



Thank you for considering EMPOWER FIELD at Mile High for your upcoming event! Below is helpful information to know before booking EMPOWER FIELD at Mile High. Please review the document and let your Sales Manager know if you have any additional questions.

Requesting Preliminary Information:

Step 1: Availability of venue

EMPOWER FIELD at Mile High is available year-round for private bookings. The venue does not book private events during home games or other large public events. If you are interested in suite rentals during a game or large public event, please contact premium seating at 720.258.3333. The NFL regular season schedule is released annually in May. Once the NFL schedule is released, the venue confirms private bookings scheduled in the months of August through January. The venue allows private bookings during the season, yet the venue does NOT book private events the day before, the day of or the day after home games or large concerts. Playoffs occur in January; therefore, EMPOWER FIELD at Mile High is not able to confirm any Friday, Saturday, Sunday, or Monday bookings in the month of January until the final playoff schedule is confirmed.

Step 2: A Sales Proposal does not guarantee a hold on event space(s)

Upon receiving your sales proposal for event space(s), this is a sales proposal with basic information about event space options. The Sales Proposal does not guarantee a hold or confirmation of the event space(s) mentioned in the Sales Proposal. If you would like to place a soft hold, please reply to the email or contact the Sales Manager by phone to place a soft hold on specific event space(s). Once the event space(s) are on hold, this gives you the first right of refusal. If another interested party inquires about the event space(s), you'll receive an email from the Sales Manager. You'll have 5-business days to confirm with a booking contract, or the event space is released. The venue hosts multiple events at onetime throughout available event spaces both inside and outside the stadium. If you are interested in pursuing a stadium buyout, contact your Sales Manager for additional information.

Step 3: Catering

EMPOWER FIELD at Mile High is exclusive to Epicurean and Aramark for food and beverage options. Epicurean and Aramark offer full-service catering onsite. Prior to booking the venue, please work with our two exclusive catering companies on your desired menu. If you move forward with booking EMPOWER FIELD at Mile High, you'll contract separately with each catering company and work directly with our catering partners on finalizing all food/beverage needs. Table linens & glassware are not included in your rental. Please work directly with catering to provide quotes on linens and glassware from our exclusive provider, Event Rents. Once you have firmed up your rental items, Epicurean and Aramark will send you a separate invoice from Event Rents. The venue does not allow outside food brought into the venue, no exceptions. **Please reference food/beverage minimums on page 7 of this document for additional information.**



Each event space has a different catering agreement, please see specifics below:

United Club Level (East and West Lounge):

Food Provider: Epicurean
Liquor License Ownership: Aramark

Bud Light Champions Club:

Food Provider: Epicurean or Aramark
Liquor License Ownership: Aramark

Visitors' Locker Room:

Food Provider: Epicurean or Aramark
Liquor License Ownership: Aramark

Home Media Room:

Food Provider: Epicurean or Aramark
Liquor License Ownership: Aramark

Suites & Plaza (Suite Promenade):

Food Provider: Epicurean
Liquor License Ownership: Epicurean

Field/Production Bay:

Food Provider: Epicurean or Aramark
Liquor License Ownership: Aramark

Fan Cave:

Food Provider: Aramark
Liquor License Ownership: Aramark

Production Bay:

Food Provider: Epicurean or Aramark
Liquor License Ownership: Aramark

Bud Light Rooftop:

Food Provider: Aramark
Liquor License Ownership: Aramark

Stadium Club:

Food Provider: Aramark
Liquor License Ownership: Aramark

Mile High Monument:

Food Provider: Aramark
Liquor License Ownership: Aramark

Step 4: Schedule a Site Visit

The sales proposals and website provide great photos and diagrams. It is helpful to schedule a site to view the event space(s) and discuss additional options available for your event. We understand it is not always possible to see the venue, due to travel and schedules. If you're not able to visit the venue, we have a large library of photos, diagrams, and additional information about the event space(s). If you're able to attend a walkthrough prior to booking, please contact your Sales Manager and find a time available for everyone who is interested in viewing the event space(s). Due to the confidentiality of events, we do not conduct site visits during another event. In addition, we're not able to schedule site visits during a large public event (i.e., concerts, football games, & other sporting events). When scheduling a site visit, the Sales Manager provides parking directions on where to park/enter for the site visit. Please forward the directions to all those in attendance and please provide the first and last name of all those who are attending the site visit. The average site visit takes an hour to view the space(s) and discuss any additional questions. The catering companies are not present on the initial site visit, unless you would like them to join in; therefore, please let us know! Site visits are available Monday through Friday, 8:00am-5:00pm (*based on availability of event space*). Site visits are not available on weekends or holidays.



Requesting a Booking Contract:

Step 1: Preparing the contract

Once you are ready to move forward and confirm your booking, please email your Sales Manager to complete the contract requirements. *Here is the information needed to process a contract:*

Date:

Specify your event date(s).

Name of Licensee:

Provide the legal name of the company who is included as the Licensee in the contract (responsible party). The Licensee is required to provide an insurance policy (see insurance policy on page 5 of this document).

Licensee Address:

The address listed on the contract is the address the invoice and the Performance Deposit is refunded to. If you have different addresses, please provide specifics.

Event Space(s):

Provide a list of the event spaces(s) you would like to contract.

Estimated Attendance:

An estimated attendance is fine for the initial contract. As we get closer to the event, an exact attendance is needed for food, beverage & seating.

Event start/end time:

We consider an event to start when the first guests enter the building, not necessarily when the presentation starts. Events are based on 5 exclusive hours, plus additional hours for setup/strike. Please include your guest registration time when submitting your timeline.

Amount of time needed for setup:

The venue completes the setup of the event space(s) according to the final diagram (tables, chairs, dance floor, staging, catering tables, etc.). Depending on the event taking place the day before your event, will depend on when the event space is complete. Upon conclusion of the venue setup, you are welcome to access the space to setup your items. On average, the venue is complete with your setup 3-hours prior to the start time. Every event varies on the amount of setup time needed. Please consider the amount of time needed to setup: registration, tradeshow booths, entertainment, auction items, and audio-visual rehearsal. If your event requires an additional day for setup, please contact your Sales Manager, as setup days are additional and not included in the room rental.

Name of Event:

What is the event name? This is helpful at the entrance of venue when guests are accessing the building. If you are not sure what your event name is, we can use your Licensee name. Once we get closer to the event, please confirm your event name for security purposes. If your event name and/or Licensee name should remain confidential, please notify your event operations contact.

Main contact person's information:

Please list the person(s) that are responsible for the event details and planning of the event. We'll need the name, email, and phone number of the contact person(s). If there is a different contact on event day, please provide their contact information as well. If there is a dedicated person who signs your contract that is different from the event contact/planner, please provide their name, email, and phone number for the contract.



Step 2: Sending the Contract

You'll receive the contract and other important documents via email. Please review all the documents carefully. If you have edits to your contract language, please send the requested edits to the Sales Manager. Allow 14 days to receive counter edits and/or feedback on requested changes from Denver Broncos legal.

Step 3: Introduction to your Event Operations contact

Following the contract phase of your event, you're introduced to your **Operations Contact**. Your operations contact helps to successfully complete your event on behalf of the venue (setup, tables, chairs, timeline, AV needs, etc.). Your Operations Contact is not an event planner. If you need recommendations for event planners, we can suggest planners you can work with. You'll continue working with your catering contacts on behalf of your catering needs throughout the planning process.

Other Contracted Items Needed

When you begin planning your event details with the Operations Contact, you'll receive an **Event Planners Guide**, which provides useful information on setup, load-in, audio visual, parking, etc. Below are additional items of importance required when booking an event. These items are further explained in your Event Planners Guide, yet it is important to understand the following before contracting with the venue.

Performance Deposit:

EMPOWER FIELD at Mile high requires \$1,000.00 Performance Deposit upon signing of the contract. The Performance Deposit is in addition to the facility fee and is fully refundable if no damages or ancillary services occur. You are welcome to submit a check or credit card for the deposit. Please specify to your operations contact how you would like to receive your deposit back post event. We can credit your credit card for the amount not used or we're able to send you a check for the remaining amount. The refund check is made out to the Licensee and sent to the address listed on the contract. The amount from the deposit is refunded 30 days post event.

Insurance Requirements:

All events require an insurance policy that is due 14 days prior to your event date. If you are not able to obtain a policy per the requirements below, the venue is able to order a policy that covers your event up to \$1,000,000 of General Liability. The rate for a policy is \$126-\$900 based on specifics (attendance, type of event, & number of days the venue is booked).

The certificate must include: \$1,000,000 per occurrence general liability limit

The certificate must include the following language under Description of Operations: "STADIUM MANAGEMENT COMPANY, LLC, DENVER BRONCOS TEAM, LLC, d/b/a Denver Broncos Football Club, and the METROPOLITAN FOOTBALL STADIUM DISTRICT, and any and all of their affiliates, officers, members, partners, owners, agents, employees, representatives, successors and assigns are included as additional insureds."

The Certificate Holder name must be: Denver Broncos Football Team, LLC, or Stadium Management Company
** EMPOWER FIELD is not sufficient and may not be used

Please use the following address for the Certificate Holder: 1701 Bryant Street, Suite 700, Denver, CO 80204



Denver Broncos & EMPOWER FIELD at Mile High Logo Usage:

The Denver Broncos trademark, tradename, & emblem are **NOT** available for use under any circumstance (i.e., marketing materials, promotion of event, programs, signage, etc.). Wrongful use of the logo is considered a violation of the event contract. The EMPOWER FIELD at Mile High logo and/or photo of the venue is available for use with written consent from the venue. If you are interested in using the EMPOWER FIELD at Mile High logo, please contact your Operations Contact for a **Logo Agreement** and approval. When using the EMPOWER FIELD at Mile High logo, all marketing material for promoting your event or communicating details should spell out the venue's name entirely. Example: *ABC Event is hosted at EMPOWER FIELD at Mile High.* Please **do not** leave out "at Mile High" when communicated event location. Altering the EMPOWER FIELD at Mile High logo is prohibited and is a violation of the contract (i.e., changing the color, name, or reorientation of the logo).

Signed Contract is required prior to Advertising or Disclosing of the Event Location:

Please sign and return the event contract to your Operations Contact before advertising or disclosing the event location. We do not allow you to advertise or market your event location during the contract phase. We must have a signed contract in our possession before marketing begins. Please do not sign any contracts with 3rd party vendors (band, florist, transportation, etc.) until you have signed your contract with EMPOWER FIELD at Mile High.

What to Expect: Other Important Booking Policies

Booking around a Broncos Home Game and other Public Events:

The NFL Schedule is released annually in May. Once the NFL schedule is received, the events department will confirm the available dates for booking private non-game day events. The venue does NOT book private events the day before, the day of or the day after home games or large concerts. Playoffs occur in January; therefore, EMPOWER FIELD at Mile High is not able to confirm any Friday, Saturday, Sunday, or Monday bookings in the month of January until the final playoff schedule is confirmed.

Booking an Event During the Football Season:

- During colder days, the field is covered with a gray tarp to protect the field from freezing. That decision is made with little to no notice, and it all depends on Colorado weather!
- We do not host events or step on the field greens, no exceptions! Pending events or field prep, guests could access the field track during tours or field track bookings. *See your Sales Manager about Tours & Field Track bookings.*
- The Turf team is working 24-7 prepping the field for the next home game. Guests could view work taking place on the field from the seating bowl or the windows within the event space. With the amount of preparation required, we do not stop operation. If you booked the field track, we stop operation during your event.
- If you do not book the scoreboards, it's likely that our ThunderVision team will be working on graphics not related to your event.
- A lot of activity is taking place throughout the interior and exterior of the building the week of a home game! The loading dock, parking lots and building are busy preparing for the game. We do our best to limit the noise! Work with your Operations Contact on solutions for a smooth load-in and event!



Booking an Event During the Off-Season:

- The field is ONLY painted days leading up to a home game. During the off-season, the field is not painted nor looks like a football field. The field goals and field wrap are taken down.
- In preparation for other public events, the field is dirt, or a special concert flooring is setup. If your event is booked close to a concert date, a stage is likely setup on the field.
- Off-season renovation is very common. We'll work with you on any impacts (if any) during your event and what to expect.
- A lot of activity is taking place throughout the interior and exterior of the building the week of a concert or other public events! The loading dock, parking lots and building are busy preparing for the concert/public event. We do our best to limit the noise! Work with your Operations Contact on solutions for a smooth load-in and event!
- If you do not book the scoreboards, it's often our ThunderVision team is working on graphics not related to your event.

What to Expect: Required Minimum Spends

Food and Beverage Minimum:

- In addition to the Facility Fee, the venue requires a **Food and Beverage Minimum**. Food and Beverage minimums are required and vary based on the main event space booked, daytime vs. evening events and holiday bookings.
- Food and beverage packages can be a per person price or customized based on the menu you select. The per person price multiplied by the total number of guests, plus the price of any customized menu items added, equals the expected costs of food and beverage. This amount *prior to tax, fees, and other service charges* is required to meet the food and beverage minimum for your main event space.
- If the minimum is not met, the difference is applied to the final catering bill.
- Service fees, tax, & gratuity are *not* applied towards the food and beverage minimum.
- If your event space requires you to use both of our in-house catering companies, the total amount of both catering bills together will count towards the minimum. There are no separate minimums for each company.
 - For example, if you book a Holiday Party in the East Club, Epicurean will manage your food service and Aramark will manage your bar service. The total amount spent on food and beverage between both companies (prior to taxes, fees & service charges) must meet the minimum for that space.
- Rental of linens, glassware, and other items (i.e., specialty tables) are not applied towards the food and beverage minimum.
- If you book multiple event spaces, you are required to hit the minimum of the main space.
 - For example, if you book the East Club and a Party Suite for a breakout, you are required to meet the East Club food and beverage minimum. If you have food service in the suite, the amount spent in the suite on food and beverage goes towards the East Club food and beverage minimum.



Venue Ancillary Spend Minimum:

- In addition to the Facility Fee and Food and Beverage minimums, the venue requires a **Minimum Ancillary Spend**. Minimums are required and vary based on the main event space booked. If the minimum is not met, the difference is applied to the final venue bill.
- Examples of Ancillary Spends include stadium tours, coat check staff, registration staff, add on spaces, video/scoreboards, audio visual enhancements, setup days, shipping/receiving services, power drops, team store purchases, Denver Broncos Cheerleaders and Miles the Mascot. All Ancillary Services are based on availability. Some services require more advance notice to confirm than others. Please reach out to your Operations contact for a full list of available Ancillary Services if needed.
- Taxes, TULIP insurance, and DPD/EMT/Argus costs are not applied towards the Ancillary Spend Minimum. Please reach out to your Operations contact for a full list of services that do not apply, if needed.
- Outside Vendor services (AV, décor lighting, florals, specialty rentals, entertainment, etc.) are not applied towards the Minimum Ancillary Spend.
- If you book multiple event spaces, you are required to hit the Minimum Ancillary Spend of the main event space booked. You are not required to hit the Minimum Ancillary Spend on all the event spaces booked.
 - For example, if you book the East Club and the Visitors' Locker Room, you're required to meet the East Club Minimum Ancillary Spend amount. You can apply the Facility Fee of the Visitors' Locker Room towards the East Club Minimum Ancillary Spend.

Setup Days & Event Day Minimums:

- Setup days are *not* included in the Facility Fee for your main event day(s). If you book a setup day, the Facility Fee will be the standard rate for that event space. No discounts will be applied to setup days, however the Food and Beverage and Ancillary Spend Minimums for the setup day are waived. The Facility Fee for a Setup Day can be applied to your Ancillary Spend Minimum for your main event day. Setup days are not guaranteed. Please check with your Sales Manager on availability.
- If you book multiple event days, you are required to hit the Food and Beverage Minimum and Ancillary Spend Minimum of the main event space booked per event day.
- For example, if you book the East Club for 1 setup day and 2 event days, plus the Visitors' Locker Room with a custom setup for 2 event days, the following rates and minimums would apply:
 - East Club Full Use **SETUP DAY**: \$6,750
 - Food/Beverage Minimum: WAIVED
 - Ancillary Spend Minimum: WAIVED
 - East Club Full Use **Event Day 1**: \$6,750
 - Food/Beverage Minimum: \$10,000
 - Ancillary Spend Minimum: \$2,500
 - Visitor's Locker Room **Event Day 1**: \$3,000
 - Food/Beverage Minimum: WAIVED
 - Ancillary Spend Minimum: WAIVED
 - East Club Full Use **Event Day 2**: \$6,750
 - Food/Beverage Minimum: \$10,000
 - Ancillary Spend Minimum: \$2,500
 - Visitors' Locker Room **Event Day 2**: \$3,000
 - Food/Beverage Minimum: WAIVED
 - Ancillary Spend Minimum: WAIVED
 - **NOTE:** You can apply the Visitors' Locker Room Day 1 & Day 2 towards your East Club Ancillary Spend Minimum.

We look forward to hosting your event soon!