



Large Group Lodging



Aspen Springs Angel Fire
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Welcome to Angel Fire

Thank you for your interest in booking your upcoming large group lodging with us; we would love to have you as our guest!

Whether you're planning a family reunion, corporate or church retreat, or are looking for a place to gather with friends in Angel Fire, Aspen Springs offers the best solution for your next large group gathering. With 10 tastefully remodeled cabins nestled on 12 wooded acres, your group has the opportunity to be together, yet have privacy as well. With the ability to rent as much space as necessary to suit your needs accomodating large groups is easy, and plenty of complimentary on-site ammenities such as a large group picnic area, outdoor game and gathering space, an outdoor fire pit, and complimentary access to our "DIY catering kit," Aspen Springs is the best lodging for your large group in Angel Fire! Please feel free to contact us with any questions you may have as we are happy to help in any way that we can.

Dean & Nelisa Heddin
Owners

Enclosed, please find information about our facilities and cabins, amenities as well as a reservation request form.

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Property Amenities for Large Group

Beyond a standard hotel, Aspen Springs Angel Fire provides a unique mountain experience - offering guests 12 wooded acres of peace and quiet, premium amenities, and daily wildlife viewing. Conveniently located 4 miles from Angel Fire, Aspen Springs is just minutes away from all your mountain fun. Aspen Springs has the amenities you need to make your large-group gathering enjoyable for everyone.

12 Wooded Acres

Aspen Springs offers 12 wooded acres with hills, trees and wildlife. The cabins are spread throughout the property, allowing for close proximity to others in your party, while still providing privacy.

The Cave Patio and Fire Pit

The Cave patio and fire pit is the perfect location for your group to unwind after a long day playing in the mountains. Our patio is furnished with Adirondack chairs for relaxing while staying warm around our exclusive 6 foot fire pit - s'mores kits are complimentary. Whether playing corn hole on the lawn or gazing at the stars, there is plenty of room for your group to play and relax.



Large Group Picnic Area

Dine together outdoors in our large group picnic area which features 6 picnic tables, for seating for up to 60 people. Grill your masterpiece on the over-sized propane grill (propane is complimentary) and serve your guests from the custom built serving table.

DIY Catering Kit

Assembled specifically for large groups, the Aspen Springs DIY catering kit will make feeding your crowd easy. The kit includes essentials such as an oversized stock pot, sauce pan, and frying pan, as well as reusable outdoor plates, bowls and cups, chaffing serving sets, drink coolers and even coffee carafes.



Cabin Options for Your Gathering

Aspen Springs features 10 private cabins. Groups are able to rent as many cabins as they prefer to meet the unique needs of their group. All cabins have been completely remodeled and feature quartz countertops, stainless steel appliances, high-end furnishings, Sleep Number mattresses, towel warmers, bed heaters, heated bathroom mirrors, and an electric fireplace.



One Bedroom + Bunk Room Cabins

Quantity Available: 4

Sleeps: 6

Bedroom 1: King sized bed, wardrobe closet and drawers, desk

Bedroom 2: 2 Twin beds

Fold Out Sofa

4-12 steps for entry

Full Kitchen

Bathroom with walk-in shower



Two Bedroom Cabins

Quantity Available: 4

Sleeps: 6

Bedroom 1: King sized bed, wardrobe closet and drawers, desk

Bedroom 2: Queen sized bed, wardrobe closet and drawers, desk

Fold Out Sofa

4-6 steps for entry

Full Kitchen

Bathroom with tub/shower combo



One Bedroom Cabin (ADA)

Quantity Available: 1

Sleeps: 4

Bedroom 1: King sized bed

Fold Out Sofa

No steps, ADA accessible

Full Kitchen

Bathroom with walk-in shower



Two Bedroom Cabin (No Steps)

Quantity Available: 1

Sleeps: 6

Bedroom 1: King sized bed, wardrobe closet and drawers, desk

Bedroom 2: Queen sized bed, wardrobe closet and drawers, desk

Fold Out Sofa

No steps

Full Kitchen

Bathroom with tub/shower combo



DIY Catering Kit

Aspen Springs has carefully assembled a DIY catering kit to meet the unique needs of feeding your large group. The DIY catering kit is available upon request and is in addition to our already well stocked kitchens.

Items included in the kit:

- 2 - 24"X12" chaffing dishes
- 2 - 24"X12" pans for chaffing dishes/baking pans
- 4 - 12"X12" pans for chaffing dishes/baking pans
- 1 - extra large stock pot
- 1 - extra large sauce pan
- 1 - extra large colander
- 2 - extra large salad bowls
- 3 - 13"X 18" baking sheets
- 2 commercial serving spoons
- 2 commercial slotted serving spoons
- 2 commercial tongs
- 2 commercial ladles
- Outdoor flatware for 60
- Outdoor, reusable plates, cups and bowls for 60
- Outdoor steak knives for 40
- 2 dirty dish bins
- Insulated stainless coffee mugs for 40
- 2 - insulated carafes for hot drinks
- 2 - 5 gallon cold drink coolers
- 2 - ice chests





Group Reservation Request Form

We would be honored to host your group gathering in Angel Fire. Please fill out the attached reservation request form and return to owner@aspenspringsangelfire.com. Please note, reservations and pricing depends on availability. Reservations are not confirmed until payment is received in full. Reservations are subject to our policies, terms and conditions.

Start Planning Your Trip

Reserving your group lodging experience at Aspen Springs is as easy as 1, 2, 3

Step 1: Complete the attached group reservation request form and return to owner@aspenspringsangelfire.com. We will determine availability and prepare a price quote for your consideration.

Step 2: Coordinate with our group reservations concierge to finalize details.

Step 3: Arrange for payment to secure your reservation. Payment can be made either for each individual cabin by separate parties or in a single payment, whichever you prefer.

Section 1: Information About Your Group

Group/Gathering Name: _____

Group Organizer Name: _____

Phone Number: _____

Email: _____

Dates requested: Check-in _____ Check-out: _____

Group Reservations and Policies

- Group reservations are defined as booking more than 2 cabins for the same group.
- Group reservations should be coordinated with our group reservation concierge by contacting owner@aspenspringsangelfire.com.
- Cancellation requests** for group reservations submitted in writing more than **30 days prior to the original booked arrival date are fully refundable.**
- Cancellation requests** for group reservations submitted in writing **less than 30 days prior to the original booked arrival date are non-refundable.**
- Please be aware that unless your group has reserved all 10 cabins, other guests may be on the property. **Groups should be considerate of guests.** Other guests have equal access to property amenities.
- Group reservations allow for access to property amenities for registered guests only. Persons who are not registered guests at Aspen Springs are not allowed on the property and do not have access to property amenities. In order to keep from disturbing our other guests, group reservations can use the group picnic area only if persons from your group are registered to stay in the cabins directly adjacent to the picnic area.
- The "DIY Catering Kit" is exclusively available to our group reservations guests and on-request only. The kit is available on a first-come, first-serve basis. Please contact our on-site host at info@aspenspringsangelfire.com to make arrangements to have the kit delivered to your cabin.



Section 2: Cabins Requested

Requested Cabin 1:

Name of Adult Contact Staying in Cabin: _____

Contact Number: _____

Email: _____

Cabin Type Requested (Check one)

- 1 King Bedroom + Bunk Room, two twins (4 cabins available)
- 2 Bedroom 1 King bedroom, 1 Queen bedroom (4 cabins available)
- 1 King Bedroom ADA (1 cabin available)
- 2 Bedroom (no steps) 1 King bedroom, 1 Queen bedroom (1 cabin available)

Special Requests: _____

Requested Cabin 2:

Name of Adult Contact Staying in Cabin: _____

Contact Number: _____

Email: _____

Cabin Type Requested (Check one)

- 1 King Bedroom + Bunk Room, two twins (4 cabins available)
- 2 Bedroom 1 King bedroom, 1 Queen bedroom (4 cabins available)
- 1 King Bedroom ADA (1 cabin available)
- 2 Bedroom (no steps) 1 King bedroom, 1 Queen bedroom (1 cabin available)

Special Requests: _____

Requested Cabin 3:

Name of Adult Contact Staying in Cabin: _____

Contact Number: _____

Email: _____

Cabin Type Requested (Check one)

- 1 King Bedroom + Bunk Room, two twins (4 cabins available)
- 2 Bedroom 1 King bedroom, 1 Queen bedroom (4 cabins available)
- 1 King Bedroom ADA (1 cabin available)
- 2 Bedroom (no steps) 1 King bedroom, 1 Queen bedroom (1 cabin available)

Special Requests: _____

Requested Cabin 4:

Name of Adult Contact Staying in Cabin: _____

Contact Number: _____

Email: _____

Cabin Type Requested (Check one)

- 1 King Bedroom + Bunk Room, two twins (4 cabins available)
- 2 Bedroom 1 King bedroom, 1 Queen bedroom (4 cabins available)
- 1 King Bedroom ADA (1 cabin available)
- 2 Bedroom (no steps) 1 King bedroom, 1 Queen bedroom (1 cabin available)

Special Requests: _____

Requested Cabin 5:

Name of Adult Contact Staying in Cabin: _____

Contact Number: _____

Email: _____

Cabin Type Requested (Check one)

- 1 King Bedroom + Bunk Room, two twins (4 cabins available)
- 2 Bedroom 1 King bedroom, 1 Queen bedroom (4 cabins available)
- 1 King Bedroom ADA (1 cabin available)
- 2 Bedroom (no steps) 1 King bedroom, 1 Queen bedroom (1 cabin available)

Special Requests: _____

Requested Cabin 6:

Name of Adult Contact Staying in Cabin: _____

Contact Number: _____

Email: _____

Cabin Type Requested (Check one)

- 1 King Bedroom + Bunk Room, two twins (4 cabins available)
- 2 Bedroom 1 King bedroom, 1 Queen bedroom (4 cabins available)
- 1 King Bedroom ADA (1 cabin available)
- 2 Bedroom (no steps) 1 King bedroom, 1 Queen bedroom (1 cabin available)

Special Requests: _____

Requested Cabin 7:

Name of Adult Contact Staying in Cabin: _____

Contact Number: _____

Email: _____

Cabin Type Requested (Check one)

- 1 King Bedroom + Bunk Room, two twins (4 cabins available)
- 2 Bedroom 1 King bedroom, 1 Queen bedroom (4 cabins available)
- 1 King Bedroom ADA (1 cabin available)
- 2 Bedroom (no steps) 1 King bedroom, 1 Queen bedroom (1 cabin available)

Special Requests: _____

Requested Cabin 8:

Name of Adult Contact Staying in Cabin: _____

Contact Number: _____

Email: _____

Cabin Type Requested (Check one)

- 1 King Bedroom + Bunk Room, two twins (4 cabins available)
- 2 Bedroom 1 King bedroom, 1 Queen bedroom (4 cabins available)
- 1 King Bedroom ADA (1 cabin available)
- 2 Bedroom (no steps) 1 King bedroom, 1 Queen bedroom (1 cabin available)

Special Requests: _____

Requested Cabin 9:

Name of Adult Contact Staying in Cabin: _____

Contact Number: _____

Email: _____

Cabin Type Requested (Check one)

- 1 King Bedroom + Bunk Room, two twins (4 cabins available)
- 2 Bedroom 1 King bedroom, 1 Queen bedroom (4 cabins available)
- 1 King Bedroom ADA (1 cabin available)
- 2 Bedroom (no steps) 1 King bedroom, 1 Queen bedroom (1 cabin available)

Special Requests: _____

Requested Cabin 10:

Name of Adult Contact Staying in Cabin: _____

Contact Number: _____

Email: _____

Cabin Type Requested (Check one)

- 1 King Bedroom + Bunk Room, two twins (4 cabins available)
- 2 Bedroom 1 King bedroom, 1 Queen bedroom (4 cabins available)
- 1 King Bedroom ADA (1 cabin available)
- 2 Bedroom (no steps) 1 King bedroom, 1 Queen bedroom (1 cabin available)

Special Requests: _____

Aspen Springs Cabin Rentals Policies, Terms & Conditions

By staying at Aspen Springs , you agree to the following rules, terms and conditions:

Check-In/Check-Out Times and Policy

- Check-in time is anytime after 4:00 p.m.** on the booked arrival day. Guests wishing to check-in earlier than 4:00p.m., may make a request in writing for an earlier check-in time. We can never allow check-in anytime prior to 12:00p.m. We will do our best to accomodate requests, however, please note, **we can never guarantee an early check-in time.** We will send a text to guests as soon as the cabin is cleaned and ready for arrival.
- Check-out is by or before 10:00 a.m. on the booked departure day.** Late check-out is not guaranteed and is dependent upon the schedule on your departure day, but may be accommodated upon request in advance. We can never allow check-out anytime after 12:00 p.m.

Four-Wheel Drive In Winter Cabins

- Certain cabins advertised as "4 WD in Winter" are located in the back of the property which has a steep hill which can get icy and be difficult to climb in standard vehicles in the winter. As such, guests staying in these cabins must have a four-wheel drive vehicle in order to stay in these cabins during the months of November through April. Please do not reserve these cabins unless you bring a Four-Wheel Drive vehicle with you.
- Aspen Springs is not liable for any injury or damages that may result due to lack of an appropriate vehicle.

Winter Weather Advisory

- Aspen Springs is located in the Southern Rocky Mountains. Anytime guests travel in the mountains in the winter, guests should always:
 - Check weather prior to travel. Plan travel times around weather events.
 - Check road conditions prior to travel.
 - Travel with snow chains that are fitted to your vehicle, and know how and when to use them. Aspen Springs strongly suggests that all guests visiting the area in the winter should have snow chains.
 - Have a qualified vehicle operator who knows how to drive in snow and icy conditions.

Smoking Policy

- Smoking is strictly prohibited anywhere on the property. This includes marijuana, cigarettes, cigars, e-cigarettes, etc.** Additional cleaning fees up to \$1000 may be charged if evidence of smoking has been found.

Pets Policy

- Pets of any kind, including emotional support animals, are strictly prohibited. Anyone having pets on the property will be asked to leave immediately, with no refund given.
- If evidence of pets has been found on the property, additional fees of up to \$1000 may be charged for cleaning and damages.
- Aspen Springs proudly welcomes service animals that meet the ADA criteria for a service animal. Guests wishing to bring a service animal with them must contact our host prior to making reservations so that we can accomodate your request. A qualified handler must accompany the service animal at all times; the animal cannot be left unattended. The service animal must be on a leash when outdoors at all times. All evidence of the service animal must be removed from the property upon departure, including cleaning up feces from the exterior of buildings. The registered guest will be liable for any damages caused by the service animal and additional cleaning that may be required due to the animal.

Cleaning, Theft & Damages to the Property

- As is standard practice for vacation rentals, Aspen Springs charges a cleaning fee for each guest. This fee is charged in addition to the advertised nightly rate for each cabin and applicable taxes.
- Upon departure, guests are responsible for following departure instructions provided in our guest books. Guests should not leave the cabin excessively dirty, beyond normal use. Trash should be in trash cans, dishes should be washed. Additional cleaning fees may apply for dirty dishes, vomit or other such messes, stains on furniture and/or duvet covers that require special cleaning, etc.
- Aspen Springs will seek recovery for repairs, cleaning or replacement of anything left excessively dirty or damaged/broken/stolen or missing.

Fire Pit & BBQ Grills

- The fire pit at the Cave is the only location where fires may be burned on the property.
- BBQ grills have been provided for guest convenience. Under normal conditions, guests may use either propane (which Aspen Springs furnishes), or charcoal (guest furnished) in our grills. Grilling may only be done in the designated BBQ grills only.
- On occasion, local authorities may institute a "burn-ban" - in these instances, we will have to close fire pit and BBQ grill access. This is due to circumstances beyond our control. No notice will be given.
- Any open flame on the property outside of BBQ grills and the propane fire pit are strictly prohibited.

Quiet Hours

- Quiet hours are between 9:00 pm and 9:00 am. Please be respectful of other guests and turn down music and come inside during these hours so others won't be disturbed.

Sledding

- Prior to sledding on the property, guests must sign a liability release waiver.**
- Sledding is inherently dangerous, serious injury or death could occur.
- Sledding is strictly limited to Aspen Springs guests.
- Sledding is to be in designated areas only.
- All posted sledding rules must be followed.
- Children shall be supervised by an adult at all times.
- Only one person per sled at a time.
- Aspen Springs strongly recommends wearing helmets while sledding. These are **NOT** provided by Aspen Springs. Please plan accordingly and bring helmets for everyone in your party.
- Sleds must be returned to our on-site host.

Concierge Items

- Concierge items are available on request and are available on a first-come first-serve basis. These items must be requested before 4:30 p.m. Requests received after 4:30 p.m. will be delivered the next day.
- Guests wishing to use Aspen Springs complimentary equipment loans will be required to sign a liability release waiver prior to receipt of the item in order to receive this item.
- Loan items including games, small appliances and equipment must be returned to the Aspen Springs on-site host prior to check-out.
- Guests will be responsible for damage or loss of items they have check-out for loan.

Cabin Location

While Aspen Springs allows guests to request specific cabin locations, please be advised that cabin assignments for location are not guaranteed and are subject to change without notice.

Special Events

- Special events are defined as any gathering such as weddings, parties, etc. and/or a gathering consisting of individuals who are not registered guests of Aspen Springs.
- Special events are strictly prohibited without the express written consent of Aspen Springs Angel Fire and an executed contract outlining the terms and conditions.
- A facilities service fee will be charged.
- A refundable cleaning and damage deposit will be collected up front and will be refunded within 30 days after departure assuming the premises are left clean and damage free.
- No more than 2 vehicles per cabin may be parked on the property at any time. Vehicles cannot block roads or access to any building by emergency vehicles.
- Any gathering of more than 30 people will require the utilization of portable toilets at guest's expense.
- The guest is required to obtain special event insurance at the guest's expense.
- A bar tender licensed in the state of New Mexico must be on the premises to serve alcohol.
- Aspen Springs does not provide catering, event set-up, event clean-up, or any other assistance beyond our day-to-day services associated with lodging at the property.
- Additional tables and chairs are available for an additional fee.
- All other terms and conditions apply.

Additional Rules

- Only the confirmed number of guests are allowed on the property.
- Please do not wear shoes in the cabins; rocks and mud from outside can damage the floors and rugs.
- Please use caution as floors can be very slippery when wet.
- Please do not wear ski boots inside the cabin.
- Please store bikes, skis, poles, and snowboards outside; NO bikes, skis, snowboards or poles inside the cabin.
- Do not flush sanitary products down the toilets or put food, including oil or grease, or coffee grounds down the garbage disposal - we are on a septic system and these items may damage the system. Additional fees may apply if there is damage to the system caused by flushing these items.
- No parking under roofs in winter months as snow and ice may slide off of the roof.

Other Notices, Terms & Liability Release

- Aspen Springs Fire is not a "child-proof/baby-proof" property. Outlets do not have child-resistant covers, dish detergent and other cleaners are stored within reach of children, the property has stairs and other hazards may exist.
- Adults must properly supervise children at all times.
- Guests agree to review instruction manuals for all appliances, coffee/espresso makers, heaters, bed heaters, fireplaces, pack n' play, etc. to understand the manufacturer's instructions and operating precautions. These items have been provided for guest comfort and convenience. Use these items at your own risk.
- Use caution when on the property as this is a rugged mountain setting. Tripping hazards and slippery conditions may exist.
- Please use extreme caution when using the outdoor fireplace. The outsides of the fireplace can get extremely hot and present a severe burn hazard. Children must be closely supervised around the fireplace at all times.
- During winter months use extreme caution as snow and ice may slide off roof tops and cause death or injury.
- By staying at Aspen Springs, you HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the property Owner, its officers and employees, from all liability to the undersigned, his/her personal representatives, assigns, heirs, and next of kin for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the the property Owner or otherwise while the undersigned is in or upon the lodge or outdoor property area, including cabins, other facilities, and the surrounding rugged terrain.