

Keystone Wedding Vendor Guidelines: Timber Ridge & Alpenglow Stube

Getting to the Outpost

Timber Ridge and Alpenglow Stube are the two wedding venues located in one building called The Outpost. The Outpost is located on North Peak. We prefer that all vendors use the gondolas to access these venues. If you have a large amount of equipment or oversized items that would not fit in the gondolas and can provide proof of general liability insurance, then you may drive up to the Outpost (but this must be setup through a Catering Manager ahead of time.)

Parking for the Gondola – East Gondola Lot

- There is NO OVERNIGHT PARKING ALLOWED.
- From Highway 6 East - Once in Keystone, go past the first traffic light about 1 mile. Follow the sign for Montezuma Road as it splits to the right. Go through the stop sign. After you go around a left hand turn take the first right on to Hunki Dori Road. The East Gondola Parking Lot will be on your right. Park here and walk to the Gondola.

Riding the Gondola

- On most wedding days gondola access is available at 2:30pm for vendors. After the event concludes at 11:00pm, we request that vendors are loaded onto the gondola and heading down mountain no later than 12:00am.
- To get to the Outpost, you must take 2 separate gondolas. The River Run Gondola takes you to the top of Dercum Mountain. From there, you walk on a paved pathway approx 260 feet over to the Outpost Gondola. The total ride takes about 30 minutes, but you should plan on a few extra minutes to unload and move your equipment between the two gondolas.
- When using the gondolas make sure that all of your equipment will fit into the gondola cabins. You and you alone are responsible for getting all of your equipment up to the Outpost – we do not provide any staff to assist you with this.
- When transporting delicate equipment on the Outpost gondola (2nd gondola) please be aware that there are two compression towers located at the bottom of the valley before the final climb to the Outpost. When you reach these towers the cabins will shake quite a bit, equipment may be jostled and there is a possibility that delicate equipment could be damaged. Any and all damage to equipment when transporting to and from the Outpost either by gondola or driving the Keystone Gulch Road is not the responsibility of Keystone or Vail Resorts.

Driving up Keystone Gulch Road

- Keystone Gulch Road is a Forest Service Road that is not maintained by Keystone. The road can be wet, icy, and have large holes. We recommend a 4WD vehicle with high clearance for this road. There is no cell phone reception on the road and no lighting.
- Please allow yourself a minimum of 45 minutes to get from the bottom of the road in Keystone up to the Outpost.
- The speed limit on the road is 20 mph and has been set for everyone's protection. We request that you observe the speed limit to minimize dust "kicking up" on the road.
- You may encounter hikers, mountain bikers, other cars, motorcycles, and/or animals when traveling on the road.
- Please be aware that there are several blind corners where you may encounter other traffic on the road unexpectedly.
- **Directions to the Outpost via Keystone Gulch Rd.**

From Denver to Keystone Gulch Rd.

- Take I-70 W to Exit 205 Silverthorne/Dillon
- Go left onto US Hwy 6 headed East
- Go about 7 miles through the town of Dillon & past the lake until you reach Keystone (you will pass a large wooden Keystone sign)

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DINING



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Directions to the Outpost via Keystone Gulch Rd. (Continued)

- Once in Keystone, look for the only stoplight
- At the stoplight take a right, then an immediate left (you are on West Keystone Rd, but there is no street sign).
- Go down the hill and across the river, take the first right on Soda Ridge Rd.
- Go about ½ mile and take a left on Keystone Gulch Rd.

Keystone Gulch Rd. to Outpost (Timber Ridge/Alpenglow Stube)

- At certain times of the year the gates at the top and bottom of the road can be locked. If any of the gates are closed, you will need to unlock each gate and then relock once you pass through.
 - Code for bottom gate = 1492. The bottom gate may have a couple of different padlocks on it, so you'll just have to try them until you find one that opens with the code.
 - Code for top gate = 2081
- From the bottom of the Gulch Rd, follow the road straight ahead for about the first 30 minutes on a gradual incline.
- Then the road will increase in incline. You will pass a couple of water bars.
- There are 3 switch backs you will drive up. Make sure that at the 3rd switchback you go left (if you go right, you will end up at an old mine)
- After the 3rd switchback, continue straight ahead (through top gate) and you will see the Outpost building on the right.

Parking at the Outpost

In order to preserve an exceptional experience for our wedding guests, all vendor vehicles must be completely out of view as guests disembark the Outpost gondola. Parking for vendor vehicles is available on the service road located next to the Outpost gondola station. There is **NO OVERNIGHT PARKING ALLOWED**. Vehicles must be moved to the service road a minimum of 30 minutes prior to either the:

- start time of the wedding or earliest wedding (if two weddings are being held at Outpost) **OR**
- posted restaurant opening time

Most weddings at the Outpost start at 5:00pm, which would require any vehicles to be moved **no later than 4:30pm**.

Equipment & Storage

Please bring any and all equipment with you that is needed for your operations or setup. This includes power strips, extension cords, ladders, tape, etc. Any and all equipment requested from the venue will be provided (if available) at current rental rates.

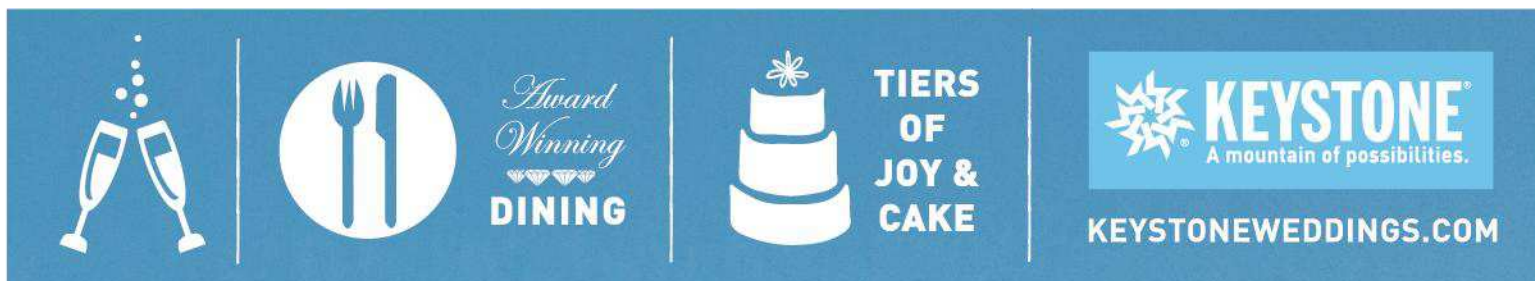
Please see the Outpost management for appropriate storage areas for cases, boxes etc. Overnight storage is only available with the approval of the Outpost management. We are not responsible for any vendor equipment. Any items not approved to be stored in the Outpost will be discarded the following day. Approved stored items left longer than 2 days will be discarded.

Setup & Teardown Timeframes

Our venues staff at the level necessary to accommodate the wedding guests. Venue staff works on a standard timeline and are not available to assist with vendor needs and set up. It is your responsibility to be on time, staffed accordingly and have all the proper equipment to be set up on time.

Decorations & Trash

No nails, push pins, tacks or marking tape (i.e. duct tape) are permitted to secure anything to walls, beams, floors, rails, decks, etc. Please pack out what you pack in. You are responsible for leaving the venue the same way you found it. Please remove any and all trash. ***We reserve the right to charge a fee of up to \$250.00 to the wedding group when trash or excess decorations are left behind or damage is done to the venue.***



Vendor Meals & Alcohol

Guest service is our top priority. The wedding couple has the option to offer you a cold or hot meal during the event. The meal is entrée only and chef's choice, not necessarily the wedding meal and you cannot preselect an entrée choice. If you choose a hot meal, it will be served after the guests' entrees are all served. If you prefer to eat earlier, you must request a cold meal which will be available anytime after the ceremony begins.

Most of our clients pay a package price for food and beverage for their guests. This package does not include any beverages for vendors. You are welcome to bring your own bottled water but no other outside food nor beverage is allowed. If you plan to consume alcoholic beverages or have other food & beverage requirements, please discuss with the wedding couple ahead of time so arrangements can be made for them to pay for your drinks.

If you have further questions, please contact a Catering Manager at 970-496-4142 & mention which wedding you are servicing.

I have reviewed the above guidelines and agree that I/my staff will abide by them.

Vendor Signature

Company Name

Vendor Printed Name

Date

