CU EVENTS
PLANNING & CATERING

Event Services

Elegant Dinners | Lunch Meetings | Receptions

Weddings | BBQs & Picnics | Holiday Parties | Graduation Events

CU Events Planning & Catering is your full-service event planning resource for spaces across the University of Colorado Boulder. From our beautiful outdoor locations with spectacular views of the Flatirons to a spacious and versatile ballroom in the University Memorial Center (UMC), we have the perfect space for your event. Our highly qualified event planners will help you produce your ideal event from the planning stage to the finishing touches.

We schedule venues all across campus including classrooms and outdoor spaces. We will work with you to plan the perfect event for 10 to 3,000 guests. Whatever your needs – intimate meetings, lavish receptions, conferences, lectures or social events – we offer your group an opportunity to experience a truly memorable event.

Catering Services
From bagels and coffee delivered for a Monday morning meeting to a staffed plated dinner of 500 guests, CU Events Planning & Catering is ready to serve you! We are the premier caterer for the CU Boulder campus. We focus on fresh, seasonal cuisine and will work with you to modify items to meet specific dietary requests as needed. Our staff is ready to answer your questions. The UMC holds a full hotel and restaurant liquor license to provide a variety of bar options to elevate events.

Audio Visual Support
From simple sound systems and projectors, to DJ equipment and custom packages, our audiovisual (AV) packages make it easy to get the solution you need. We have the flexibility to provide the perfect level of support to help make your event successful, indoors or outdoors. Packages also include an on-site technician to ensure everything runs smoothly.

University Memorial Center
The UMC, in the heart of the CU Boulder campus, features a five-story atrium, one of the largrest ballroom facilities within Boulder and technologically advanced smart rooms. A copy center, food court, bank, ATMs, bookstore and a bowling alley round out the building's amenities. When you hold your gathering at CU Boulder, you're getting affordable, LEED Silver-certified sustainable facilities with a focus on flexibility and guest experience.

colorado.edu/eventsplanning | **303-492-8833**

Events Planning & Catering
UNIVERSITY OF COLORADO **BOULDER**

Room	Sq. Ft.	Dimensions (in feet)	Theatre	Classroom *3 per 6' table*	Conference	Banquet *8 per 5' round*	Reception *Cocktail tables tall cabs/rounds*
Glenn Miller Ballroom (combined)	9280	138 x 67	1000	n/a	n/a	440	700
East Ballroom	2278	34 x 67	250	96	60	120	200
West Ballroom	2278	34 x 67	250	96	60	120	200
Center Ballroom	4060	70 x 58	575	144	n/a	240	300
Multipurpose Room 235	3548	64 x 54	300	120	n/a	160	200
Conference Room 245	1089	44 x 24	n/a	n/a	15	n/a	n/a
Conference Room 247	1113	54 x 18	70	36	48	n/a	n/a
Aspen Rooms (combined)*	1885	23 x 75	110	45	42	80	120
Aspen Room 285*	855	23 x 33	60	36	25	40	50
Aspen Room 287*	366	23 x 16	20	24	12	16	25
Aspen Room 289*	664	23 x 26	30	18	25	24	30
Conference Room 304*	216	10 x 20	n/a	n/a	8	n/a	n/a
Conference Room 351	160	11 x 15	n/a	n/a	8	n/a	n/a
Conference Room 382*	644	24 x 25	40	24	24	n/a	n/a
Conference Room 384*	574	19 x 25	40	24	24	n/a	n/a
Conference Room 386*	645	24 x 25	40	24	24	n/a	n/a
Conference Room 404*	216	10 x 16	n/a	n/a	6	n/a	n/a
Conference Room 415*	559	25 x 19	35	24	16	n/a	n/a
Conference Room 417*	680	30 x 19	45	32	20	n/a	n/a
Conference Room 418*	236	15 x 15	n/a	n/a	8	n/a	n/a
Conference Room 425*	729	32 x 20	42	30	20	n/a	n/a
Conference Room 452*	157	12 x 10	n/a	n/a	6	n/a	n/a
South Terrace (outdoors)	14850	75 x 198	n/a	n/a	n/a	n/a	700
South Terrace Tent	4000	40 x 100	325	200	n/a	200	300

*Rooms with existing presets – adjustments are available at an additional fee Room capacity may be affected by additional set-up needs

Glenn Miller Ballroom

Host your event in our ballroom! It is one of the largest ballrooms in Boulder and can be divided into three smaller rooms for a more intimate setting. The ballroom features a stage, modern audiovisual system, wood floors, skylights, contemporary décor, a green room behind the stage and a well-appointed catering kitchen.

Full Ballroom

Size: 138' x 67', 9280 sq.ft.
Capacity: 1000 theatre, 440 banquet, 700 reception

Center Ballroom

Size: 70' x 58', 4060 sq.ft.
Capacity: 575 theatre, 240 banquet, 300 reception

East and West Ballrooms

Size: 34' x 67', 2278 sq.ft.
Capacity: 250 theatre, 120 banquet, 200 reception

Aspen Rooms

The Aspen Rooms are filled with natural light and a stunning view of the Flatirons from floor-to-ceiling windows. The cozy décor makes these rooms a great space for interactive meetings, smaller meals or receptions. The rooms can be divided into smaller sections. Additionally, an exterior wall can be opened, making the space ideal to be utilized for small receptions and conference registration or check-in areas.

Combined
Size: 23' x 75', 1885 sq.ft.
Capacity: 80 banquet, 120 reception

Room 285
Size: 23' x 33', 855 sq.ft.
Capacity: 40 banquet, 50 reception

Room 287
Size: 23’ x 16’, 366 sq.ft.
Capacity: 16 banquet, 25 reception

Room 289
Size: 23’ x 26’, 664 sq.ft.
Capacity: 24 banquet, 30 reception

South Terrace

Enjoy Boulder’s more than 300 days of annual sunshine by hosting your event on the South Terrace. The South Terrace is a large outdoor space perfect for receptions, luncheons, tailgates or other activities. From March to October each year, a tent is added to the South Terrace to provide a great covered outdoor option for your event. The tent can remain open to take in the view of the Flatirons or closed for a more intimate setting. It is adorned with white drapery and chandeliers, creating an elegant venue space.

Tent
Size: 40' x 100', 4000 sq.ft.

South Terrace (outdoors)
Size: 75' x 198', 14850 sq.ft.

Combined
Combined Capacity: 200 banquet (inside the tent and with small dance floor)

Multipurpose Room 235

This is a great space for wedding receptions, conferences and more! It can be set up in many banquet or lecture configurations to best meet your needs. Room 235 offers fully interactive presentation capabilities with three ceiling-mounted projectors and a complete wireless sound system.

Size: 64' x 54', 3548 sq.ft.
Capacity: 300 theatre, 160 banquet

Hybrid Zoom Conference Room 245

Ideal for hybrid Zoom meetings , room 245 is a newly upgraded high-tech meeting space that features a 15-person table designed with full Zoom video conferencing software integration. The room features built-in cameras, microphones and two 76” monitors. It also offers natural light from two large west-facing windows and soft seating with built-in desks around the perimeter. This meeting room has great possibilities for dynamic presentations, board meetings or other hybrid events.

Size: 44' x 24.5', 1078 sq.ft.
Capacity: 15 around table, 10 extra seating spaces around perimeter

Conference Room 247

This meeting room is ideal for lectures and technical presentations, with multiple wall-mounted monitors, fully equipped sound system and dimmable lights. Natural light comes from a wall of north-facing windows, and the room has a pillared balcony overlooking the Dalton Trumbo Fountain courtyard.

Room

Size: 54' x 18', 1113 sq.ft.
Capacity: 36 classroom with 18 extra seats available

Conference Room 425

This distinctive meeting room features a windowed west wall with terrace access and mountain views. It also includes a curved architectural wall, is fully interactive with an 8-foot projection screen, a ceiling-mounted projector, dry-erase board and dimmable lighting.

Room

Size: 32' x 20', 640 sq.ft.
Capacity: 20 conference style

Rooms 304, 351, 382, 384, 386, 404, 415, 417, 418, and 452

This series of conference rooms blends design and functionaliy to create the perfect meeting spaces for any occasion. Whether your meeting is a creative brainstorm or a number-crunching session, tell us what you need and we'll help make it happen! The suite of rooms containing UMC 382, 384 and 386 feature recent AV upgrades. Each room now includes an 86" monitor with touchscreen, smart board functionality. Depending on the requested setup of the rooms, the new monitors can display a singular image or separate images based on the needs of the meeting or event.

Room Sizes:

304: 10' x 20', 216 sq.ft.
358: 14' x 12', 168 sq.ft.
382: 24' x 25', 600 sq.ft.
384: 19' x 25', 475 sq.ft.
386: 24' x 25', 600 sq.ft.
404: 10' x 16', 160 sq.ft.
415: 25' x 19', 475 sq.ft.
417: 30' x 19', 570 sq.ft.
418: 15' x 15', 236 sq.ft.
452: 12' x 10', 157 sq.ft.

Capacities: 6–40 people, depending on room and configuration

Rooms 382, 384, 386 can be combined into a variety of unique setups for an additional fee.

Rooms 415 and 417 can be combined, but will have two separate conference tables. Conference tables can be combined for an additional fee.

Rooftop Terrace and Fifth Floor Lounge

Located on the 5th floor of the UMC, our one-of-a-kind rooftop terrace is handicap accessible with sweeping views of the Flatirons. Large enough to seat 80 guests, it is an ideal setting for a wedding ceremony or special event. There is nothing else like it in Boulder! The adjacent indoor lounge provides space for a small reception or gathering.

Space

Terrace Size: 69' x 49', 4174 sq.ft.
Terrace Capacity: 80 ceremony or reception
Lounge Capacity: 35 reception