

## Venue Overview

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### Venue Description

Spruce Mountain Guest Ranch is a historic and beautifully landscaped 400-acre premier venue just 20 minutes South of South Denver. Welcoming groups of all types, true Colorado style abounds at Spruce Mountain Guest Ranch with magnificent hand-crafted detail, state-of-the-art modern conveniences, and indoor/outdoor capabilities. With tribute to three ponds and eye catching wildlife, Spruce Mountain Guest Ranch has been charmed by authentic beauty. Nestled beneath Spruce Mountain, natural accommodations allow the experience of a mountain event without the drive to the mountains. Spruce Mountain Guest Ranch is centrally located only a short drive from both Denver and Colorado Springs.



With spacious modern facilities accommodating up to 400 guests for dining and many more for a casual affair, Spruce Mountain Guest Ranch offers an impressive collection of event spaces with breathtaking views and a relaxed atmosphere. All the while the Guest Services Director is onsite providing support to ensure a successful event. Additionally, Spruce Mountain Guest Ranch offers multiple recreation activities, teambuilding programs, and on-site tours and transportation. An elevated experience awaits you at Spruce Mountain Guest Ranch! Call to visit today!

### Venue Amenities & Features

- Client Provided liquor
- On-site Ranch Recreation Activities
- Teambuilding Programs
- On-Site Tours & Transportation
- Indoor and Outdoor Spaces
- Tables & Chairs
- State-of-the-Art A/V Equipment & Services
- Exclusive Use, *one event per day in the upper and lower ranch areas*

### Contact Info

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**Contacts:** Tara Ames-Noel, *Guest Services Director* & Erika Wong, *Guest Services Coordinator*

**Physical Address**  
14771 Spruce Mountain Road  
Larkspur, CO 80118

**Mailing Address**  
P.O. Box 38  
Larkspur, CO 80118

**Phone:** 719.484.0800  
**Email:** [Info@SpruceMountainGuestRanch.com](mailto:Info@SpruceMountainGuestRanch.com)  
[www.SpruceMountainGuestRanch.com](http://www.SpruceMountainGuestRanch.com)

**Appointments:** Tours available by appointment only.

### Location & Directions

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Spruce Mountain Guest Ranch is located just 25 minutes South of South Denver or 20 minutes North of Colorado Springs.

#### Directions from Denver

Take I-25 South toward CO Springs  
Take the 173 exit towards Larkspur  
Merge onto S. Spruce Mountain Road  
Travel 7.2 miles on S. Spruce Mountain Road  
The entrance to the ranch will be on the left

#### Directions from CO Springs

Take I-25 North toward Denver  
Take the CO-105 Exit, Exit 161, toward Monument  
Turn Left onto CO-105  
Stay straight for 2 miles on S. Spruce Mountain Road  
The entrance to the ranch will be on the left

### Space Descriptions & Map

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# Spruce Mountain Guest Ranch

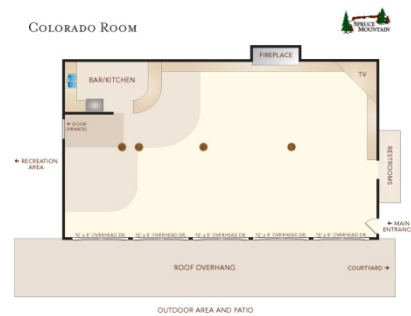
# Sales Kit 2010

## COLORADO ROOM

*Capacity: Reception 100/ Banquet 80*

Built to entertain "Colorado Style", this location has it all! Indoor and outdoor fireplaces, stream and dewpond, wild flower gardens, and outdoor activities including sand volleyball, tennis, basketball, and much more! You will be taken away by the uncompromising beauty and abundant accommodations. Directly adjacent to the Colorado Room is Genevieve's Garden where guests will find an array of Ranch Recreation.

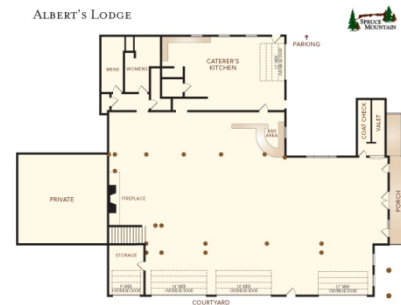
Just East of the Colorado Room, guests will walk through the Courtyard which is an ideal outdoor dining space that can accommodate up to 150 people. Also a great area for a buffet or additional entertainment this area provides endless possibilities.



## ALBERT'S LODGE

*Capacity: Reception 250/ Banquet 250/ Theater 200*

With hand crafted flooring, walls and fireplace, Albert's Lodge continues the rustic yet elegant Colorado design. With a front porch welcoming one and all to a floor to ceiling fireplace, your guests will be warm and feel welcomed from their first step. A bar serves as a primary registration area and beverage service station, caterers will also enjoy our full service pantry. Ranch A/V systems are connected resulting in the sound transferring through the gardens from Albert's Lodge, should you select. An oversize screen drop from the ceiling enhanced with an LCD projector with multiple ports for the client to connect to, delivering convenient access points for every meeting and event. Opened in Spring, 2010.



# Spruce Mountain Guest Ranch

# Sales Kit 2010

## PONDEROSA ROOM

*Capacity: Reception 500/ Banquet 425/ Theater 350*

The magnificent grandeur of the Ponderosa Room is truly incomparable. Featuring genuine Colorado style and impressive accommodations, this rustic yet sophisticated indoor venue includes built in state of the art audio visual equipment, a stage, and VIP lounge. This site is sure to make an impression on your day.



## More Spaces, More Options



Courtyard, up to Banquet 180



Lakeview Terrace, up to Reception 50



Mountain Meadow, open space



## SPRUCE MOUNTAIN RANCH - CAPACITY CHART

Event Space	Space Dimensions	Space Square Footage	Existing (room as is)	Banquet (dining rounds)	Reception (cocktail reception set up)	Theater (Rows of Chairs)
Albert's Lodge	75'x60'	4,500	300	250	250	200
The Courtyard	50'x80'	4,000	250	180	200	200
Colorado Room	45'x31'	1,395	100	80	100	n/a
<i>Dimension doesn't include elevated area next to bar</i>						
Colorado Room & Patio	n/a	n/a	150	90	150	n/a
Genevieve's Garden	118'x60'	7,080	650	425	550	350
Ponderosa Room	117'x59'	6,903	600	425	500	350
Mountain Meadow	open	open	open	open	open	open
Lakeview Terrace	15'x34'	510	60	40	50	35

## DIMENSIONS FOR ADDITIONAL AREAS

Stage in Ponderosa Room	13.5'x16'
Workout Room	29'x29'
Pergola outside Colorado Room	60'x8'
Ponderosa Foyer	32'x20'
Sale Room, Upper Level	6'x8'
Ponderosa Bar Accommodations	8'x6'
Ponderosa Office Area	10'x14'

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## SPRUCE MOUNTAIN CORPORATE AND CELEBRATION RATES

Venues	Capacity	Year Round	Package Includes
The Ponderosa Room and The Colorado Room (includes recreation area)	450 Max	Sun. - Fri. Hourly Rate (min. 4 hrs): \$1000  Reg. Rate: \$8,000  Sat./ Prime Date: \$8,500	<ul style="list-style-type: none"> <li>• Use of SM Event property (Guest House not included) for 10 consecutive hours</li> <li>• Guest Services Director</li> <li>• Tables and chairs for up to 275 guests</li> <li>• Set up and Clean up</li> <li>• State of the art audio visual equipment w/ 4 hrs AV Manager technical support</li> <li>• Podium</li> <li>• High Speed Wireless Internet</li> <li>• 2 comfortable reception areas/ break out rooms with fireplaces and bar</li> <li>• In-House Stage (Ponderosa Room)</li> <li>• Onsite Shuttle Service</li> <li>• Adjacent Parking</li> <li>• Rates include existing furniture</li> </ul>
The Ponderosa Room	up to 400	Sun. - Fri. Hourly Rate (min. 4 hrs): \$900  Reg. Rate: \$7,000  Sat./ Prime Date: \$7,500	<ul style="list-style-type: none"> <li>• Use of SM Event property (Guest House not included) for 10 consecutive hours</li> <li>• Guest Services Director</li> <li>• Tables and chairs for up to 275 guests</li> <li>• Set up and Clean up</li> <li>• State of the art audio visual equipment w/ 4 hrs AV Manager technical support</li> <li>• Podium</li> <li>• High Speed Wireless Internet</li> <li>• 2 comfortable reception areas/ break out rooms with fireplaces and bar</li> <li>• In-House Stage</li> <li>• Onsite Shuttle Service</li> <li>• Adjacent Parking</li> </ul>
Albert's Lodge & The Colorado Room (includes recreation area)	up to 250	Hourly Rate (min. 4 hrs): \$900  Reg. Rate: \$7,000  Sat./ Prime Date: \$7,500	<ul style="list-style-type: none"> <li>• Use of SM Event property (Guest House not included) for 10 consecutive hours</li> <li>• Guest Services Director</li> <li>• Tables and chairs for up to 250 guests</li> <li>• Set up and Clean up</li> <li>• State of the art audio visual equipment w/ 4 hrs AV Manager technical support</li> <li>• Podium</li> <li>• High Speed Wireless Internet</li> <li>• Adjacent Parking</li> <li>• Rates include existing furniture</li> </ul>

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## SPRUCE MOUNTAIN CORPORATE AND CELEBRATION RATES

Venues	Capacity	Year Round	Package Includes
Albert's Lodge & The Colorado Room (2 hours) (includes recreation area)	up to 250	Hourly Rate (min. 4 hrs): \$800  Reg. Rate: \$6,000  Sat./ Prime Date: \$6,500	<ul style="list-style-type: none"> <li>• Use of SM Event property (Guest House not included) for 10 consecutive hours</li> <li>• 2 hours for Colorado Room use only</li> <li>• Guest Services Director</li> <li>• Tables and chairs for up to 250 guests</li> <li>• Set up and Clean up</li> <li>• State of the art audio visual equipment w/ 4 hrs AV Manager technical support</li> <li>• Podium</li> <li>• High Speed Wireless Internet</li> <li>• Adjacent Parking</li> <li>• Rates include existing furniture</li> </ul>
Albert's Lodge	up to 250	Hourly Rate (min. 4 hrs): \$700  Reg. Rate: \$5,000  Sat./ Prime Date: \$5,500	<ul style="list-style-type: none"> <li>• Use of SM Event property (Guest House not included) for 10 consecutive hours</li> <li>• Guest Services Director</li> <li>• Tables and chairs for up to 250 guests</li> <li>• Set up and Clean up</li> <li>• State of the art audio visual equipment w/ 4 hrs AV Manager technical support</li> <li>• Podium</li> <li>• High Speed Wireless Internet</li> <li>• Adjacent Parking</li> <li>• Rates include existing furniture</li> </ul>
The Colorado Room	up to 80	Sun. - Fri. Hourly Rate (min. 4 hrs): \$600  Reg. Rate: \$4,000  Sat./ Prime Date: \$4,500	<ul style="list-style-type: none"> <li>• Use of SM Event property (Guest House not included) for 10 consecutive hours</li> <li>• Guest Services Director</li> <li>• Tables and chairs for up to 80 guests</li> <li>• Set up and Clean up</li> <li>• State of the art audio visual equipment w/ 4 hrs AV Manager technical support</li> <li>• Podium</li> <li>• High Speed Wireless Internet</li> <li>• Adjacent Parking</li> <li>• Rates include existing furniture</li> </ul>

Contact the Guest Services Office at Spruce Mountain Ranch for current pricing, 719.484.0800 or 303.400.2516.

\* Nonprofits and individuals in the agricultural industry receive a 15% discount on venue rental

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## **Experience Packages: Picnics & Teambuilding**

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Spruce Mountain Guest Ranch offers more than exceptional service and rolling acres designed for entertaining, this rocky mountain playground offers an ideal backdrop for your corporate teambuilding activity! From a casual Spruce Mountain Sports Program to a more structured and thematic Spruce Mountain Scouts, both offer a fun and energizing group of interactive activities. Like the name, Spruce Mountain Scouts, invites all guests to challenge traditional and non-traditional scouting skills. Timed trials may include pitching a tent, fly casting or you may find yourself on a trail of discovery while accomplishing various tasks and earning your badges! Spruce Mountain Sports is a ranch offering that can be structured as a group activity or open play! With over 6 on-site activity stations, add more of your own and you have a full day of recreation for everyone to enjoy!

Come for the day or just a few hours, we invite you to enjoy lunch before the program or a casual awards reception to cap off the experience, The Ames Patio and Colorado Room is the natural backdrop to any presentation to recognize the best of the best! (It isn't always about who has the most badges) Spruce Mountain Guest Ranch offers a rustic, elegant backdrop that awaits your team.....let the activities begin! Spruce Mountain Guest Ranch will customize the program to meet your time restrictions and budget needs and our Ponderosa Room will accommodate the entire program to move inside should there be inclement weather.



### ***Spruce Mountain Scouts, A Teambuilding Experience***

Grab your compass, read your handbook, put on your badge sash and be prepared for a variety of skilled and not so skilled group activities. Many traditional scouting activities will enthrall everyone! From knot tying to paddling competition, setting up a time to much more. When seeking the orientation badge you will find yourself on a hiking course unique as the organization.

This non-traditional teambuilding will take you back and challenge you to rise to the ranks of Scouting and maybe in the organization! Competition is conducive for people of all abilities and not everyone is required to perform each activity. If there is anyone that does not select to participate, judging or other non-competitive team activities can be arranged. The program, based on the selection of six activities will take about 90 minutes. The Spruce Mountain Scout Leaders will guide, facilitate and record information. The client will be responsible for prizes to the top person or team.

### ***Enhanced Ranch Experiences***

#### **Guest Experiences**

#### **Spruce Mountain Guided Trail Hikes**

#### **Ranch Recreation**

##### **Included**

Horseshoes  
Sand Volleyball  
Paddle Boats  
Basketball

##### **Available**

Horseback Riding  
Mountain Biking  
Fly Fishing  
Tennis Academy

## Ride in Style: Carriages & Hayrides

- Property Tours
- Multiple activity site transportation
- Scavenger Hunt
- Photo Opportunity

## Food & Beverage Experiences

- Colorado's Micro Brew Tasting
- Meats & Merlot, 101 of Ranch Dining
- Culinary Teambuilding

## A Ranch Experience

- Movie Drive-In Night
- Thematic Nights
- Bingo Night
- Professional Sports Viewing Party

## Venue & Event Services

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### **Catering Companies**

Buffalo Gals & Cravings	P: 719.635.0200	W. <a href="http://www.buffalogalsgrilling.com">www.buffalogalsgrilling.com</a>
Catering by Design & The Denver Picnic Company	P: 303.781.5335	W. <a href="http://www.cateringbd.com">www.cateringbd.com</a>
Epicurean Catering & Grillworks	P: 303.770.0877	W. <a href="http://www.epicureancatering.com">www.epicureancatering.com</a>
Garden of the Gods Gourmet	P: 719.471.2799	W. <a href="http://www.godsgourmet.net">www.godsgourmet.net</a>
Gourmet Fine Catering	P: 303.825.4545	W. <a href="http://www.gourmetfinecatering.com">www.gourmetfinecatering.com</a>
Tony Rosacci's Fine Catering & TR's BBQ	P: 303.662.9353	W. <a href="http://www.tonyrosaccicatering.com">www.tonyrosaccicatering.com</a>

Spruce Mountain Guest Ranch requires you to select one of our Preferred Caterers for your event as they all specialize in full-service, off-premise catering. All other vendors, we provide recommendations but not required. No outside food may be brought onto property that isn't provided by one of the preferred caterers listed. The exception to this is wedding cakes and sealed candy.

### **Beverage Management**

Spruce Mountain Guest Ranch allows the client to provide your own liquor. Trained / certified bartenders are required to be provided by your select caterer.

### **Event Rentals**

Spruce Mountain Guest Ranch is pleased to partner with Event Rents for all of your rental needs beyond what we offer in inventory and your catering partner may provide in-house. Event Rents has an exceptional array of linens, however if another specialty linen company offers a specific product that Event Rents doesn't carry, you are more than welcome to use another linen rental company.

## Venue Services

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### A/V Services

RICH Productions is our venue audio/visual specialist. RICH Productions is required to be on site at events when you select to use our in-house extensive A/V amenities. RICH Productions can arrange for additional rental and production items you may require or you can bring in your own service provider to supplement what we offer on site! Rich Productions, LLC:

Contact: Richard Helfer

Phone: 303-400-2506

Email: [av@sprucemountainranch.com](mailto:av@sprucemountainranch.com)

### The Colorado Room

The Colorado Room has a built-in home theater system with DISH NETWORK Satellite for watching your favorite program or listening to a Sirius Music station of your choice.

**Showing of your newest Product or Sales promo?** You can select from the DVD or VHS Player to watch your Themed Presentation or Cooperate Sales Materials or just a late night movie while snuggled up in front of the rustic fireplace.

**Want to show everyone the star potential you have?** Turn on the Two Wireless microphones, belt out your own lyrics to one of the Karaoke Videos in the Colorado Room Library and be the IDOL of your group.

**Have a large group?** The audio can be sent to one or both outdoor systems and enjoy the same audio content that is inside. Keep your guests entertained and informed. Use a microphone to give announcements to your group as they wander from the patio to the Tennis/Basketball Courts

**Just want to play your favorite mp3?** No problem, just plug into the I-pod dock and YOU become the newest DJ.

**Included with room rental:** Sony TV, JVC VCR, Dish Network Receiver, VOCOPRO Karaoke Amp, Pioneer DVD, Apple I-Pod Dock and the outdoor amplification.

NOTE: Items may not be used separate from home theater system

### The Ponderosa Room

The Ponderosa Room has a highly sophisticated State-of-the-Art built in Audio and Video system to handle your presentation or special event.

**"The Video Screens just opened up out of the ceiling".** The Room has two built-in **Christie LW-600** projectors displayed on **DA-LITE** Tensioned drop down screens, perfect to show your presentation, company logo or theme. The system has a **Sony Blue-Ray** DVD player and two **DISH NETWORK** satellite dishes to watch the latest news or listen to one of the **SIRIUS** Radio stations, or you can plug in your **I-pod** and select your own play list.

The system has four zones and can be combined or separated with a touch of the **Crestron** built-in touch screen AV selector in each zone

**"Sounds like another successful event".** The built in sound system has four separate microphone inputs as well as a computer audio input. Each zone has their own audio and video input selection, and can listen to any other input that is in use separate from the video that is displayed, "Handy if you want your company logo displayed in one room and listen to the event in the main hall". The System comes with one microphone for announcements.

**Included with room rental:** 2) Christie 6,000 Lumen projectors, 2) Da-Lite 133" Motorized Screens, 2) 42" NEC TV/Monitors, 1) 22" TV in the retreat, Sony – Blue-Ray DVD Player, I-Pod Connection, 3) Dish Network Satellite Receivers, Denon CD Player, 1) Shure microphone, Radio Tuner for local channels, 1) Computer video and audio connection.

**Four Viewing Zones:** The Main Hall, Main floor Lounge, VIP Lounge, and The VIP Seating (Balcony)

NOTE: All items are controlled by the Crestron wall panels excluding the retreat.

System has 1) 15-HD (VGA) video input and 1) 1/8" Mini audio input

## Albert's Lodge

This new, premier space offers a wide screen format which drops from the ceiling and is enhanced with an HD LCD projector. A feature of the room includes satellite TV that can feed into the projector or the LED monitor in the lounge. Albert's Lodge offers the following in equipment for the client and included in the rental: Microphone, Blu Ray DVD player, and I-Pod docking station. Amplified sound is built in to complete the audio/visual package in Albert's Lodge!

## Lighting your Event?

**"Is that our name in lights?"** YES! Have a custom gobo with your name or Company logo proudly displayed at your event. A full line of the latest lighting fixtures are available. "Light up your event with color".

**We can handle all of your specific lighting needs by contacting your Guests Services Director.** Additional fees may be required.

## Service Fee

A Spruce Mountain AV Manager will be on-site during your event to assist you with your set-up and the operation of the built in system and is already included in the price of the "Ponderosa Room" rental for up to 4hours. Additional technical support is available at Rate listed below. A four hour minimum is required for all service technicians.

<u>Hourly Rate</u>	<u>Technician Specialty</u>
\$50.00/ hour	Spruce Mountain AV Manager
\$30.00/hour	Audio or Sound Technician
\$30.00/hour	Lighting Technician
Priced Upon Request	Technician for additional services

**Need additional Sound Reinforcement or you have specific requirements?** We have you covered. Rich Productions, LLC has the answer in making your event one that will be remembered for years to come. Please contact your Guest Services Director for more information.

**Spruce Mountain Cattle Co. Tours:** Spruce Mountain Guest Ranch invites you to experience a working Black Angus cattle ranch. The staff at Spruce Mountain Guest Ranch will arrange and coordinate tours for your guests. An additional fee to provide these tours and the cost is based on number of guests, duration of tours and such.

**On-site Transportation:** Transportation can be provided in many forms at Spruce Mountain Guest Ranch. Transfer your guests in style from our many outdoor locations to your indoor event sites. Spruce Mountain Guest Ranch can arrange for horse drawn carriages, hay rack rides, luxury passenger vans, or antique vehicles.

## Spruce Mountain Cattle Company

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Spruce Mountain Ranch has a state of the art sales facility that has been opened up to host local, state, and regional sales. Adjacent to the sales facility, you will find the sale barn and working facility, accompanied with individual runs and an open faced calving barn. Each pasture located on the Spruce Mountain Ranch is equipped with a loafing shed and pipe corrals. For more information on the Spruce Mountain Cattle Company, please contact Andy Maupin, Cattle Sales Manager at 719-484-0800 or [info@sprucemountainranch.com](mailto:info@sprucemountainranch.com).

## Booking and Use Guidelines, *at-a-glance*

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### **Cancellation Schedule:**

If a cancellation occurs, the initial deposit of 50% of the base room rental charge will be forfeited. If the cancellation is less than 45 days from the event, 100% of the total venue rental is required.

### **Event Coordinator**

To ensure a flawless event, a professional Event Coordinator, or person(s) acting as coordinator, is required to assist the client with their entire event.

### **Hold the Date**

A date will be placed on hold for up to seven (7) days. This will give the client first right of refusal on the date and space. Should another customer inquire about the date within this time, the client will be given 3 business days to secure or release the hold. To secure any date, a signed contract along with a deposit must be received. An event is not considered confirmed until the contract is duly signed and deposit is received.

### **Rental Services**

Spruce Mountain Ranch has the following rental inventory for use during the event: (26) 5' round dining tables, (260) banquet chairs, (7) 8' x 30" banquet tables, (10) high cabaret tables, (7) 6'x30" banquet. Should the event require additional quantities and/or select other designs, it will be at the client's expense to secure. Spruce Mountain Guest Ranch has a preferred relationship with Event Rents Denver. For their complete inventory or to receive a bid, please contact them directly at 303.972.0975 or [www.eventrentsdenver.com](http://www.eventrentsdenver.com). All rental items must be removed immediately following the event. When ordering a tent for your event, if applicable, a "Safety Package" is required.

### **Time of Event**

The packaged rental fee is based on use of the event space for up to 10 hours of consecutive use time, which is agreed upon between the client and Spruce Mountain Guest Ranch. Additional hours may be secured for an extra, non-prorated hourly rate and this cost is determined by the location, number of hours and how the space is used. In general these rates are \$500 per hour for one space and for the CO Room & Albert's Lodge the fee of \$750/hour will apply. The 10 hour time block includes set up, event -time, and tear down. It is the client's responsibility to effectively communicate this and all policies to event vendors.

A recommended break-down of the 10 hour time block is as follows:

4 HR Event Time + 6 HR Set Up and Tear Down = 10 HRS

5 HR Event Time + 5 HR Set Up and Tear Down = 10 HRS

6 HR Event Time + 4 HR Set Up and Tear Down = 10 HRS

***Thank you for considering Spruce Mountain Guest Ranch! Elevating your event experience is our main goal! Let us know how we can deliver on that! We look forward to seeing you and your guests at the Ranch!***