

Services and Fees



Deposit:

The amount of the room rental rate is considered the deposit and is non-refundable after forty-eight hours. It is applied to the balance of the total bill, and is due at the time of contract signing. The balance is due seven days prior to your event and must be paid in full prior to the event.

Linens:

Linens are included in the price of the room rental rate.

Catering

Work with our Event Planner and one of our Preferred Caterers to place your catering order no later than thirty (30) days prior to your event. A final count is required ten (10) days prior to the event. Outside catering and self-catered events are subject to a charge of \$2.50 per person.

Equipment

TV/VCR/DVD	\$25.00
LCD Projector	\$50.00 (half day), \$100.00 (full day)
Stage	\$50.00 per 4' x 8' section (includes skirting)
Dance Floor	Please refer to the dance floor price list. Dance floors are subject to delivery and damage waiver fees as assigned by the rental company.

Staffing

Aims Event Planner	\$40.00/hour
Aims Event Staff	\$25.00/hr
Security Service (required for alcohol events)	\$40.00/hr/guard

Additional fees may be assessed for the following:

1. Use of the room for rehearsals or decorating on the day prior to the event will be charged an hourly rate for the time used.
2. Room changes/cancellations by party five (5) working days or less prior to the event.
3. Changes/Cancellations in catering orders by party five (5) working days or less prior to event.
4. Extra or special staffing for unusual hours (Security, room setup, etc.).
5. Damage (this includes loss) to walls, ceiling, floors, AV equipment, easels, chairs, tables, and/or whiteboards, etc.
6. Event not cancelled in accordance with "Rules and Policies".

☎ 970.339.6354 ph

📠 970.339.6564 fax

WWW.AIMSCED.COM/FACILITIES

AIMSEVENTCENTER@AIMS.EDU

5590 West 11th Street

Greeley, Colorado 80634

Monday - Friday, 8:00am – 5:00pm

Saturday & Sunday upon request