



*Curtis*<sup>SM</sup>  
BALLROOM  
AT THE LANDMARK

*Weddings*

5345 Landmark Place • Greenwood Village, CO 80111

direct 720-274-6866 • fax 720-274-6801

[curtisballroom.com](http://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*
- Final payment for your event is due at the end of the 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, as we do not build gratuity into our pricing structure
- *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

## 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 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

*\$3.50 each per person*

## Passed Hors D' Oeuvres

Asiago Chicken Blossom  
Chicken Drumettes  
Santa Fe Chicken Egg Rolls  
Smoked Chicken Quesadilla  
Waldorf Chicken Salad Bites  
Bacon Wrapped Jalapeños  
Pork Pot Stickers  
Prosciutto Wrapped Asparagus  
Seasonal Grilled Sausage  
Mini Beef Wellington  
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  
Guacamole Potato Skin  
Pretzel Bites  
Spanakopita  
Stuffed Mushroom Caps  
Tomato Basil Soup  
Vegetable Quesadilla

## Stationary Hors D' Oeuvres

Artisan Cheese 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

*\$12 per person*

Whipped Potatoes • Whipped Sweet Potatoes  
Toppings: Candied Pecans, Mini Marshmallows, Bacon, Butter,  
Brown Sugar  
Cheddar Cheese, Chives, Sour Cream

## Macaroni & Cheese

*\$12 per person*

Cheddar Mac & Cheese • Pepper Jack Mac & Cheese  
Toppings: Bacon, Chives, Tomatoes, Green Chiles, French Fried  
Onions  
Jalapeños, Crumbled Potato Chips

## Chili Bar

*\$12 per person*

Pork Green Chili • Beef & Been Chili  
Toppings: Bacon, Cheddar Cheese, Tortilla Strips, Sour Cream,  
Chives, Lime Wedges

## Sliders

*\$14 per person*

Beef Barbacoa • Shredded Chicken • Corn Tortillas  
Toppings: Black Bean & Corn Salsa, Salsa Verde, Cotija Cheese  
Avocado Crema, Chipotle Aioli, Lime Wedges

## Turkey Carving

*\$14 per person*

Roasted Turkey Breast • Rolls  
Condiments: Cranberry Chutney, Chipotle Aioli

## Ham Carving

*\$14 per person*

Honey OR Cinnamon Ham • Rolls  
Condiments: Spicy Mustard, Honey Mustard

## Beef Carving

*\$16 per person*

Beef Tender • Rolls  
Condiments: Au Jus, Horseradish Cream Sauce

## Street Tacos

*\$15 per person*

Beef Barbacoa • Shredded Chicken • Corn Tortillas  
Toppings: Black Bean & Corn Salsa, Salsa Verde, Cotija Cheese  
Avocado Crema, Chipotle Aioli, Lime Wedges

# Design Your Own Dinner Buffet

\$30 for One Entrée • \$36 for Two Entrées • \$42 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 au Poivre  
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 Amandine  
Grilled Parmesan Asparagus

Grilled Vegetables  
Tomato Zucchini Gratin  
Vegetable Stir Fry

# Design Your Own Plated Dinner

\$40 One Plated Entrée · \$45 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 au Poivre

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 Amantine  
Grilled Parmesan Asparagus

Grilled Vegetables  
Tomato Zucchini Gratin  
Vegetable Stir Fry

# Dessert Stations

*Additional \$4 per person*

## Make-Your-Own S'mores Station:

Graham Crackers ◦ Marshmallows  
Assorted Ghirardelli 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:

*(Choice of Four Beverages)*

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

(12 & under)

*\$15 per child\**

## Choice of Four 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 (12 & 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*

\$6 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 • \$21pp  
4 Hours • \$18pp  
3 Hours • \$15pp  
2 Hours • \$12pp  
Ticket • \$7ea

*Includes:*

*Beer & House Wine*

### Opener

5 Hours • \$29pp  
4 Hours • \$25pp  
3 Hours • \$21pp  
2 Hours • \$17pp  
Ticket • \$8ea

*Includes:*

*Beer, House Wine & Well Spirits*

### Headliner

5 Hours • \$34pp  
4 Hours • \$30pp  
3 Hours • \$26pp  
2 Hours • \$22pp  
Ticket • \$12ea

*Includes:*

*Beer, Premium Wine & Premium Spirits*

## Cash Bar

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

**\*When NOT combined with Consumption OR Hosted Bar Package:**

Non-Alcoholic Beverages not included • Bartender Fee will apply

One Bartender: \$25 per hour

*(One Bartender per 60 Guests)*

# Non-Alcoholic Beverages

## Non-Alcoholic Beverage Package

*Included with Hosted Bar Package – \$2 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

*\$2.50 per person*

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

## Gourmet Coffee Station

*\$5 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

*\$4 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 \$50

Portable Screen \$25

LCD Projector \$100

Sound Cord \$30

Bar Television \$50

Bar Television with Antenna \$75

Audio / Visual Technician \$75/hour

DVD Player \$25

Curtis iPod Hookup \$25

Ethernet Cord \$10

Custom Snapchat Filter \$100

Microphones:

*Lavalier - \$75 • Wireless - \$50 • Wired - \$25*

*Wi-Fi - Complimentary*