Douglas County Libraries
event + hospitality
services

SAY I DO
AT DCL

Premium Event Spaces for Showers,
Rehearsals & Weddings
DCL.org/say-i-do

To the Happy Couple,

First and foremost, yay, you're engaged! Congratulations on this exciting time in your lives! After your partner pops the question, you may be feeling a lot of excitement and a hint of anxiety, too.

You are probably thinking, what now?

We completely understand how overwhelming the planning process can be, and we are here to help! Whether you are looking for the best way to make your storybook romance complete or for a unique location that is not a hotel ballroom, consider choosing one of our beautiful libraries as your wedding shower, rehearsal dinner, or wedding venue. With locations across Douglas County, each of our libraries offers a variety of rooms, capacities and stunning views.

With our Concierge Service, our expert event coordinators take the reins to tie together all aspects of your special event. You'll find the price and space breakdown for our most popular library venues below. Also, all Concierge-tier services shown are included in the rental fee, and our open vendor policy allows you to bring in your own food and beverage.

You may visit our libraries to see the spaces yourself—we're open seven days a week—but we encourage you to schedule a private site visit instead. We'll walk you through the venue, explain our library policies, and find the option that fits you best!

Here at Douglas County Libraries, we hope we can help you begin your happily ever after, and that you'll take a walk down our aisles.

FACILITIES & CAPACITY (MOST POPULAR)

Douglas County Libraries – Highlands Ranch
9292 S. Ridgeline Blvd., Highlands Ranch, CO 80129

Room	Dimensions	Maximum Capacity	Concierge Service (Price per hour)
Event Hall A	33' x 24'	65 (chairs only)	$ 150
Event Hall B	29' x 23'	55 (chairs only)	$ 150
Event Hall A & B	33' x 47'	120 (chairs only)	$ 250
The Terrace	19'11" x 30'	140 (chairs only)	$ 150
Full Library Rental			$5,000

Douglas County Libraries – Lone Tree
10055 Library Way, Lone Tree, CO 80124

Room	Dimensions	Maximum Capacity	Concierge Service (Price per hour)
Event Hall	35'5" x 30'9"	120 (chairs only)	$ 150
Event Hall + Adjoining Library	80' x 30'9"	200 (chairs only)	$ 175
Full Library Rental			$5,000

Douglas County Libraries – Parker
20105 East Mainstreet, Parker, CO 80138

Room	Dimensions	Maximum Capacity	Concierge Service (Price per hour)
Event Hall A	33'9" x 22'6"	100 (chairs only)	$150
Event Hall B	33'8" x 23'	110 (chairs only)	$150
Event Hall A + Terrace	14'3" x 18'10"	125 (chairs only)	$175
Event Hall A & B + Terrace	33'9" x 45'	235 (chairs only)	$250
Full Library Rental			$5,000

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Concierge Services Offered

- Initial consultation with your event coordinator: We help you determine needs, space requirements, and special requests and go over all the details of your event.
- Vendor recommendations: Based on the type and style of your event and your budget, we provide a list of recommended vendors for catering, musicians, photography, videography, and so on.
- Vendor negotiations, contracting and management: We help negotiate timing, pricing and contracting with your chosen vendors and act as the vendors' primary event contact.
- Arrange all vendor meetings, and track vendor payments and due dates: We facilitate meetings with vendors and ensure all payment deadlines are met.
- Track and maintain your budget: Based on your predetermined event budget, we track expenses to ensure the budget is maintained.
- Unlimited access to your event coordinator: Prior to and during the event, you can meet with your event coordinator via phone, email or in person.
- Final walk-through: You and your event coordinator will walk through the space and go over any final details for the event.
- Room setup and strike: We set up the space, and we take it all down—so you can fully enjoy your special experience.

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Meet our Team

TALAYNA AKRIE, aka the Details Diva (who also answers to "Boss"), loves events, meetings, conferences, social gatherings, and all things logistics. This new mom of two loves orchids and fresh flowers (always!). For Talayna, innovation and uniqueness are must-haves for any type of event.

KATIE PARKER, aka the Southern Belle Transplant, knows a thing or two about Southern hospitality—it's kind of her thing. Katie has been involved in events at virtually every level and has more than 10 years of customer service experience (she's customer obsessed!). She's also passionate about travel and live events and is a huge media/movie buff and Denver Nuggets fan.

FRANK MONROE, aka the Party Soldier (and Uncle Frank to his nephew and three nieces), is also a newlywed, and a friend to all. His thoughtful, calm demeanor is just what you need in an event planner. Frank loves being outdoors and staying active, but he also geeks out over science fiction and boasts an extensive personal library.

STACEY WINN, aka Always Prepared, is a bit of an over-thinker, hence the nickname! Need a safety pin, Sharpie, gum? Ask Stacey! She's friendly, always smiling, and likes to plan—details are her big deal. Stacey grew up in southwest Denver and is about to be an empty-nester. She loves doing crosswords, puzzles, and reading real books.

ANNETTE POLITI, aka the Go-Getter, starts each day with a vanilla latte. That might be why she thrives in busy, high-energy settings. That, and having two adventurous sons and a Chihuahua. Annette feels inspired to try new things and learn every day, and she's especially partial to any event that includes twinkle lights!

MARY RODRIGUEZ, aka the Chair Stacker Extraordinaire, is a Colorado native with a knack for events. Though she recently retired, the event world lured her back. Mary considers her 32-year marriage to Carlo one of her biggest accomplishments, along with her Master's degree in education. She enjoys cooking, reading, gardening, spending time with family and friends, playing Canasta, and biking.

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