



# Riverside Library & Cultural Center

3700 Golden Street Evans, CO 80620

CORPORATE EVENTS  
BUSINESS RECEPTIONS  
BOARD MEETINGS  
CONFERENCES  
SPECIAL EVENTS  
FUNDRAISERS

REHEARSAL DINNERS  
WEDDINGS  
RECEPTIONS  
CEREMONIES  
AWARD PROGRAMS

Riverside Library & Cultural Center combines style and sophistication with the rich history of Evans to provide the perfect venue for any event at an affordable cost. Whether you are holding a small board meeting or hosting a 275 person wedding reception, this venue has space for you.

Book a tour or request a quote today!

Contact Jen Baiamonte

970-475-1125

[jbaiamonte@evanscolorado.gov](mailto:jbaiamonte@evanscolorado.gov)



# Riverside Library & Cultural Center Facility Rental Information

RENTAL SPACE	HOURLY RATE	CAPACITY			SECURITY FEE
		Theater	Banquet	Classroom	
Full Banquet Hall	\$130	300	275	205	\$500
2/3 Banquet Hall	\$100	200	175	130	\$450
1/3 Banquet Hall	\$65	100	75	60	\$400

Featuring state-of-the-art projection and audio systems, the Riverside Library & Cultural Center Banquet Hall can be utilized as three separate rooms accommodating up to 300 attendees. The flexibility of the Banquet Hall spaces supports the perfect wedding reception, quinceañera, employee recognition event, or family reunion. Full Banquet Hall rental is required for events held on Saturdays May - September.

RENTAL SPACE	HOURLY RATE	CAPACITY
Board Room	\$50	25

This comfortable meeting room with advanced technology can accommodate up to 20 at a single boardroom table. Featuring a 72" Modopad, audio enhancing capability for conference calls and Wi-Fi, this room is ideal for board retreats and other meetings of importance.

## Rental Equipment

Audio/Visual \$75

Includes

Podium • Projection Screen • Projector • In-Room Sound System • Hand-held or Lapel Microphones

## General Information

A non-refundable reservation fee of \$250 is required upon signing contract to secure the reservation. This fee will be applied to the total cost of the rental. Setup of tables and chairs is included with every rental.

Rooms are available:

Sunday - Thursday from 6am to 10pm

Friday - Saturday from 6am to 12am

There is a 4-hour minimum for all weekend rentals.

Weekend rentals will be provided the opportunity to decorate rooms for no more than four hours on the day of the rental at a discounted price of \$30/hr.

## Damage Deposits

Rental without Alcohol - \$200

Rental with Alcohol - \$400

Damage deposits are refundable pending no damages to the room or facility and all guests leave the facility on time.

Alcohol is allowed at Riverside Library & Cultural Center but must be arranged prior to final payment date with ABC Mixology 970-576-2044. Alcohol options available, additional bartending fees will apply.

Security fee is applied when alcohol is served at an event. Fee includes the presence of one security guard per 100 people. Rentals exceeding 8 hours will incur an additional \$100/hr Security Fee.

If you would like a rental quote, tour of the facility or to make further inquiries on availability for your event, please email Jen Biamonte at [jbiamonte@evanscolorado.gov](mailto:jbiamonte@evanscolorado.gov) or call 970-475-1125.

All reservations must be made in person, by appointment only, at Evans Community Complex  
1100 37th Street, Evans CO, 80620