

THE METROPOINT BUILDING

5-STAR WORLDWIDE CONFERENCE CENTER



Amenities

Complimentary Beverages
including Coffee, Soda, and
Iced Water

Audio & Teleconferencing

Wi-Fi Access

Overhead Projectors &
Screens

Large White Boards

Podium

Sound System

Microphones

Fully Equipped Kitchen



www.milepointalliance.com

The Mile Point Alliance at The Metropoint Building offers on-site conferencing services in our 5-Star Worldwide Conference Center, located on the 1st floor in Suite 100. Our premier facility offers world class service with an attentive, detail orientated staff, fully equipped meeting rooms to accommodate various group sizes and needs.

Contact us today to plan your next meeting or event and take a tour of our facility. For more information visit our website at www.milepointalliance.com



CONFERENCE ROOM RENTAL RATES

	Full Day	Half Day
Aspen Room (16 person capacity*)	\$200.00	\$100.00
Blue Spruce Room (60 person capacity*)	\$300.00	\$150.00
Columbine Room (12 person capacity)	\$150.00	\$75.00

Availability: 8:00 a.m. - 5:00 p.m.

*Please note that capacity is contingent upon room set-up requests.

Available set-ups for the Aspen Room:

Classroom Style (16 person capacity)

Work Groups (12 person capacity)

U-Shape (12 person capacity)

Available set-ups for the Blue Spruce Room:

Theatre Style (60 person capacity)

Classroom (45 person capacity)

U-Shape (30 person capacity)

Work Groups (30 person capacity)

Pro-rated pricing available for certain conference room needs

General Information

Room Rental Procedures

Rooms are booked on a first come, first serve basis. To reserve your room(s) and discuss logistics, contact Amber Kirchmer at (720) 489-8600 or amber.kirchmer@cbre.com

Food & Beverage

There are many advantages of utilizing the MilePoint Alliance for your event or meeting needs, notably we provide an assortment of complimentary beverages including Coffee, Pepsi Products, and Iced Water.

Cancellation

Should you need to cancel your meeting/event, a 24 hour notice is required. Should you cancel less than 24 hours before your scheduled meeting/event, you will be billed the room rental rate.

Billing

Payment is conveniently added to rent statements for your ease.

Parking

Mile Point Alliance has an expansive plethora of on-site parking. Please note that if your meeting is longer than two hours, spaces marked "two-hour visitor parking" only accommodates parking for two hours, any other spot on the lot is available for your convenience. Parking lot maps are always available upon request, please contact property management should you like one.

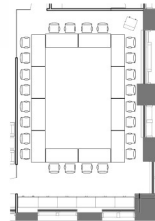
5 Star World-Wide

Amber Kirchmer has more than 10+ years of experience as an Event Planner, established relationships, and great rapport within the community.

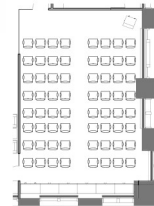
Conference Center Rules & Regulations

- Use only the provided dry erase markers to write on the white boards. Writing on the white boards with any other writing devise will result in a \$1,000 cleaning/replacement fee.
- Observe fire code room capacities.
- Tenants are responsible for knowing room seating capacities when reserving the conference rooms.
- Tenants may only upgrade to a larger room or downgrade to a smaller room if there is availability.
- Tenants are responsible for any excess cleaning fee CBRE incurs and must leave the room in the state in which the room was found.
- Tenants will be charged for any fees incurred for international conference calls.

Conference Rooms



Rectangle



Theatre



Classroom

