

MONTCLAIR CIVIC BUILDING

6820 E 12TH AVE DENVER CO 80220



QUICK FACTS:

built in 1888 | capacity: 50/75 (inside/outside) | large patio | tables/chairs included | heat/AC

RESERVATION INFORMATION & FEES:

Rental Period: 4 hour minimum, 9 hour maximum

Rental period equals access time to facility including deliveries, setup, cleanup, and event time

Tues, Weds, Thurs – only available at 5:00pm or later

Days	Rental Fee
Fri, Sat, Sun, Holidays	\$100 per hour
Mon – Thurs after 4pm	\$100 per hour
Mon – Thurs before 4pm	\$50 per hour
501(c)3 nonprofits: 50% discount	



Online reservation requests can be made up to 365 days in advance

30 days or more notice is required for reservation requests

Scan this QR code to view a calendar of availability and book:



INCLUDED FURNITURE:

6' banquet tables (x12) | 4' banquet table (x1) | brown chairs, indoor use (x70) | white chairs, outdoor use (x50)

all furniture must remain within facility/patio except for white chairs

TO INQUIRE: EMAIL PARK.PERMITS@DENVERGOV.ORG OR CALL (720) 913-0700 *PRESS 6 TO LEAVE VOICEMAIL

FAQs:

Alcohol:

- Any alcohol being served requires a certified bartender
- No self-service is allowed
- Alcohol must be consumed within boundaries

Setup & Cleanup:

- Permit holders are responsible for all setup and cleanup including sweep/mop, trash removal, stacking furniture
- Music and alcohol service stops 1 hour before end time

Other:

- Insurance is required for all events – more info is online and will be provided upon booking
- Helium balloons, glitter, confetti, adhesives (besides blue painter's tape), fake flower petals, and fireworks are prohibited
- Food trucks must remain on street and provide their own power source
- Free Wi-Fi present on site
- There is no guest access to the upstairs

