

> VENUE INFORMATION GUIDE <





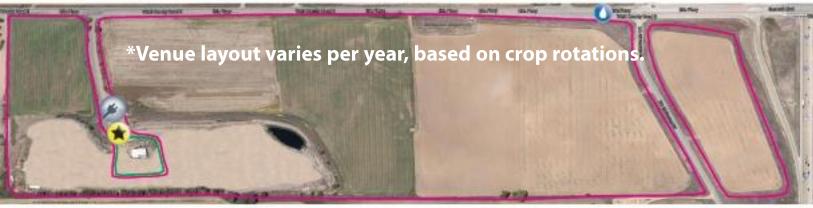
Welcome to The Recess Factory.

The Recess Factory is situated just 19 miles north of Denver in the Town of Erie, Colorado. Some highlights for hosting your event at The Recess Factory include:

- 1) Close proximity and very easy access to highly populated areas. (Denver, Fort Collins, Boulder, Cheyenne)
- 2) Venue is directly adjacent to Interstate 25, which makes for an unmatched promotion of your event. Pre-event signage opportunities are available.
- 3) One of the lowest venue fees in the industry and Denver region.
- 4) Layout can be customized for your event on up to 300 acres.
- 5) Abundant parking & in-house parking management available.
- 6) Free office space for your team during event week.
- 7) On-site event equipment, helping you save money and time.
- 8) There are not 'open' or 'closed' hours for your team. You work on a timeline that is most optimal for your event and crew.
- 9) Additional experienced event staff is available if needed.
- 10) Lastly... we are honest, fun, professional, and very grateful for the opportunity to work with you and your event.

>> TRF PROPERTY OVERVIEW









>> INFORMATION Google Map Link

Contact: David Janowiec

Cell: 970-389-0310

Office: 855-RECESS1 x801

Email: david@recessfactory.com

Venue Address: 3220 Erie Parkway

Erie, CO 80516

Mailing Address: PO Box 598

Erie, CO 80516

VENUE SIZE: Up to 300 acres available

MILES FROM: Boulder: 15 miles

Denver: 19 miles

Denver INTL Airport: 28 miles

Fort Collins: 40 miles

Cheyenne: 80 miles

CO Springs: 90 miles





Thank you for choosing to host your event at The Recess Factory!

At any time, please do not hesitate to contact us if you have additional needs or questions. We are excited and more than willing to work with you to make your event flawless and profitable.

This guide is provided for your convenience and is intended to be general information to assist you while planning your event here at The Recess Factory. We recommend that you develop an Emergency Action Plan specific to your event. It is your responsibility to inform your participants and guests of your own safety procedures and precautions.

VENUE CONTACTS

David Janowiec - President david@recessfactory.com

Ben Vincent – VP Operations & Marketing Ben.vincent@recessfactory.com

Office: 1.855.RECESS1 x801

Cell: 970.389.0310

Office: 1.855.RECESS1 x800

Cell: 317.509.0217

OFFICE INFORMATION

Unique Office Door Code: Valid Dates/Times:

Internet Password:



EMERGENCY NUMBERS

Emergency: Mountain View Fire Admin: Mountain View Fire Station 6 (Erie):	911 303.772.0710 303.828.3152
Poison Control:	800.222.1222
Flight for Life Dispatch:	720.321.3900
NON EMERGENCY	
Erie Police Dispatch	303.441.4444
LOCAL HOSPITALS	
Dacono Neighborhood Health Center	303-952-4200
*1 mi from venue	Mon – Fri
3101 Summit View Drive	8:00am – 5:00pm
Dacono, CO 80514	
Children's Hospital – North Campus	720.777.1340
*4.2 mi from venue	
469 West State Hwy 7	
Broomfield, CO 80023	
St. Anthony North Medial Pavilion	720.627.0000
*9 mi from venue	
400 West 144 th Ave	
Westminster, CO 80023	
CMC Urgent Care	303.666.4357
*10 mi from venue	
1000 West South Boulder Road	
Lafayette, CO 80026	
Exempla Good Samaritan Medical Center	720.494.4725
*12.5 mi from venue	
1551 Professional Lane	
Longmont, CO 80501	



WATER

Your group may purchase water from two sources, Left Hand Water District or Town of Erie. Each has a fire hydrant access within close proximity. To enable your group to place water throughout the venue / course, we suggest hiring a water truck for transfer through one of our recommended local contractors.

Town of Erie Public Works – Meters Division

*Nearest hydrant source is directly across Erie Parkway from Venue. (see venue map for location)

[Contact at Town of Erie Public Works]

Kris McDaniel – Public Works Coordinator 303.926.2872 krismc@erieco.gov

Erie Town Hall

645 Holbrook St Erie, CO 80516

Mon-Fri: 8:00am to 5:00pm

www.erieco.gov

Service Center 150 Bonnell Avenue Erie. CO 80516

Water Pricing Details and Process (Subject to change)

- \$1,000 deposit and pick up water meter at **Erie Town Hall**. When meter is returned, the last usage and damages (if any) will be deducted from deposit and the remaining amount will be returned to you.
- Bring the receipt to the Service Center and complete some minor paperwork and you are all set.
- \$5.73 / 1,000 gallons (commercial rate)

Left Hand Water District

*Nearest hydrant source located at corner of Erie Parkway + County Rd 7.

[Contact at Left Hand Water District]

Lilah Imes 303.530.4200

<u>Ihwd@lefthandwater.org</u>

Monday - Friday: 8:30am -4:30

www.lefthandwater.org

Water Pricing Details (Subject to change)

- \$50 non-refundable meter fee + \$1,200 due upfront. After event, water meter will be read and User Group will be refunded for water not used or billed appropriately for water use over \$1,200.
- \$9.00 / 1,000 gallons (Hydrant meter / bulk water rate)



WATER Continued...

Steps for obtaining water

1) Contact one of the above water suppliers of your choice. Notify them of your event date at The Recess Factory, details for water needs, and billing information.

2) Set up a time for water meter pick up and/or placement at hydrant.

3) Hire a water truck from our recommended local contractors:

Brannan Companies Theran: 303.273.9382

Connell Resources John: 970.223.3151

EZ Excavating 303.772.8121

■ GLH Construction 970.674.0440

PARKING

- Parking is available on-site. Locations vary per event, as each layout is unique.
- The venue can accommodate between 3,000 and 5,000 vehicles. Additional parking is also available nearby, if needed.
- All events are required to provide parking management and a parking management plan.

Parking Management Options:

1) The Recess Factory manages full scale parking operations.

(OR)

2) Event pays a flat rate determined on the estimated amount of cars. Event sources parking management, either through their own staff or an outside parking vendor.

POWER

- Power is only available near The Recess Factory office building.
- User Group will be billed for power usage per day. Price is dependent on equipment being powered.
- Generators are available for remote locations throughout venue per request. Additional fees per generator may apply per agreement.



LOCAL PERMITTING INFORMATION

[Town of Erie] Special Event Permit & Alcohol Permit

[Contact for Town of Erie Special Event & Alcohol Permits]
Nancy Parker – 303.926.2731
Erie Town Clerk / Risk Coordinator
nparker@erieco.gov

Special Event Permit Application

All special events, circuses, carnivals or similar exhibitions, parades, processions or open air meetings conducted within the Town of Erie are required to obtain a permit and/or license from the Town prior to commencing such activities. This requirement does not apply to such activities that are conducted solely on private property except that such activities will be conducted in compliance with all applicable ordinances and regulations.

- 1) The Recess Factory Venue is private property. The Town of Erie Special Event permit is to be completed by the Event simply for department awareness within the Town of Erie. Please do this as soon as your event date is booked and confirmed with The Recess Factory.
- 2) Application must be submitted at least **30 Days** prior to Event date.
- 3) Special Event Permit Application Attached or [LINK]

Special Event Fees (Not applicable for most events at The Recess Factory)

- Special Event Block Parties: \$10
- Parade, procession or open air meeting: \$50
- Circus, carnival or similar exhibition: \$50
- Other Closures of Main Streets: \$50

Block Parties (Not applicable for most events at The Recess Factory)

You must complete an Application for Block Parties/Street Closures prior to your Block Party. If you need the Town to provide traffic diversion cones, a \$50 refundable deposit is required. Attached or [LINK]



ALCOHOL

- 1) User group must be associated with a 501(c)3 Non-Profit organization in order to serve alcohol.
- 2) Alcohol permit application must be filed and obtained by the Non-Profit affiliate at least **15 days** prior to event date.
- 3) If you need a Non-Profit organization to partner with, please let us know and we can provide references to local groups.
- 4) Alcohol Permit Application Obtain and file through Town Clerk.

Applications for liquor licenses are available from the Town Clerk's Office. All liquor license transactions are submitted by the Town Clerk's Office to the Erie Liquor Licensing Authority for approval or denial.

Nancy Parker 645 Holbrook St. P.O. Box 750 Erie, CO 80516

Traffic Control

Traffic Control through the Erie Police Department may be needed for your event for the following reasons:

- 1) High traffic at venue entrances and exits from Erie Parkway
- 2) High number of guests crossing frontage road to additional area sometimes used as parking area or event venue. (east of venue, see map)

[Contact for Traffic Control]

Lt. Lee Mathis – Direct: 303.926.2812 **Admin Office:** 303.926.2800

Erie Police Department Imathis@erieco.gov

Vendors

State of Colorado Requirements:

- 1) Vendors must hold a current Colorado State sales tax license (OR)
- 2) Submit form DR 0589 Vendor Special Event License Application for Single or Multiple Events. Attached or [LINK]