

# THE WAREHOUSE

AT CULTIVATED SYNERGY DENVER  
2901 WALNUT STREET

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## WELCOME!

Thank you for considering The Warehouse at Cultivated Synergy Denver! This packet contains our list of vendors, important policies and add-ons that are available.

Please reach out to our Venue Manager at any time if you have questions!

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## WHAT TO EXPECT

### **Now**

Time to start planning!

### **60 Days before the event**

Schedule your venue walk through with:

- \* Venue manager
- \* Caterer
- \* Day of Representative

### **30 Days before the event**

Final walk through! Please bring:

- \* Proof of Insurance
- \* List of vendors
- \* Final payment

### **2 Weeks before the event**

Final count and vendor information due to Venue Manager

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## PREFERRED VENDORS

### RENTALS

#### **Event Rents** (*Exclusive Vendor*)

Scott Bradshaw  
scott@eventrents.net  
303.972.0975

#### **Yonder House**

Naomi Wright  
yondernaomi@gmail.com  
720.660.6428

#### **Noble Productions**

Michael Marcus  
Michael@nobleproductionsinc.com  
303.638.6123

### OTHER VENDORS

#### **TGE Events**

Info@gardnereffect.com  
303.325.7431

#### **Printing Done Quickly**

Scott Lilly  
scott@cannapressprinting.com  
720.498.1129

### CATERING

#### **Encore Catering**

Jennifer Kelly  
jennifer@encorecatering.net  
303.707.0909

#### **Blackbelly Catering**

Alice Nazar  
alice@blackbelly.com  
585.410.4301

#### **The Preservery**

Whitney Ariss  
whitney@thepreservery.com  
303.298.6821

#### **Fresh Tracks Catering**

Jaime Yux  
jaime@freshtrackscatering.com  
303.526.6011

#### **Relish Catering & Events**

Natalie Sears  
natalie@relishcateringco.com  
303.727.9200

#### **Occasions Catering**

info@occasionsdenver.com  
303.789.1867

## VENUE POLICIES

### ALCOHOL

Under Colorado law a Special Event Permit must be obtained for the service of alcohol for purchase. Client shall be responsible for obtaining all liquor licenses, if any, necessary for Client's Event. Any alcohol must be served by TIPS certified bartenders. All events involving more than 40 attendees, and having an open bar are subject to contracted security requirements. The bar must close 30 minutes before the event end time. The Warehouse @ CS will issue clients an alcohol policy at the final walkthrough (30 days before the event) - failure to comply with these rules may result in the closure of the bar at the event.

### CATERING

You are required to use one of our premier full service catering partners for your event. The client will be arrange these services directly with the selected caterer. If you choose to use a caterer not on the list you must submit a request to The Warehouse @ CS venue management and \$500.00 will be added to the rental fees. If the client does not hire a full-service caterer a fee of \$1000.00 will be added to the rental fees.

### DAY OF REPRESENTATIVE

The Warehouse @ CS requires each event have an event day of representative. This can be a hired coordinator/event planner. If the client chooses to not hire a professional and wishes to use a family friend they must:

- Attend the final walk through meeting, not be an immediate family member and not intake alcohol at the event.

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## INVENTORY

- Installed canopy of color changing bistro lights
- (20) 6' banquet tables
- (40) Black plastic folding chairs
- (3) Rolling pallet walls
- (2) Metal cocktail tables
- (2) Digital displays



## ADD-ON PACKAGES

### A/V PACKAGE

\$250

- (2) Yamaha DBR12 powered speakers,
- (1) Wired microphone
- (1) aux-compatible cord



### SINGLE LOUNGE PACKAGE

\$250

- (1) 3-Seat Grey Couch
- (1) Coffee Table / Bench Seat
- (1) Occasional Rug
- (2) Velvet Occasional Chairs



### DOUBLE LOUNGE PACKAGE

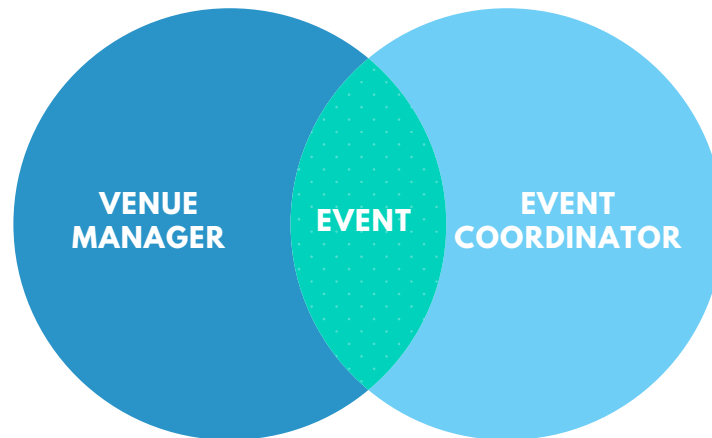
\$400

- (2) Matching Single Lounge Sets

SINGLE LOUNGE PACKAGE PICTURED ABOVE

**\*Ask your Venue Manager for more info and a full list of add-ons!**

## VENUE MANAGER VS EVENT COORDINATOR



### VENUE MANAGER

- Provides on-site consultations to discuss event details
- Available to answer questions regarding the venue and suggested event flow
- Facilitates final 30 day walkthrough
- Schedules ceremony rehearsal - does not coordinate
- Finalizes venue related details - load in; vendor arrival; end time
- Works with vendors to ensure venue rules are followed
- Performs post-event facility walkthrough with coordinator/day-of representative to ensure no fines will be incurred

### EVENT COORDINATOR

- Provides all necessary event documents: timelines, decor set up outlines
- Confirms all vendors prior to the event day
- Coordinates ceremony rehearsal
- Provides set up, breakdown and load out of all personal materials
- Coordinates and manages transportation, event day vendors and VIPs
- Manages all event logistics from start to finish
- Keeps event running on schedule