catering

Chiquita Felitti
(720) 353-0915
cyfelitti@gmail.com

Live Music/DJ

A Music Plus
Pat Bruno
(303)426-9990
patb@amusicplus.com
www.amusicplus.com

Beverage Service and Bartenders

Peak Beverage
(720)722-1140
adam@peakbeverage.com
www.peakbeverage.com

Party Liquor
Joe Gonzales
720-759-9445
Joe@party-liquor.com
www.party-liquor.com

Audio Visual

Alpine A/V

Heidi Cole
303-545-2147
heidi@alpineaudiovisual.com
www.alpineaudiovisual.com

Multimedia Audio Visual

Acie VanCleave
(303) 623-2324
avancleave@multimedia-av.com
www.multimedia-av.com

Other

Jay's Valet and Transportation

(303)777-5297
www.jaysvalet.com

The Funky Brewster- Espresso Cart

Zach Harper
(720) 840-6282
zach@thefunkybrewster.com
www.thefunkybrewseter.com



Hosted and Cash Bar Services

HOW PEAK WORKS

We are Colorado's one-stop shop for beverage service needs. We integrate everything needed for a professional bar experience for your special event.

Our packages can be fully customized to ensure we deliver your exact vision for bar service.

PATRICK MONAHAN
PATRICK@PEAKBEV.COM
720.414.1352

OUR BAR PACKAGES INCLUDE

- TIPS certified staff, event managers, bartenders, and support
- Unlimited safe service of alcohol based on selected package
- Standard cocktail garnishes: lemons, limes, olives, cherries
- Cocktail mixers: vermouth, bitters, sodas, simple syrup, bottled water
- Bar rentals: tables, linens, bar equipment, trash cans, and chill tubs
- Hosted packages include glassware including flutes for toast
- Dedicated Account Executive to help with the planning process
- Liquor liability insurance
- Set-up, bar execution, tear-down, and clean-up to the venue's standards

HOSTED BAR PACKAGES

Prices quoted are per person (pp) based requested hours of service. These prices include set-up, breakdown, and tax. Gratuity for staff is not included.

HOUSE BEER & WINE

| | |
|---------|------------------|
| 4 Hours | \$16.25pp |
| 5 Hours | \$17.25pp |

STANDARD FULL BAR

| | |
|---------|------------------|
| 4 Hours | \$21.00pp |
| 5 Hours | \$22.00pp |

TASTE OF THE ROCKIES

| | |
|---------|------------------|
| 4 Hours | \$23.50pp |
| 5 Hours | \$24.50pp |

Additional package options available!

CASH BAR PACKAGES - STARTING AT \$800

Cash bar inquires must be submitted right away! Cash bars require a Special Event Liquor Permit which must be acquired through the City of Denver by a qualified Non-Profit Entity. Peak Beverage recommends submitting this application at least 45 days prior to event date. Your Account Executive is happy to assist with specific needs.

Bar minimums may apply based on guest count and event duration.
Please consult your Account Executive for details and event-based specifics.