



ASPEN MEADOWS RESORT  
HOME OF THE ASPEN INSTITUTE  
A DOLCE RESORT

*Start Forever Here*

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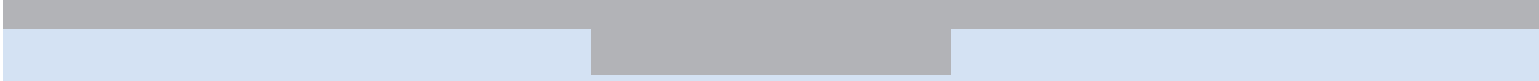
Please contact me personally to arrange an appointment





## *Your Special Day*

An event such as your wedding day requires an exceptional setting. The Aspen Meadows Resort offers an unsurpassed level of elegance and sophistication. Everything from the stunning mountain view and warm, relaxing atmosphere to our personalized service creates the perfect backdrop for your special day. A virtually endless variety of culinary delights and an impeccable eye for detail ensures your celebration will be as memorable as it is uniquely yours. From the very moment you arrive until you depart on your journey together, the Aspen Meadows experienced wedding professionals are with you every step of the way.





Aspen Meadows Resort • 845 Meadows Road, Aspen, Colorado 81611  
800.452.4240 • [www.aspenmeadows.com](http://www.aspenmeadows.com)

## *The Perfect Place*

Located in the heart of Aspen's historic west end, The Aspen Meadows Resort offers a stunning selection of locations, perfect for creating treasured memories and a once in a lifetime celebration.

Our **larger events** will experience a ceremony in Anderson Park with unobstructed views of Maroon and Castle Creek Valleys, followed by a cocktail hour in one of our many unique indoor or outdoor venues. Conclude with a reception in the McNulty Ballroom, one of the few above-ground ballrooms in Aspen offering floor-to-ceiling windows.

For more **intimate gatherings**, the newly renovated Walter Isaacson Center offers the Plato's Deck with panoramic views for your ceremony followed by a cocktail hour on the Bren + Mel Simon Terrace. Your guests will then flow down to the Madeleine K.

Albright Pavilion and Davis Commons, an indoor-outdoor venue overlooking Aspen Highlands and Buttermilk mountains.





## *Delectable Cuisine*

Innovative flavors. Surprising combinations. Striking presentations. These are the trademarks of every meal at the Aspen Meadows Resort. Our chefs dish up authentic Colorado fare. Inspired by local and regional sustainable ingredients, our cuisine boasts indulgent, classic flavors with a contemporary twist. You are guaranteed to taste something delightful and memorable at the Aspen Meadows Resort.





## *Comfortable Stay*

A truly unique destination, the resort boasts a classic and creative history dating back to 1949. The notion behind the property to unite the mind, body and spirit plays a great role in the aesthetic of our 98 guest suites. Spacious, floor-to-ceiling windows bring the inspiring surroundings inside while Bauhaus inspired furnishings decorate the rooms.

All suites have separate living room areas with queen-size pull-out sleeper sofas, and wet bars equipped with a mini-refrigerator, microwave, and Keurig coffee maker.

Complimentary guest amenities include shuttle service to and from downtown Aspen (5 minutes) and the Aspen Airport (10 minutes), property-wide wifi, and use of our Health Club, which includes various seasonal activities such as tennis and snowshoeing, as well as an outdoor heated lap pool and hot tub available year-round.

# CATERING FACT SHEET

## CATERING DEPARTMENT

Our Catering Services Manager will assist you in planning every aspect of your food and beverage venue, room arrangements and hotel details. While we do not require wedding planners, a day-of-coordinator is highly recommended.

## ROOM BLOCKS

The Aspen Meadows Resort offers you the option to secure room rates for your event. A minimum room block of 10 rooms per night may be required to host your event with us. Contact Betty Schou at (970) 544-7851 or [betty.schou@aspenmeadows.com](mailto:betty.schou@aspenmeadows.com) to inquire about wedding accommodations.

## MENU GUIDELINES

The Aspen Meadows Resort offers a variety of different reception styles from plated to customized stations to buffet. Please refer to our Catering Menus.

## GUARANTEE

A final confirmation or guarantee number of attendees shall be given to the resort by 12:00 p.m., three business days prior to the function. The guaranteed number of guests cannot be reduced after this time and the final count will be charged based on the final guarantee or actual number of guests, whichever is greater. We will make an allowance to prepare 2% over your guarantee.

## SPACE CONFIRMATION

Dates are considered definite upon receipt of the signed Catering Contract and deposit. Initial deposits to secure the venues are non-refundable and will be a total of the cumulative venue rentals.

## CANCELLATION POLICY

If you cancel your function 90 days or more before your event, your initial deposit will be forfeited. If you cancel your function 89-61 days out, you shall remain responsible for 25% of the estimated charges of your event. If you cancel your function 31-60 days out, you shall remain responsible for 50% of the estimated charges of your event. If you cancel your functions less than 30 days out you shall remain fully responsible for 100% of the estimated charges of your event.

## **ALCOHOLIC BEVERAGES**

The Aspen Meadows offers hosted or non-hosted bars. If no bar is requested for parties of 20 or more people, an extra server will be added at \$75.00 to take drink orders. The sale and service of all alcoholic beverages is regulated by the Colorado State Division of Alcoholic Beverages and Tobacco. The Aspen Meadows is responsible for the administration of those regulations. Therefore, it is a policy and health regulation that NO alcoholic beverages or food may be brought on or off property.

## **DECORATIONS**

Decorations, signage or displays brought onto the property must be approved prior to arrival. Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance in order to prevent damage to the fine fixtures and furnishings. In addition, absolutely no confetti of any kind may be used. There is a \$250.00 cleaning fee for removing any excess decorations. Labor fees may apply to excessive decoration set-up or removal.

## **ENTERTAINMENT**

All outdoor entertainment must conclude by 10:00pm. All indoor entertainment must conclude by midnight. This is in accordance with local ordinances and with respect toward other guests on property.

## **SMOKING**

Smoking of cigars, cigarettes, and/or marijuana is not allowed in any of our indoor and outdoor spaces.

## **CHARGES & FEES**

Prices on our Catering Menu are exclusive of tax and service charge. Service Charge is 22%, and Aspen tax is currently 9.3%. Venue rental fees apply and are not subject to tax and service charges. There is a 22% coordination fee for all items ordered, rented or billed from outside vendors through the Aspen Meadows. Prices are subject to change.

## ADDITIONAL SERVICES

### GUESTS ROOMS

Please ask us about our rates

Bed and breakfast rates are available upon request

Junior Suite • One Bedroom Suite • Two Bedroom Suite

### BAR SETUP

\$150 per bar

### COAT CHECK

Available upon request

\$25 per attendant per hour

(2 attendants required for parties over 75 guests)

### CAKE + DESSERT

All wedding cakes and desserts are prepared in house

### EXCESSIVE FURNITURE MOVING + REMOVING

50% of the venue rental

### NIGHT SURCHARGE

After midnight we will have an extra cost per server of \$30 per server per hour

## VENUE INFORMATION

### CEREMONY

Site Fees include staff, set-up and removal of chairs and water station.

Chairs must be rented from an outside rental company.

During peak seasons, minimum guest counts may be required.



#### ANDERSON PARK

The renowned designer and artist, Herbert Bayer, created this romantic setting. Say "I do" with Aspen Mountain as your backdrop.

- Up to 300 guests



#### PLATO'S DECK

Panoramic mountain views overlooking Buttermilk and Highlands mountains.

- Up to 120 guests

## VENUE INFORMATION

### COCKTAILS

Site fees include staff, set-up and tear down, cocktail tables, and patio furniture.

Offsite bar set-up and bartender fees may apply.



#### BASS TERRACE

On the rooftop of Doerr-Hosier Center, the Bass Terrace offers incredible 360 degree views of the surrounding mountain landscape.

- Up to 160 guests
- Additional guests can be accommodated with the rental of the Catto Boardroom, adjacent to the terrace



#### BARKSDALE LOBBY

Located at the entrance of the Doerr-Hosier Center, Barksdale Lobby features two terraces overlooking the Roaring Fork River. This venue is included with the rental of the McNulty Ballroom.

- Up to 250 guests

## VENUE INFORMATION

### COCKTAILS

Site fees include staff, set-up and tear down, cocktail tables, and patio furniture.

Offsite bar set-up and bartender fees may apply.



#### **BREN + MEL SIMON TERRACE**

Reserved for our Plato's Deck ceremonies, this gorgeous outdoor venue has panoramic views of our beautiful valley and is located above Albright Pavilion.

- Up to 120 guests

## VENUE INFORMATION

### RECEPTION

Site fees include staff, set-up and tear down, and 60" round tables.

Chairs included for Albright Pavilion rental. Chair rentals recommended for the McNulty Ballroom.

During peak seasons, minimum guest counts may be required.



#### **ALBRIGHT PAVILION + DAVIS COMMONS**

Located on the ground level of the newly renovated Walter Isaacson Center, this versatile space has floor-to-ceiling windows and a private deck overlooking Castle Creek and Buttermilk Mountain.

- Up to 120 guests
- No dance floor necessary



#### **McNULTY BALLROOM**

Featuring views as expansive as the room itself, our McNulty Ballroom allows you to dance the night away in a sleek, modern, and customizable space.

- Up to 275 guests
- Stage
- No dance floor necessary