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# BOETTCHER MANSION



*Jefferson County's  
Premier Historic Events Venue*



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## SOCIAL EVENT INFORMATION

Weddings, Receptions & Special Events

900 Colorow Road  
Golden, Colorado 80401  
Main: 720-497-7630 Fax: 303-526-5519  
Web site: [www.jeffco.us/boettcher](http://www.jeffco.us/boettcher)

## EVENT SPACE

The Boettcher Mansion's Fireside Room, Carriage House and Gazebo can be rented for a wide variety of special events, including weddings, receptions, banquets, memorial services, milestone celebrations (birthday, anniversary and graduation), holiday parties, baby and wedding showers, rehearsal dinners

and photo shoots. The following policies pertain to social events and were designed to maximize your use and enjoyment, as well as the ultimate preservation, of our historic property. Our Conference Brochure contains additional information on renting the Mansion for business meetings.

### THE FIRESIDE ROOM

Originally the Mansion's "great hall", the 1,100-plus square-foot Fireside Room features a cathedral-beamed ceiling, moss-rock walls, wood floors and an "inglenook" (walk-in) fireplace. Flanked by the Buffet and Piano Rooms (each measuring 290 square feet), the Fireside Room also adjoins a 1,500 square-foot patio. Capacity is 200 guests maximum. See our fee schedule and capacity chart for more details.



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### THE CARRIAGE HOUSE

Located beside the Mansion, the 440-square-foot Carriage House is available for weddings and other small gatherings. The former garage for Model T's has its own kitchenette and restrooms, plus French doors leading to a 266-square-foot flagstone patio. Capacity is 40 guests maximum. See our fee schedule and capacity chart for more details.

### THE GAZEBO

Once Charles Boettcher's favorite spot for viewing wildlife, our 216-square-foot stone Gazebo provides a romantic site for very small gatherings. Capacity is 20 guests maximum. See our fee schedule and capacity chart for more details.

**NOTE:** For each of the above settings, please review our floor plans or consult with our Special Events Coordinator to gain an overall perspective for an optimum setup. We recommend that you rent a tent if you are using either patio.



TJ SIMON PHOTOGRAPHY

## ADDITIONAL ROOMS

Additional rooms are included with your rental of the Fireside Room. See the Special Events Coordinator about the usage of these smaller rooms for dressing, babysitting, dining, bar or other needs.

## REHEARSALS

Rehearsals can be tentatively scheduled through the Special Events Coordinator one month before event date, and will be confirmed two weeks prior with payment due at that time.

## FREE PREPARATION TIME

When renting the Fireside Room/Main House, we offer you 1-1/2 hours of free preparation time before your guests arrive so that you may dress, take photographs, decorate, and set up musical or other equipment. The Mansion will be closed until the prep time stated on your contract. The Carriage House has a 1-hour prep time, and the Gazebo has a 1/2-hour prep time.

## RESERVATION REQUIREMENTS

- Your first paid hour (deposit) is due at the time of reservation. This is applied toward your rental fee and is non-refundable if your date or times are changed or canceled. Full payment is due upon booking if your reservation is made within six months of your event date.
- Your contract must be filled out completely and signed.

## PAYMENT INFORMATION

- Total rental fees are due six months prior to your event date.
- Your kitchen and alcohol usage fees and security/damage deposit are due one month prior to your event date. Security/damage deposit refunds are processed within two to four weeks.
- Cash is not accepted. Personal checks are accepted up to one month prior to your event date. Make checks payable to Jefferson County Treasurer. We also accept Visa, MasterCard and American Express.
- Certified funds are required for any payment made within one month of event date (traveler's checks, money orders



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and/or Visa, MasterCard, and American Express may be used).

- Please note the balance due dates stated on your contract to avoid late fees.
- Last minute additional event time may be purchased if available, with payment due immediately. Please finalize your event times before remitting your rental fee.
- A 10% late fee will be charged after your due dates. Your total rental fee (+ 10%) must be paid five months prior to your event date or your event will be automatically canceled. If your kitchen and alcohol usage fees and security/damage deposit (+ 10%) are not paid three weeks prior to your event date, your event will be automatically canceled.
- Returned checks will be assessed a \$25 penalty.

**NOTE:** For specific fees, see separate insert.

## ADDITIONAL CHARGES

Additional charges will be assessed for unusually heavy cleanup by our staff, as well as for any damage to our buildings and/or grounds, whether or not in excess of your

security/damage deposit. You will lose your security/damage deposit if anyone in your party deliberately refuses to follow Mansion policies (this includes disorderly conduct due to inebriated guests, unsupervised children or other inappropriate behavior). The feeding or harassment of any wildlife is strictly forbidden. We will call the Sheriff should any problems arise.

## CANCELATIONS & REFUNDS

- A change of date or time frame equals a cancellation.
- Cancellations will result in forfeiture of your deposit (first paid hour). Once your total rental fees are paid (six months prior to event date), they are refundable minus the deposit (first paid hour) only if another event books your time frame. If another event does not book your time frame(s), then the entire rental fee is forfeited.
- The kitchen and alcohol usage fees and security/damage deposit are refundable when cancellations occur.
- If inclement weather causes I-70 to close at Exit 256, all monies will be refunded.



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## SPECIAL EVENTS COORDINATOR/ EVENT STAFF

Our Special Events Coordinator is available to help you plan your event. We require that you schedule at least one planning session with the Special Events Coordinator a minimum of one month prior to your event, when many details, including a floor plan and your list of vendors, will be finalized. Please note that while a Mansion employee will be stationed at the front desk during your event, he/she cannot be part of your kitchen or vendor staff.

## CLIENT REPRESENTATIVE

Please appoint a responsible liaison to handle details during your event. Your client representative will play a key role during your event, so please select him/her with care. He/she should arrive at the beginning of preparation time; introduce oneself to Event Staff and other vendors; coordinate everyone's schedules; cue the wedding party; make sure that all arrangements and policies are followed; remind all vendors of pre-arranged departure; and sign out with Event Staff.

## VENDORS

Our vendor listing (see separate insert) offers our recommendations for some of the area's finest services and products for your event. Although you may hire other service providers, our recommended vendors have proven their talent and professionalism and they are most knowledgeable about our rules and regulations.

## FOOD & BEVERAGE

We recommend using caterers from our preferred list (see separate insert) for food and beverage service. These caterers are licensed and have extensive experience, with a wide range of menus, prices and services from which to choose. Please inform your caterers of their precisely scheduled arrival and departure times. The terms of agreement and the fulfillment of services stated in such agreements are a matter of private contract between you and the caterer. We recommend that you review your contract with your caterer, so that all serving, room setup, and cleanup issues are covered in advance.



RANDALL OLSSON PHOTOGRAPHY

**NOTE:** Should you choose a caterer whom is not on our preferred list, or if you are having friends and/or family provide food service, the outside provider must meet with our Special Events Coordinator prior to serving at your event.

## ALCOHOL

Alcohol may be served with a prior written request on your contract. A qualified bartender, whom will continuously supervise the bar and the consumption/serving of alcohol, is required (unless champagne toast only). It is your responsibility to assure that the dispensing of alcohol is in compliance with Colorado liquor laws. No liquor shall be served on these premises to individuals under 21 years old. The sale of alcohol (i.e., cash bar/tips) is not allowed. All hard alcohol must be served in cocktail form (no shots or on the rocks). No alcohol allowed prior to ceremony except in dressing rooms (beer, wine and champagne only). Open bottles of wine or champagne on tables are prohibited.

Alcohol can be delivered during our normal business hours or your preparation time. If it is not removed at the end of your event you must arrange for temporary storage. Your caterer must place beer kegs in leak proof containers. Bring ice for icing down beverages. Champagne bottles are often explosive at this 7500-foot elevation. Chill well and uncork outside only. The cleaning of any spillage is client's or caterer's responsibility. The bar must close 1/2 hour before the scheduled guest departure.

Failure to comply with the above rules will result in the loss of your security/damage deposit and/or closure of your bar(s).

## FURNITURE SETUP/BREAKDOWN

Prior to your arrival, Mansion staff will set up our own tables and chairs according to arrangements made at your final planning session with our Special Events Coordinator. In case of inclement weather, outdoor setups will be moved inside (unless you have arranged for a tent).

All rental equipment must be approved by our Special Events Coordinator, ordered through our exclusive rental vendor(s), and set up by your caterer or group. The delivery and pickup of such items must be coordinated in advance with our Special Events Coordinator. If changes are necessary once your preparation time begins, it becomes your responsibility to rearrange all tables and chairs to accommodate your guests. Please note that any historic (wooden) pieces belonging to the Mansion must not be moved. The piano can be moved within the Piano Room only.

At the end of your event you or your caterer must stack tables and chairs in areas designated by Event Staff. Remove all personal and/or rental items or return your items to the proper assigned storage. Only chairs used for an inside ceremony or service may be left as is.

## ARRIVAL & DEPARTURE TIMES

All guests (including clients) and vendors must adhere to the arrival and departure times stated on your contract. At the end of an evening event, everyone must exit the building at the contracted time and leave the property immediately, as our front gate is locked at night. Early arrivals and late departures will result in additional charges and/or security/damage deposit forfeitures.

## CLEAN-UP PROCEDURES

Cleanup must take place within your paid contracted time. In the Fireside Room it is customary practice to break down your food, drink and music one hour before departure time, thus signaling to guests that the event is over (please allow a 1/2 hour for the Carriage House and 15 minutes for the Gazebo). Cleanup procedures are posted in the kitchen areas.

## CHILDREN

It is imperative that you continuously supervise any children present at your event. Many clients have found that they can protect the Mansion as well as provide a more enjoyable experience for their guests and children if they hire professional sitters and use the Carriage House or one of the smaller rooms as a designated area.

## MUSIC & DANCING

The acoustics in the Fireside Room are excellent. Band size limit is about six pieces. Sound level must remain acceptable for a residential neighborhood and be approved by staff on duty. Amplification cannot exceed a decibel level of 75 at the source. Please inform your musicians of our sound limits. Our grand piano in the Fireside Room is tuned regularly. Nothing may be set on top of the piano.

## AUDIO/VISUAL EQUIPMENT

The radio/microwave towers currently adjacent to the Mansion can cause interference to audio/visual equipment. Be sure your musicians, DJ and videographers are equipped to handle this. We recommend live, non-amplified music for best results. You may arrange a practice session for amplification testing. Ask for our audio/visual tip sheet containing more information on the use of audio/video equipment here. We offer free WIFI.

## CELLPHONES

Cellphones rarely work on Lookout Mountain. You may make local telephone calls from the guest phones in our lobby.

## DECORATIONS

Our Special Events Coordinator must approve decorations and installation especially the use of indoor candles (no open flames permitted). Rice, birdseed, confetti, outdoor candles, balloons, glitter, sparklers, fireworks, potpourri, feathers and other difficult-to-clean materials are not allowed, and will result in a loss of your security/damage deposit if used. All decorations must be removed at the end of your event or put in designated storage. Consider blowing bubbles or using glow sticks! Releasing doves or butterflies is prohibited in the Nature Preserve. Because we



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are located in a quiet residential neighborhood, car decorations are not allowed. You will lose your security/damage deposit if your car is decorated with anything more than a "Just Married" sign on the car.

## PHOTOGRAPHS

Photos may be taken inside the Mansion, but if you choose to take pictures outside, please respect the environment (plants and wildflowers) by staying on trails and walkways. Be courteous toward guests attending other events. Photos cannot be taken in, around, or near the Lookout Mountain Nature Center.

## SMOKING

Smoking is prohibited inside all buildings. Indoor smoking will trigger fire alarms. Please extinguish all cigarettes, etc. in our outdoor canisters. The use of cannabis is not allowed.

## INVITATIONS

Your event will be held at the Boettcher Mansion (Fireside Room, Carriage House or Gazebo), within the Lookout Mountain Nature Preserve. The Lookout Mountain Nature Center is located elsewhere on the grounds of the Preserve. Please indicate this on your announcements to avoid confusion.



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## DIRECTIONS

Please include a copy of our map in your announcements. Mansion road signs from I-70 are well designed and placed so that your guests will easily find us. Decorations or personal signs (free-standing or attached to any road signs) are not allowed anywhere on Lookout Mountain and will result in loss of your security/damage deposit. Please observe posted speed limits of 20 MPH on Colorow Road (our residential neighborhood approaching the Mansion), which is regularly patrolled by police.

## PARKING

Because we share parking with the Lookout Mountain Nature Center, we encourage your guests to carpool 3-4 per car. Consider group transportation (such as buses, limousines or vans, which minimize traffic, protect our wildlife and natural environment, and prevent alcohol-related incidents).

## DELIVERIES

Deliveries and pickups by your vendors or caterers must be arranged in advance with our Special Events Coordinator to coincide with regular Mansion hours. We are not responsible for items left here, before or after your event. Temporary storage is available for a limited time period.

## PERSONAL VALUABLES

Personal valuables are your responsibility, and we suggest they be kept near you. The Mansion is not responsible for items lost or stolen.

## LOOKOUT MOUNTAIN NATURE PRESERVE

The Boettcher Mansion is located within a Jefferson County Open Space Park with nature trails that are open to the general public from dawn until dusk for recreational enjoyment. We make every effort to inform park guests of our private events.

*The Boettcher Mansion is owned & operated by Jefferson County. We do not discriminate on the basis of race, color, national origin, gender, religion, sexual orientation or disability in the provision of services. Disabled persons requiring reasonable accommodations to attend or participate in an event should call 720-497-7630.*

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