



*In Loving  
Memory*



*Mt. Carmel*  
*Your* WELLNESS & COMMUNITY CENTER

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# *Memorial Services*

We know this is a difficult time for families. You want to honor your loved one in a special way but have limited planning time. Allow our experienced staff to eliminate some of your stress and worry by helping you plan a service to commemorate the departed. Additionally, an appropriate reception may be included in the planning.

The non-denominational chapel has preserved elements of the original Church whose rich history dated back over 100 years. Stained glass windows, vaulted wood beamed ceiling, lantern chandeliers and original pews provide the right ambience for your service. Audio/visual equipment is included in the rental fee.

Our renowned catering facilities and event halls allow you to provide a tasteful reception from a simple gathering to a buffet or served meal. You will find information on the event halls as well as a catering menu in the following pages. We are honored to accommodate special catering requests.



# Chapel



## Rental Fees Include:

- Ceremony rehearsal
- Microphone and mixer to amplify ceremony and vows
- Lighting system
- Projector
- Inscribed Legacy Brick

## Chapel Reservation Times Available:

11 a.m.- 1 p.m.

2 p.m.- 4 p.m.

5 p.m. - 7 p.m.

Chapel Ceremony Rental Fee  
\$475-\$725.



# Ziccardi Hall

A stunning view of Fishers Peak, wood beamed ceiling and plush carpeting make Ziccardi Hall Mt. Carmel's premiere event space. Originally the Music Hall for Our Lady of Mount Carmel Church, the Hall is our most formal venue and may accommodate up to 100 guests in a banquet seating arrangement. The Hall also lends itself to both plated and buffet service, cocktail hours and receptions.

## Rental Fees Include:

- Circular or linear table seating arrangements
- Hand-held microphones
- Scheduled time to setup and remove decorations
- Television with HDMI capabilities
- Inscribed Legacy Brick

Ziccardi Hall is typically scheduled in four-hour increments.

Ziccardi Hall Rental Fee **\$475**



# *Garden Hall*

The Garden Hall, located on the first floor of the Mt. Carmel building, features a view of and access to Emily's Garden. Both circular or linear table seating, a natural stone fireplace and accent columns create an intimate setting. The Garden Room accommodates up to 80 persons. Large stained glass panels open to Emily's Garden which may be reserved independently or in conjunction with the Garden Hall. Emily's Garden provides seating among the flowers, trees and special plantings that were the favorites of Emily Cimino. A stone fire pit may be lit upon request. The Garden is the perfect spot for a wine reception, bridal shower, rehearsal dinner or photo opportunities.

## **Rental Fees Include:**

- Circular or linear table seating arrangements
- Hand-held microphones
- Scheduled time to setup and remove decorations
- iPod and CD plug ins
- Television with HDMI capabilities
- Inscribed Legacy Brick

**Garden Hall is typically scheduled in four-hour increments.**

**Garden Room Rental Fee \$425**



# Legacy Hall

Legacy Hall, adjacent to the Chapel Mezzanine, may be used as its own space or to accompany events held in Ziccardi Hall. Legacy features a cherry bar, cocktail tables, several occasional chairs and a fire place and can be customized to serve your needs. Intimate gatherings of 25 or less fit perfectly in this space.

## Rental Fees Include:

- Circular or linear table seating arrangements
- Hand-held microphones
- Scheduled time to setup and remove decorations
- iPod and CD plug ins
- Television with HDMI capabilities
- Inscribed Legacy Brick

Legacy Hall is typically scheduled in four-hour increments.

Legacy Hall Rental Fee **\$375**



## Additional Information

### Local Taxes and Fees (subject to change)

Food/Beverage Sales Tax 8.4%

Service Charge 20%

All prices are subject to 20% Service/Gratuity Charge and CO Sales Tax (Service Charge and Colorado Sales Tax subject to change)

### Event Details

It is necessary that we receive setup requirements, menu and audiovisual selections at your earliest convenience.

### Guarantees

Attendance must be specified in writing. In the absence of a final guarantee, the agreed number of guests listed on the signed contract will apply.

### Audio Visual Equipment

With the exception of privately owned equipment, all equipment must be rented through our in-house AV department.

### Deposits and Cancellations

All deposits are credited toward the total cost of your event. The Event Coordinator can provide additional information regarding our cancellation policy.

### Food and Beverage

Food and beverage, including liquor, may not be removed from the Mt. Carmel premises.

## Event Catering Information

### Deposits and Billing

A 50% deposit is due at the time of contracting. Deposits are only non-refundable when canceling within 48 hours of the service. The final balance is due the day of the service.

### Entree Options

Catering provides services ranging from simple beverage service with light appetizers to casual or formal meals. You may choose to offer your guests a self-serve buffet or a seated dinner.

While we can coordinate a reception at our peaceful Mt. Carmel facility, we can also arrange for food and beverage to be delivered to your home, giving you more time to focus on what's most important.

*The following guidelines apply:*

An up charge will be added for parties of less than 25 people and for plated dinners. For plated dinners, you are allowed to choose up to three options for your guests, however a seating chart with each entree option will be necessary. If there is a price difference in the three entrees, the higher price will prevail.

Vegetarian, Vegan and Gluten-friendly options are available upon request and may require additional fees.

### Food and Beverage Guarantee

A final guarantee of the number of guests is required 24 hours prior to the service. Once this number is confirmed, it may not be changed as we will begin preparing for the reception immediately.