




*Curtis*SM
BALLROOM
AT THE LANDMARK

Weddings

5345 Landmark Place • Greenwood Village, CO 80111
direct 720-274-6866 • fax 720-274-6801
curtisballroom.com



Private Room Information

- 150 seated guests, 250 reception style
- 60 adult minimum for all events in the ballroom
- Room reservations are definite upon receipt of your deposit(s)
 - We accept Cash, Checks, Visa, MasterCard, AMEX & Discover*
 - Checks for final payment must be submitted on a business day at least one week prior to the event date.*
- Final payment for your event is due one week prior to event
- We supply basic tables, chairs, flatware, glassware and china
- *Labor Charge:* 21% will be added to the food and beverage total - This covers the hourly wage of all event staff and is not a tip or gratuity for the event staff personnel
 - *Initial contracts sent with 20% gratuity built in; final gratuity amount left to client discretion*
- *Administrative Fee:* A standard industry charge that covers all pre-event consulting, coordinating, production, administrative overhead, documentation, preparation, and other event management - This charge is applied according to the space(s) you rent
- *Set-up Fee:* Applied to final check for all private rooms
 - Curtis Ballroom - \$150 ◦ H4 - \$75 ◦ Howlett - \$50 ◦ Showroom - \$225*
- *Sales Tax:* 7.25% will be applied to all charges
- *3% Credit Card Fee*

Wedding Details

- *Ceremony Fee:* \$300 - Applied to all ceremonies
- A one-hour ceremony rehearsal is included with ceremony fee and is arranged depending on availability
- The Curtis Ballroom requires DJ or MC for all weddings
- The Curtis Ballroom does not charge a corking or cake cutting fee

Rental Times

- *Rental Time:* 8 consecutive hours total
 - Set-up - 2 hours ◦ Event - 5 hours ◦ Clean-up - 1 hour*
- Rental time is inclusive of ceremony and reception (if applicable)
- Additional hours: \$400 per hour - \$200 per ½ hour

Hors D' Oeuvres

\$5.50 each per person

Passed Hors D' Oeuvres

Antipasto Skewers
Chicken Drumettes
Smoked Chicken Quesadilla
Bacon Wrapped Jalapeños
Pork Pot Stickers
Prosciutto Wrapped Asparagus
Seasonal Grilled Sausage
Steak Crostini
Mini Crab Cakes
Scallops Wrapped in Bacon

Smoked Salmon Crostini
Tuna Tartare on Wonton Crisp
Brie and Raspberry in Phyllo
Caprese Skewers
Fried Ricotta Ravioli
Pretzel Bites
Spanakopita
Stuffed Mushroom Caps
Tomato Basil Soup
Vegetable Quesadilla

Stationary Hors D' Oeuvres

Charcuterie Board
Crudité & Dip
Guacamole & Salsa Bar
Queso Dip
Red Pepper Hummus with Pita Chips
Warm Spinach Artichoke Dip
Tomato Bruschetta
Italian Meatballs
Shrimp Cocktail

Stations

Mashed Potato

\$14 per person

Whipped Potatoes ◦ Whipped Sweet Potatoes

Toppings: Candied Pecans, Mini Marshmallows, Bacon, Butter,
Brown Sugar

Cheddar Cheese, Chives, Sour Cream

Macaroni & Cheese

\$14 per person

Cheddar Mac & Cheese ◦ Pepper Jack Mac & Cheese

Toppings: Bacon, Chives, Tomatoes, Green Chiles, French Fried
Onions

Jalapeños, Crumbled Potato Chips

Chili Bar

\$14 per person

Pork Green Chili ◦ Beef & Bean Chili

Toppings: Bacon, Cheddar Cheese, Tortilla Strips, Sour Cream,
Chives, Lime Wedges

Sliders

\$16 per person

Shredded BBQ Pork ◦ Cheeseburger ◦ Slider Buns

Toppings: Blu Cheese Crumbles, Shredded Cheddar, Dill Pickles,
Ranch Dressing, BBQ Dressing

Ham Carving

\$18 per person

Honey ◦ Rolls

Condiments: Spicy Mustard, Honey Mustard

Beef Carving

\$20 per person

Beef Tender ◦ Rolls

Condiments: Au Jus, Horseradish Cream Sauce

Street Tacos

\$17 per person

Beef Barbacoa ◦ Shredded Chicken ◦ Corn Tortillas

Toppings: Black Bean & Corn Salsa, Salsa Verde, Cotija Cheese
Avocado Salsa, Chipotle Aioli, Lime Wedges

Pasta

\$15 per person

Fettuccine Alfredo ◦ Linguine Bolognese ◦ Italian Meatballs

Garlic Bread

Design Your Own Dinner Buffet

\$40 for One Entrée • \$46 for Two Entrées • \$52 for Three Entrées

Buffet includes Dinner Rolls with Butter

Choice of Plated Salad:

Arugula Salad • Caesar Salad • Kale Salad • Mixed Greens Salad • Spinach Salad • Wedge Salad

Choice of Entrée:

Blackened Chicken Penne Pasta
Bruschetta Chicken
Chicken Parmesan
Chicken Piccata
Creamy Chicken Pesto Linguine
Jamaican Jerk Chicken
Lemon Chicken
Tequila Lime Chicken
Pork Tenderloin with Bourbon Apple Chutney
Pork Tenderloin with Sun-dried Tomato Jam
Beef Tender with Demi-Glace

Steak with Chimichurri Sauce
Steak with Garlic Herb Butter
Lemon Caper Salmon
Mahi Mahi with Strawberry Salsa
Mahi Mahi with Sun-dried Tomato Pesto
Salmon with Citrus Beurre Blanc
Salmon with Mango Salsa
Soy Ginger Salmon
Spicy Shrimp Penne alla Vodka
Wild Mushroom Ravioli

Choice of Starch:

(Choose One)

Cheddar Mac & Cheese
Cilantro Lime Rice
Coconut Jasmine Rice
Garlic Herb Pearl Cous Cous

Garlic Whipped Potatoes
Loaded Whipped Potatoes
Parmesan Risotto
Parmesan Spinach Quinoa
Pepper Jack Mac & Cheese

Roasted Red Potatoes
Roasted Sweet Potatoes
Scalloped Potatoes
Wild Rice Pilaf

Choice of Vegetable:

(Choose One)

Balsamic Glazed Carrots
Elote Corn Salad
Garlic Broccoli

Crispy Brussels Sprouts
Green Bean Amantine
Grilled Parmesan Asparagus

Grilled Vegetables
Tomato Zucchini Gratin
Vegetable Stir Fry

Design Your Own Plated Dinner

\$46 One Plated Entrée · \$52 Two Plated Entrées

Buffet includes Dinner Rolls with Butter

Choice of Salad:

Arugula Salad ◦ Caesar Salad ◦ Kale Salad ◦ Mixed Greens Salad ◦ Spinach Salad ◦ Wedge Salad

Choice of Entrée:

Bruschetta Chicken
Chicken Parmesan
Chicken Piccata
Jamaican Jerk Chicken
Lemon Chicken
Tequila Lime Chicken
Pork Tenderloin with Bourbon Apple Chutney
Pork Tenderloin with Sun-dried Tomato Jam
Beef Tender with Demi-Glace
Steak with Chimichurri Sauce

Steak with Garlic Herb Butter
Lemon Caper Salmon
Mahi Mahi with Strawberry Salsa
Mahi Mahi with Sun-dried Tomato Pesto
Salmon en Croute
Salmon with Citrus Beurre Blanc
Salmon with Mango Salsa
Soy Ginger Salmon
Wild Mushroom Ravioli

Choice of Starch:

(Choose One)

Cheddar Mac & Cheese
Cilantro Lime Rice
Coconut Jasmine Rice
Garlic Herb Pearl Cous Cous

Garlic Whipped Potatoes
Loaded Whipped Potatoes
Parmesan Risotto
Parmesan Spinach Quinoa
Pepper Jack Mac & Cheese

Roasted Red Potatoes
Roasted Sweet Potatoes
Scalloped Potatoes
Wild Rice Pilaf

Choice of Vegetable:

(Choose One)

Balsamic Glazed Carrots
Crispy Brussels Sprouts
Elote Corn Salad

Garlic Broccoli
Green Bean Amandine
Grilled Parmesan Asparagus

Grilled Vegetables
Tomato Zucchini Gratin
Vegetable Stir Fry

Dessert Stations

Additional \$7.50 per person

Make-Your-Own S'mores Station:

Graham Crackers ◦ Marshmallows
Assorted Chocolate Squares ◦ Hershey Chocolate Squares

Make-Your-Own Ice Cream Sundae Station:

Chocolate Ice Cream ◦ Vanilla Ice Cream
Chocolate Sauce ◦ Caramel Sauce ◦ Butterscotch Sauce
Whipped Cream ◦ Cherries ◦ Bananas ◦ Strawberries ◦ Crushed Oreos
Chopped Nuts ◦ Sprinkles

Float Station:

Vanilla Ice Cream ◦ Chocolate Ice Cream
Root Beer ◦ Cream Soda ◦ Coke ◦ Orange Soda

Adults Only:

(Offered with Hosted Bar Only)

Guinness ◦ Alcoholic Root Beer ◦ Blue Moon ◦ Vanilla Vodka

Kids Menu

(13 & under)

*\$25 per child**

Choice of 2 Items:

Served with Fruit or French Fries

Chicken Fingers

Macaroni and Cheese

Spaghetti and Meatballs

Buttered Parmesan Penne

Mini Beef Corndogs

Four Cheese Ravioli with Marinara Sauce

* Children (13 & under) may eat from adult buffet for \$15 per child in lieu of kids' menu *

Bar Packages

Consumption Bar

*Final check is based upon the actual drinks ordered and paid in full by the host
\$500 minimum paid with final event details*

\$7 Bottled Beer • \$7 House Wine • \$8 Well • \$10 Premiums
\$12 Well Doubles/Martinis • \$14 Premium Wines • \$15 Premium Doubles/Martinis
\$4 Red Bull

Hosted Bar

Hosted Bar Packages includes Non-Alcoholic Beverages (excluding Coffee)

Emcee

5 Hours • \$25pp
4 Hours • \$22pp
3 Hours • \$19pp
2 Hours • \$16pp
Ticket • \$10ea

*Includes:
Beer & House Wine*

Opener

5 Hours • \$32pp
4 Hours • \$29pp
3 Hours • \$24pp
2 Hours • \$21pp
Ticket • \$11ea

*Includes:
Beer, House Wine & Well Spirits*

Headliner

5 Hours • \$36pp
4 Hours • \$32pp
3 Hours • \$29pp
2 Hours • \$26pp
Ticket • \$16ea

*Includes:
Beer, Premium Wine & Premium Spirits*

Cash Bar

Guests pay for their own beverages – We accept Cash or Credit Cards

***When NOT combined with Hosted Bar Package:**

Non-Alcoholic Beverages not included • Bartender Fee will apply
One Bartender: \$30 per hour
(One Bartender per 60 Guests)

Non-Alcoholic Beverages

Non-Alcoholic Beverage Package

Included with Hosted Bar Package – \$2.50 per person without

Coke • Diet Coke • Sprite • Ginger Ale • Lemonade • Iced Tea • Orange Juice • Cranberry Juice
Tonic Water • Club Soda

Excludes Coffee

Standard Coffee Station

\$4 per person

Regular Coffee, Decaf Coffee, Hot Tea Service
Flavored Creamers • Sweeteners

Gourmet Coffee Station

\$6 per person

Regular Coffee • Decaf Coffee • Hot Tea
Assorted Syrups • Sweeteners • Flavored Creamers • Whipped Cream • Crushed Peppermint
Chocolate Sprinkles • Biscotti

Hot Chocolate and Apple Cider Station

\$5 per person

Hot Chocolate • Apple Cider • Crushed Peppermint • Mini Marshmallows
Cinnamon Sticks • Chocolate Sprinkles • Whipped Cream

Water Station is Always Complimentary

Audio & Visual

Curtis Ballroom Screen & Projector \$175

Portable Screen & Projector \$100

Sound Cord \$30

Bar Television \$50

Television ScreenCast \$75

White Board with Markers \$40

Flipchart with Markers \$40

Audio / Visual Technician \$75/hour

Live Stream \$600/hr

Microphones:

Wireless - \$50 • Wired - \$25

Wi-Fi - Complimentary