



## ***Fact Sheet*** ***Special Event Planning***

The Lynn Britt Cabin on Snowmass Mountain is an ideal location for weddings and special events. We would be pleased to accommodate your requests to ensure your event is exactly what you have in mind.

A personalized menu can be created for your celebration. Menu selections should be completed at least four weeks prior to your event. Last minute changes to the menu may incur additional charges.

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All alcoholic beverages must be provided by Lynn Britt Cabin according to Colorado law. We would be happy to order your selections from our distributor prior to the event. Special orders must be paid in full. All in stock alcohol is billed based on consumption. In addition, an in house bartender and manager on duty are required to be present during event.

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A \$5000 site fee for the use of the Lynn Britt Cabin location will be applied in the event that a private caterer is selected. If the menu is created and executed by the Lynn Britt Cabin the site fee will be waived.

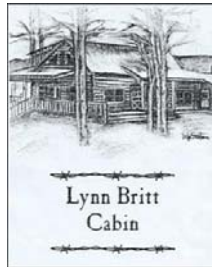
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Lynn Britt Cabin is equipped to host events for up to 65 people. Any events over the 65 people up to a maximum of 250 during the summer months will require the rental of additional equipment.

Examples of additional equipment rentals include, but are not limited, to china, flatware, glassware, linens, catering equipment, tents, chairs, tables, dance floors, stage, podium, and audio visual equipment.

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Due to the location of the Lynn Britt Cabin on national forest land it is not possible to use your own vehicles for access. We can recommend companies upon request to assist you in your transportation plan.



## **Policies and Guidelines**

The following information is provided to assist you in planning your event. Questions and inquiries should be directed to:

Joseph G. Munoz  
GM Lynn Britt Cabin  
970.987.2659  
[jmunoz1@aspensnowmass.com](mailto:jmunoz1@aspensnowmass.com)

### **Guarantees**

The guarantee for the number of persons attending your function is due by noon, seven working days prior to the function date. This number will be considered a guarantee, not subject to reduction. If no guarantee is received, the expected number of guests or the number of guests in attendance at event, whichever number is greater.

### **Charges**

50% of the anticipated value of goods and services is due as a non-refundable deposit upon agreement and signature of the contract to hold the reservation. Another 50% of the estimated value of goods and service is due two weeks prior to the event, with any outstanding balance due at the end of the function. Direct billing arrangements may be made for groups or individuals with prior credit approval and guaranteed with a credit card.

### **Labor Fees**

#### **Additional Labor costs above the Food and Beverage minimum**

Captain fee: \$30 per hour and a minimum of 4 hours

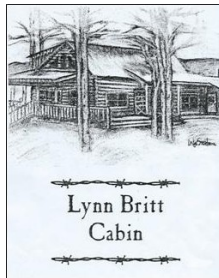
Wait staff fee: \$25 per hour and minimum of 4 hours

Bartender Fee: \$30 per hour

Chef station attendant fee: \$60 per hour per station

Manager on duty: \$45 per hour for entire event

Childcare fee: \$30 per hour for a minimum of 2 hours (needs subject to age and quantity)



## *Amenities*

### Cakes

Cakes may be provided by our pastry chef at an additional fee. If they are ordered by the patron, the bakery must deliver the cake to the Lynn Britt Cabin the day of the event.

### Floral

We would be happy to coordinate a floral theme, centerpieces or special arrangements if sufficient notice is provided. Information of top floral designers which have done events at the cabin can be provided.

### Entertainment and Memory Capturing

We can assist you in selecting and arranging entertainment, musicians, photographers or videographers through several local agencies

### Transportation

- Other means of transportation to the cabin during the summer months is horseback riding. We can arrange this for the patron or group at an additional fee per person.
- Events at Lynn Britt Cabin during the day in the winter months, the attendants may downhill ski or snowboard to the venue or purchase a foot-pass for \$13.00.
- Events at Lynn Britt Cabin during the evening in the winter months, the attendants will be provided transportation to the cabin in a passenger snowcat. The maximum capacity for the winter evenings is 65 people and a minimum of 50 for a private venue.