

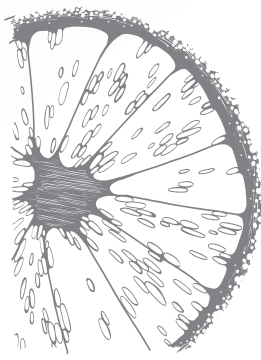
CU EVENTS

PLANNING & CATERING

colorado.edu/eventsplanning

303-492-8833

CU Events Planning & Catering is your full-service event planning resource for CU and the Boulder area. From our beautiful outdoor locations with spectacular views of the Flatirons to a spacious and versatile ballroom, 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.



Event Services

- Elegant Dinners
- Lunch Meetings
- Receptions
- Weddings
- BBQs and Picnics
- Holiday Parties
- Graduation Events

CU Events Planning & Catering schedules venues all across campus including classrooms and outdoor spaces. We'll 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 people, 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 when needed. Our staff is ready to answer your questions!

Audio Visual Support

From simple sound systems and projectors, to DJ equipment and custom packages, our 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, the largest ballroom facility within Boulder proper and technologically advanced “smart rooms.” A copy center, food court, bank, ATMs and book store 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.



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)	9279.5	138.5 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	3310	64 x 54	300	120	n/a	160	150
Conference Room 245	1078	44 x 24.5	n/a	n/a	18	n/a	n/a
Conference Room 247	1022	54 x 18	70	36	48	n/a	n/a
Aspen Rooms (combined)*	1725	23 x 75	110	45	42	80	120
Aspen Room 285*	759	23 x 33	60	36	25	40	50
Aspen Room 287*	368	23 x 16	20	24	12	16	25
Aspen Room 289*	598	23 x 26	30	18	25	24	30
Conference Room 358*	168	14 x 12	n/a	n/a	8	n/a	n/a
Conference Room 382*	600	24 x 25	40	24	24	n/a	n/a
Conference Room 384*	475	19 x 25	40	24	24	n/a	n/a
Conference Room 386*	600	24 x 25	40	24	24	n/a	n/a
Conference Room 404*	160	10 x 16	n/a	n/a	10	n/a	n/a
Conference Room 415*	475	25 x 19	35	24	16	n/a	n/a
Conference Room 417*	570	30 x 19	45	32	20	n/a	n/a
Conference Room 425*	640	32 x 20	40	n/a	24	n/a	n/a
Conference Room 454*	120	12 x 10	n/a	n/a	8	n/a	n/a
South Terrace (outdoors)	14850	75 x 198	500	n/a	n/a	500	700
South Terrace Tent	4000	40 x 100	325	144	n/a	200	300

*Rooms with existing preset Room capacity may be affected by additional set-up needs.

Glenn Miller Ballroom

Host your event in our ballroom! It's the largest ballroom in Boulder and can be divided into three smaller rooms for a more intimate setting. The ballroom features a stage, modern audio visual system, wood floors, skylights, contemporary décor and a well-appointed catering kitchen.

Full Ballroom

Size: 138.5' x 67', 9279.5 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 the floor-to-ceiling windows. The cozy décor makes these rooms a great space for a smaller meeting or an intimate wedding ceremony and reception.

Combined

Size: 23' x 75', 1725 sq.ft.

Capacity: 80 banquet, 120 reception

Room 285

Size: 23' x 33', 759 sq.ft.

Capacity: 40 banquet, 50 reception

Room 287

Size: 23' x 16', 368 sq.ft.

Capacity: 16 banquet, 25 reception

Room 289

Size: 23' x 26', 598 sq.ft.

Capacity: 24 banquet, 30 reception



South Terrace

The South Terrace is a large outdoor space perfect for festivals or other activities during Boulder's beautiful-weather days. In the summer, the tent is added to provide a great covered outdoor option for your event. You can keep it open to take in the stunning views of the Flatirons or close it with French window panels. The tent is adorned with white drapery, making it an elegant venue space.

Tent

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

South Terrace (outdoors)

Size: 75' x 198', 14850 sq.ft.

Combined

Capacity: 200 (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. With fully interactive presentation capabilities including a ceiling-mounted projector, eight lighting options and a complete sound system, this room is perfect for staging all types of events.

Room

Size: 64' x 54', 3310 sq.ft.

Capacity: 300 theatre, 160 banquet



Conference Room 245

Ideal for teleconferencing, room 245 is our high-tech meeting space that features a 14-person table designed to integrate phones, computers and a variety of video presentations. With natural lighting from two large west-facing windows, a variety of interior lighting options and a full sound system with PA and speakers, this meeting room has great possibilities for dynamic presentations.

Room

Size: 44' x 24.5', 1078 sq.ft.

Capacity: 18 around tables, 21 extra seating around perimeter



Conference Room 247

This attractive meeting room is ideal for lectures and technical presentations, with a ceiling-mounted projector, motorized screen on the south wall, fully equipped sound system, dry-erase board and dimmable lights. Featuring abundant natural light coming from a wall of north-facing windows, this meeting room also has a pillared balcony with a great view of the Dalton Trumbo Fountain court.

Room

Size: 54' x 18', 1022 sq.ft.

Capacity: 48 classroom with 18 extra seats available



Conference Room 425

This distinctive meeting room features a fully windowed west wall, complete with a terrace and gorgeous mountain views. The room also features a beautiful curved wall that adds a unique architectural element to this conference space. Ready to get down to business, this room is fully interactive, with an 8-foot projection screen and a ceiling-mounted projector, dry-erase board and dimmable lights.

Room

Size: 32' x 20', 640 sq.ft.

Capacity: 24 conference style



Rooms 358, 382, 384, 386, 404, 415 and 417

This exceptional series of conference rooms combines elements of design and style with functionality to create the perfect meeting space for any occasion. Consider our meeting rooms your canvas ... Whether your meeting is a creative brainstorm or a number cruncher, tell us what you want and we'll help you make it happen!

Rooms

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.

Capacity: 10–24 people, depending on room

Rooms 382, 384, 386 can be combined.

Room 404 has 27" TV/VCR/cable accommodations.

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

Portable TV/VCR/cable and video projector and motorized projection screen available.



Rooftop Terrace and Fifth Floor Lounge

Located on the fifth floor of the UMC, our one-of-a-kind rooftop terrace is handicap-accessible with fantastic views of the Flatirons. Large enough to seat 80 guests, this is the perfect view for an iconic wedding ceremony. There is nothing else like it in Boulder! The adjacent indoor lounge on the UMC's fifth floor is an ideal space for a small meeting or reception.

Space

Terrace Size: 69' x 49', 4174 sq.ft.

Terrace Capacity: 80 ceremony or reception

Lounge Capacity: 45 reception; 25 full meal

