

Fort Collins Welcome Center

Event Policy Guide

Thank you for your interest in hosting an event at the Fort Collins Welcome Center. This guide explains what kinds of events we can host, how the process works, and what to expect. Please read it before submitting a request. If your event is approved, we'll send you an Event Agreement that formalizes the details.

Quick Reference

Food & drink	No meals, food or beverage sales, or alcohol unless approved in advance. Light refreshments (sip-and-dip) may be approved.
Late cancellations	Cancel at least 48 hours ahead. Later cancellations follow a progressive policy outlined in your Event Agreement.
Furniture & décor	Please don't move or change anything. Our team will handle setup adjustments.
Approval	Every event is reviewed individually. Approval doesn't guarantee future dates or recurring bookings.

About the Welcome Center

The Welcome Center is the city's primary visitor welcome and information center. It also hosts musical, artistic, cultural, and community events. Because visitors rely on this space every day, we ask that events reflect Fort Collins accurately, professionally, and inclusively, and that they complement our daily operations rather than disrupt them.

Availability is granted based on mission alignment, not revenue potential or event volume.

Events We Can Host

Public and community events

Events that are a good fit generally:

- Are open to the public, or clearly offer a community-wide public benefit
- Are educational, cultural, informational, or touristic in nature
- Support tourism, education, civic dialogue, or broader community enrichment
- Help people understand Fort Collins as a place to visit, learn, engage, and explore
- Are free, donation-based, or have a clear charitable or community-focused purpose

Meetings and organizational gatherings

We welcome workshops, trainings, and meetings that serve a civic or community purpose. These should relate directly to your organization's operations, mission, collaboration, stakeholder engagement, or professional development, in ways that benefit the community you serve. Meetings should have a clear

organizational or professional purpose and should not function as social events or informal get-togethers.

What we're unable to host

- Private celebrations or social gatherings
- Closed or invitation-only events without clear public value
- Internal retreats, holiday parties, or staff-only functions
- Events primarily designed to generate revenue through admission, ticket sales, or entry fees
- Events that conflict with the Welcome Center's role as a publicly accessible, visitor-serving space

How Requests Work

- **1. Submit a request.** visitftcollins.com/fort-collins-welcome-center , be sure to fill out all the required fields.
- **2. We review.** Every request is reviewed individually based on mission alignment, operational needs, staffing, and facility availability. You can expect a response within 48 hours.
- **3. Sign the Event Agreement.** If approved, we'll send an Event Agreement confirming your date, time, room, and equipment. It holds the terms you'll be agreeing to.
- **4. Host your event.** Our team will be in touch with any final details before the event.

Approval is discretionary. The Welcome Center may decline a request that doesn't align with our mission or operational needs. Visit Fort Collins may also need to modify or revoke a reservation to accommodate operational needs, internal events, or priority partner programming, and we will always work with you as much as possible if that happens.

Fees & Damages

- **No fee.** There is no fee to use the Welcome Center.
- **Damages.** Organizers are responsible for damage resulting from negligence or misuse. Significant repair or replacement costs may be billed to the person who signs the Event Agreement.

Facility and Furniture

Welcome Center furniture and décor may only be moved, rearranged, or removed by authorized Visit Fort Collins representatives. Guests and outside vendors may not change these items without prior approval. If you need a different setup, just tell us in your request and we'll do our best to accommodate it. Unauthorized changes may result in charges for any resulting damage or restoration.

Frequently Asked Questions

Can we sell tickets or charge admission?

Events primarily designed to generate revenue through admission or ticket sales aren't a fit. Free, donation-based, or clearly charitable and community-focused events are welcome.

Can we host a private party, celebration, or staff retreat?

Unfortunately, not. The Welcome Center is a public, visitor-serving space, so private celebrations, invitation-only gatherings, and staff-only functions can't be accommodated.

Can we bring in catering?

Full meals and food or beverage sales aren't permitted. If you'd like light refreshments, ask us in advance and we'll let you know whether a simple sip-and-dip format can be approved.

Can we bring in Alcohol?

Alcohol is not permitted at Welcome Center events unless it has been expressly approved in advance.

Can we book the same date every month?

Recurring dates can't be guaranteed. Each request is considered on its own.

Will you promote our event?

Public events may be shared with @YourFortCollins Instagram, primary marketing should come from the event organizer.

Questions? Contact us at Rebecca@ftcollins.com We're happy to talk through your idea before you submit a request.