

# *Weddings*



# *Congratulations!*

You have chosen the perfect location. Our reputation and popularity speak to our being the premiere venue in Southern Colorado. Everything for your wedding day is on our campus - chapel, reception hall, delicious food and attentive service – all in an historic and beautiful setting.

We know that an exceptional wedding, large or small, demands meticulous planning and execution - something at which we excel. We are certain that you will find the grace, style and beauty of Mt. Carmel an ideal setting for your wedding day. Explore our options to customize your special occasion.





# Venue Locations

## *Chapel*

Our beautiful, non-denominational Chapel combines precious artifacts from the old church with modern enhancements that make it a multipurpose venue — a place of quiet contemplation, meaningful spiritual ceremonies, business meetings and lectures, cultural programs and theatrical productions. The Chapel is equipped to provide the latest in A/V equipment, theater lighting and closed-circuit viewing from the Chapel stage. Additional amenities include drop screen, media projector and conference table.

### ***Chapel Ceremony Rental Fees***

Up to four hours: \$550

Four to eight hours: \$775

### **Chapel Reservation Times Available:**

11 a.m.- 1 p.m.

2 p.m.- 4 p.m.

5 p.m. - 7 p.m.

### **Fees Include:**

- Ceremony rehearsal
- Microphone and mixer to amplify ceremony and vows
- Lighting system
- Projector
- Scheduled time to setup and remove decorations
- Inscribed Legacy Brick



# 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.



## ***Ziccardi Hall Rental Fees***

Up to four hours: \$550

Four to eight hours: \$775

Ziccardi Hall is typically scheduled in four-hour increments to allow time for a reception.

## **Fees Include:**

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



# 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 bar, cocktail tables, several occasional chairs and a fireplace. It can be customized to serve your needs. Intimate gatherings of up to 25 can fit perfectly in this space.



## ***Legacy Hall Rental Fees***

Up to four hours: **\$430**

Four to eight hours: **\$460**

**Legacy Hall is typically scheduled in four-hour increments to allow time for a reception.**

## **Fees Include:**

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

# *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 guests. 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.



## ***Garden Room Rental Fees***

Up to four hours: \$500

Plus Garden: \$100

Four to eight hours: \$690

Plus Garden: \$100

**The Garden Hall is typically scheduled in four-hour increments to allow time for a reception.**

## **Fees Include:**

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



# Emily's Garden

Emily's Garden may be reserved independently or in conjunction with the Garden Hall. Emily's Garden provides a seating area reminiscent of Emily Cimino's own private garden. 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.



## Garden Rental Fees

Up to four hours: \$180

Four to eight hours: \$345

**Emily's Garden is typically scheduled in four-hour increments.**

## Fees Include:

- Circular table seating arrangements
- Inscribed Legacy Brick
- Scheduled time to setup and remove decorations



# *Amphitheatre*



## ***Amphitheatre Rental Fees***

Up to four hours: \$230  
Four to eight hours: \$430

### **Fees Include:**

- Stage
- Seating area
- Electrical Access

Tables/chairs available for an additional charge.

# *Tent Rental*



## ***Tent Rental Fees***

20x20: \$275 per day  
\$550 per week  
20x30: \$400 per day  
\$750 per week

Plus setup fees and tax.  
Replacement fees apply if damaged.  
More information may be found on our website at [mtcarmelcenter.org/event-spaces](http://mtcarmelcenter.org/event-spaces) or call 719-845-4894.



## Ceremony & Reception Bookings include:

1. Professional wedding concierge and dedicated banquet team on the wedding day
2. House-made lemonade and iced tea during cocktail hour
3. Cash or open bar with bartender (extra fee)
4. Full cake-cutting service
5. Complete table setup to include china, flatware and glassware
6. White, floor-length linens (extra fee)
7. Sound system with CD and iPod inputs
8. Television with HDMI capabilities
9. Hand-held microphones
10. One-hour rehearsal day before
11. Scheduled time to setup and remove decorations
12. Taste tests (extra fee)
13. Accessible parking for all guests



# Event Catering Details

## **Deposits and Billing**

A 50% deposit is due at the time of contracting. Deposits are non-refundable when cancelling within seven (7) days of an event. For cancellations made within 15 days of a scheduled event, a fee of 50% of the rental price will be retained. A full refund will be issued if cancellations are made more than 15 days from the event date. All cancellations must be made in writing to the event coordinator. The final balance is due at least five (5) business days prior to the event.

## **Entree Options**

Three service options are available: banquet, self-service and plated meals. We also offer a dream wedding menu, which we are pleased to cater. Let us know the special meal you would like served and we will custom price it for the number of guests attending.

*The following guidelines apply:*

A surcharge 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 (3) options. We require a seating chart with each entree option at least two weeks before the wedding. If there is a price difference among 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 by 5 p.m. five (5) business days before your event. Once this number is confirmed, it may not be changed.



## 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 and any other function details no later than 30 days prior to the event.

### Guarantees

Attendance must be specified in writing at least five (5) business days prior to event date. In the absence of a final guarantee, the agreed upon number of guests specified on the signed contract will apply.

### Audio Visual Equipment

With the exception of privately-owned equipment, the group must rent all equipment 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. All food and beverage must be provided by Mt. Carmel with the exception of your wedding cake.

### Menu Tasting

A tasting for up to four (4) attendees is offered for weddings booked with guest lists of 40 or more. Tastings are subject to chef's schedule and availability of selected entrée.



For more information contact  
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