

## Colorado Automobile Dealers Association Building Use Policy

Colorado Automobile Dealers Association (CADA) maintains specific policy with regard to the use of the headquarters, William D. Barrow Building, located at 290 E. Speer Boulevard, Denver, CO 80203, for various events and meetings. Under this policy and as a public service to the State of Colorado, CADA provides the use of its headquarters to community-based and political organizations, including candidates for local, state and national office, regardless of party affiliation.

CADA reserves the right to approve or disapprove access to its facilities on a space availability basis and with priority preference given to member dealers and association functions. Providing the use of its facilities to a community organization, political committee or political candidate should not be viewed or construed as a political endorsement or indication support of any candidate, party, position or policy. The main floor includes the Bud Wells Boardroom, which is approximately 23' x 40' and has access to two patios, one on the South side which is covered and can seat 20 and one on the North side which has a fire pit / water fountain feature with seating for 8. The Bud Wells Boardroom has full AV capabilities including 3 monitors, a PC, conference phones and a PA system with a wireless microphone. The room can be configured in a variety of ways including:

- Cocktail reception for over 100
- Dinner for up to 50 inside and up to 70 including the covered patio
- Classroom training for up to 30
- Theater for up to 80 **Should you need additional seating please make the necessary arrangements**
- Boardroom for 24
- U shape for 22
- Hollow square for 30

The Garden level includes the Media Center which is approximately 23' x 40' and also contains full AV capabilities including a projector, screen, three monitors, wireless microphones, full conference call capabilities and a PC. The room can be configured as followed:

- Classroom for up to 40
- Theater for 60
- Hollow square for up to 20
- U shape for up to 22

These rooms are available for use 7 days a week depending on staffing availability. The CADA Event Coordinator is required to be on site for the duration of all meetings / events including time for setup and cleanup. The rooms can be reserved by completing the attached Event Request form and providing it to Nate Gorman ([nate.gorman@colorado.auto](mailto:nate.gorman@colorado.auto)) at which time the availability will be verified. The fee for the rooms are \$30 per hour with adequate time for setup and cleanup.

# CADA Event Request Form

Please complete and email to [cadaevents@colorado.auto](mailto:cadaevents@colorado.auto) to reserve a room today. You can expect to receive a calendar entry once the room reservation has been finalized.

Point of Contact: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Type Required:  Non-Profit Type Required \_\_\_\_\_

Association  Dealer  Press  Legislative

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Start & stop time of event: \_\_\_\_\_

What time does the room need to be set up by? \_\_\_\_\_

What time will the first person arrive\*? \_\_\_\_\_

\*Nate may need to be on-site early to open the building or assist with setup.

Approx. # of guests: \_\_\_\_\_

**ROOM SELECTION: See pages 5 & 6 for room set up examples**

**Bud Wells Board Room (Main level): *Please select all that apply***

Cocktail reception: Consists of 5 high top tables scattered in center of room for over 100

Lunch / dinner: Consists of tables linked together with up to 12 chairs per table and up to 60 total

Classroom style: Consists of chairs and tables for up to 30 \*

Theater style: Consists of up to 40 chairs only. **Should you need additional seating please make the necessary arrangements.** In which case we can accommodate up to 80. Boardroom style for up to 24

U-shape: Consists of large tables for up to 22

Hollow square shape: Consists of large tables for up to 30

Tables for food/beverages: We can set up 6' tables in the room or in the North Foyer

Patio: We have outdoor seating for up to 20 with lighting and heat

**Media Center: Please select all that apply**

U-shape: Consists of small OR large tables for up to 22 - **please check one**

Hollow square shape: Consists of small OR large tables for up to 20 - **please check one**

Classroom style for up to 40

Theater style: Consists of up to 60 chairs Open seating

Tables for food: There are two tables in the hall

**A/V NEEDS:**                      **YES (Please complete portion below)**                      **None**

Computer: Internet access, HDMI & VGA connections (MAC users please provide your adapter), USB port

Music: Pandora is available

Microphone: Wireless mic & (2) speakers are available for use  
Podium

Riser: (2) 5' x 5' and 6" high

Easel: If so, how many: \_\_\_\_ (Three available for use)    Easel Paper Needed? \_\_\_\_

Special request: \_\_\_\_\_

**CATERER:**                      **YES (Please complete portion below)**                      **None**

Company name: \_\_\_\_\_

Caterer arrival time\*: \_\_\_\_\_

\* Nate may need to be onsite to open the building or assist with setup.

Special requests: \_\_\_\_\_

**ADDITIONAL ITEMS:**

Coffee cart: (3) Keurigs with coffee, tea and condiments. The cart can be set up in the room or hall.

Kitchen: Available for caterers/food prep. Cooler is available for food storage on the day of event only.

Outdoor grill Fire pit/water fountain (Season permitting)

Check-in table & 2 Chairs

**ADDITIONAL INFORMATION:**

We can create an 11x17" sign for your event/meeting. Signage should say:

\_\_\_\_\_

We can highlight your organization on the monitor in the room you have selected with your logo, if desired. Please email your logo to Nate at [nate.gorman@colorado.auto](mailto:nate.gorman@colorado.auto) OR provide a thumbdrive

**PARKING**

We have limited parking along the South and West sides of our building. If you require more parking, contact the American Red Cross.

**\*You may be required to provide a certificate of liability prior to your event date.**



Nate Gorman will be the point of contact and will be responsible for setting up, monitoring and dismantling your event. Please let him know if you have any special requests prior to the day of the event. He can be reached at **303.221.2231** or emailed at [nate.gorman@colorado.auto](mailto:nate.gorman@colorado.auto)

**We offer a great facility; however, we do ask that the space(s) used, are left the same as you found it. Please designate someone to lead cleanup, which will consist of clearing tables and taking out the trash.**

\_\_\_\_\_ **Initial Here**

**PLEASE NOTE:** While there is not a facility fee to use our building for your event/meeting, there is a personnel fee of \$30 per hour with a (2) hour minimum. There may also be a setup/teardown charge consisting of 1-3 hours. This will depend on setup requirements and should be discussed directly with Nate. The personnel fee is due to Nate Gorman prior to or the day of the event. Please request an invoice prior to the event if necessary. Acceptable forms of payment include cash and check.

**Attention Event Coordinator:** Please note that cancellations will be accepted up to **72 business hours prior to the day of the event** or there will be a charge equivalent to the full personnel fee. Cancellations must be provided via email or via phone. By accepting this invite, you acknowledge receipt of this notification.

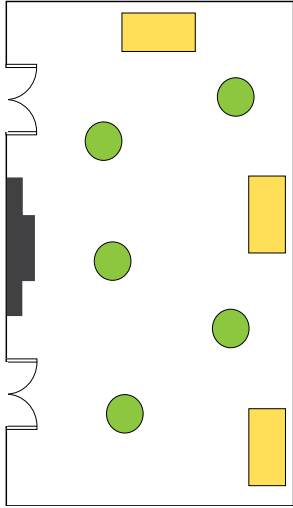
**This fee does not apply to Dealer Members.**

I have reviewed and agree to all information listed on this form and understand my organization is responsible for the personnel fee to be paid no later than the day of the event/meeting.

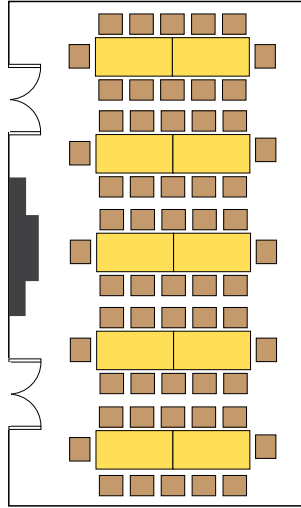
**SIGN HERE:** \_\_\_\_\_ **Date** \_\_\_\_\_

# Bud Wells Board Room (Main Level)

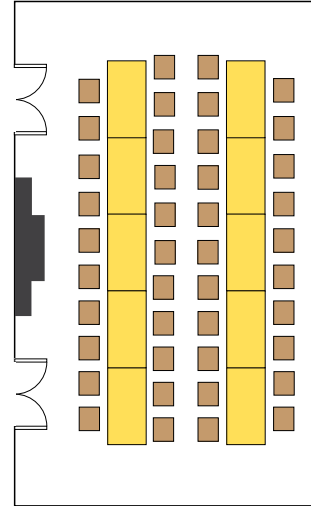
Cocktail Reception (100+)



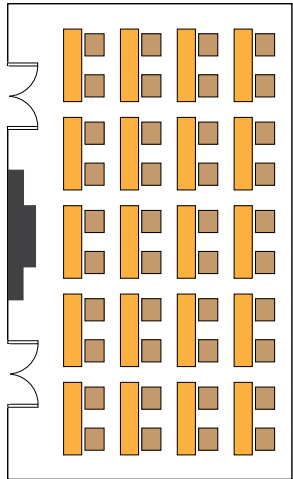
Dinner A (60)



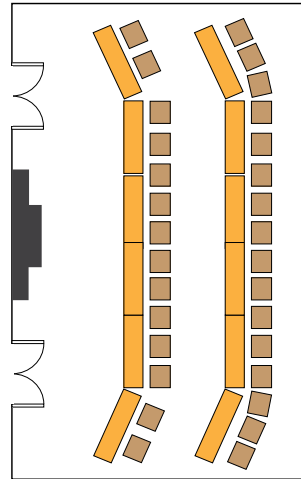
Dinner B (50)



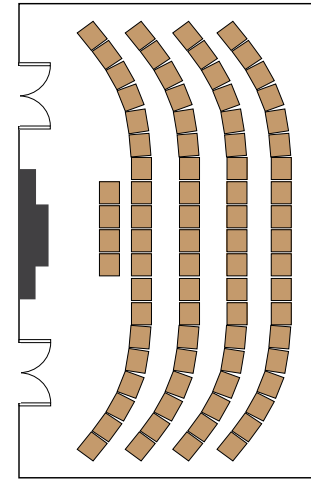
Classroom (40)



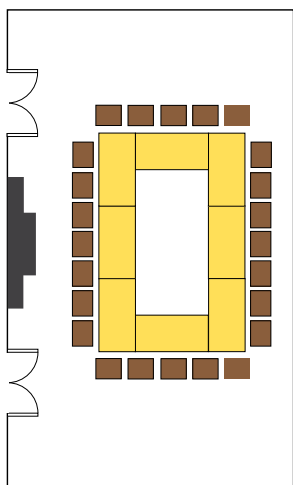
Classroom B (30)



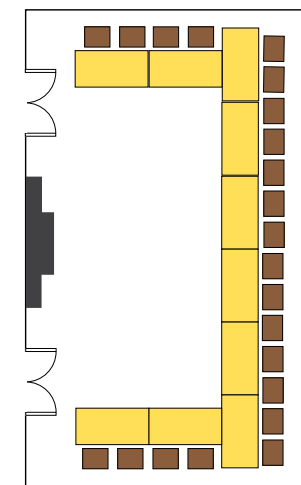
Theater (80)



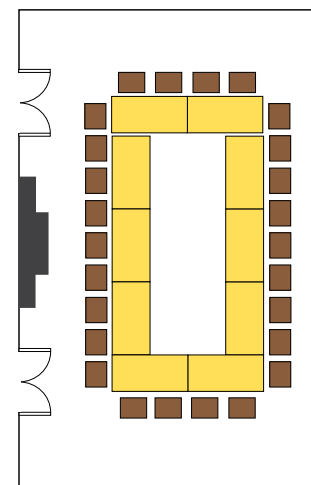
Boardroom (24)



U-Shape (22)



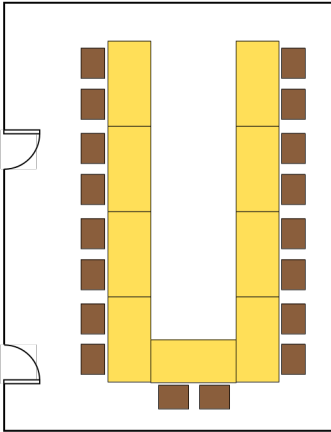
Hollow Square (30)



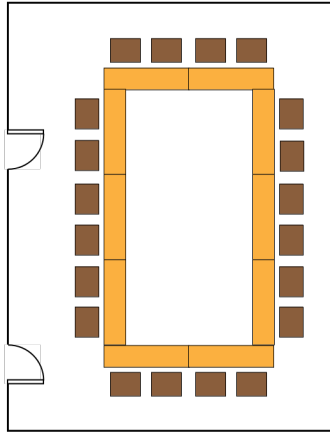
= 6' x 3' table    
  = 6' x 18" table    
  = executive chair    
  = meeting chair    
  = high top table

# Media Center

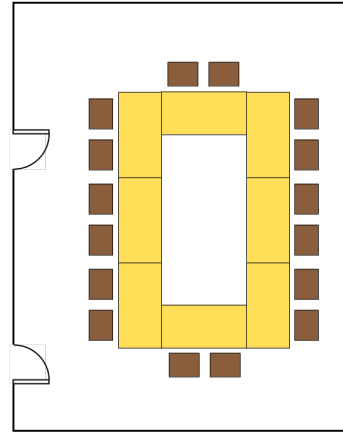
U-Shape (20)



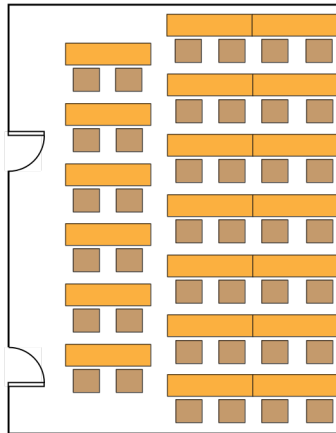
Hollow Square Shape A (20)



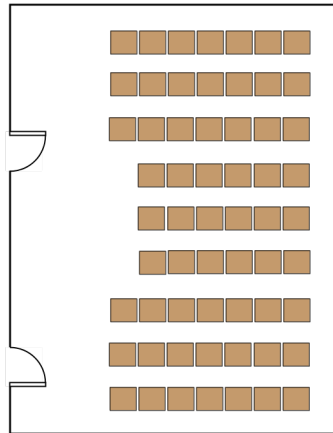
Hollow Square Shape B (16)





Classroom (40)





Theater (60)



 = 6' x 3' table

 = 6' x 18" table

 = executive chair

 = meeting chair