

## CARRIAGE HOUSE

This original home of carriages and Model T's is 19' x 23' with glass french doors extending to an outdoor flagstone patio that is 19' x 14'. The patio is ideal as an open air, sunny meeting space, perfect for morning coffee and often the best observation point to watch deer and other wildlife.

Eleven 5' tables and forty chairs may be set up for you in various arrangements. Theater style seats up to 40 people comfortably. There is a wall unit that features a dry marker board, flip charts (\$25/each), and a projection screen.

Please send a representative to check in at the Mansion front desk upon arrival and to check out when departing. For your protection, you should let our front desk staff know when your group is away from the Carriage House so that we can lock-up your belongings until your return.

<u>Rate</u>	<u>Time</u>	<u>Capacity*</u>
\$400	8:00 AM to 4:30 PM	40
\$400	5:30 PM to 10 PM	40

*\*Please see our meeting room capacity chart.*

\$25 each	flip charts
\$3 per person	unlimited coffee/tea
\$75 extension	7:00 AM to 8:00 AM
\$75 extension	4:30 PM to 5:30 PM

Extended hours beyond 8:00 AM to 4:30 PM can be purchased but must be arranged 48 hours in advance.

## RESERVATION INFORMATION

To make a reservation, call 720-497-7630 to reserve a date, then mail or fax a signed and completed contract with full payment or billing information at least two weeks prior to event.

CANCELLATION/ All conference rooms have cancellation fees. Cancellations or date changes within one month of reserved date will result in a 50% forfeiture. We will invoice for this fee.

BEVERAGE AND FOOD SERVICE Unlimited coffee and tea service is available for \$3 per person per day or you may bring all of your own supplies and use our urns free of charge. The Mansion does not provide food service. You may hire a caterer (see our preferred list), bring a potluck or visit a nearby restaurant. To serve alcoholic beverages, a "Permission to Serve Alcohol" form must be submitted and approved in advance. We have a soda, vending, and ice machine. You may dine inside your room or outside in the Gazebo (if event is not in progress) or in the nearby picnic area. The Fireside Room and Carriage House have their own kitchens complete with microwave, refrigerator and other amenities.

PARKING Because we share limited parking with the Lookout Mountain Nature Center, we are requesting that your attendees carpool 3-4 per car or use group transportation. This policy is restated on our map, which you should provide for your attendees.

OFFICE SERVICE/ AVAILABLE Copy service (.15 page) and fax service (\$1-\$2 page) are available at the front desk. All conference rooms feature dry marker boards, flip charts (\$25/each), and projection screens. Two guest telephones for local calls are located in the lobby. Ask about our audio/visual amenities; we continue to upgrade our services.



A 1917 Arts & Crafts Landmark  
Available for Tours and Events



## CONFERENCE INFORMATION

20 minutes from Denver, I-70 to Exit 256

900 Colorow Road  
Golden, CO 80401  
720-497-7630  
303-526-5519 (fax)

[www.jeffco.us/boettcher](http://www.jeffco.us/boettcher)

## CONFERENCE INFORMATION

Welcome to the Boettcher Mansion, owned and managed by the Jefferson County Board of Commissioners.

This grand estate was built in 1917 as the summer home and hunting lodge of Charles Boettcher, one of Colorado's most prestigious entrepreneurs. Donated by Charline Breeden, Charles Boettcher's granddaughter, the Mansion opened in 1975 and is on the National Register of Historic Places.

It offers a magnificent setting on 110 acres of pine forest at 7500 feet, with views of the Continental Divide and the Denver panorama. Over 35,000 people visit each year, so we ask that you adhere closely to the following policies. They allow you the best use and enjoyment of the Mansion, while preserving it for the public in years to come.

There are five rooms and a gazebo that are available for conferences at the Boettcher Mansion.

Event times may be scheduled from 8:00 AM to 4:30 PM Monday through Friday, and 5:30 PM to 10:00 PM Monday through Thursday evenings. Weekend conferences may be available depending on our schedule. Please allow 15-30 minutes both at the beginning and end of your meeting for preparations and arrivals, breakdown and departures.

## FIRE/SIDE ROOM

This is the grand hall of the Mansion, with a cathedral beamed ceiling, inglenook fireplace, moss-rock walls, and an elegant terrace. There are adjoining buffet and piano rooms (includes catering kitchen and grand piano). The Fireside Room is 1058 square feet (46' x 23'). The adjoining patio is 1500 square feet. The Buffet and Piano Rooms are 290 square feet each (14.5' x 20').

Tables and chairs may be set up for you in various arrangements. Theater style will seat up to 100 people comfortably. A projection screen, flip charts (\$25/each) and dry marker boards are available upon request. If no social event has been scheduled, weekend conferences may be available at the weekday rate within one month of your meeting date.

<u>Rate</u>	<u>Time</u>	<u>Capacity*</u>
\$700	8:00 AM to 4:30 PM	100
\$700	5:30 PM to 10:00 PM	100

*\*Please see our meeting room capacity chart.*

\$25 each	flip charts
\$3 per person	unlimited coffee/tea
\$75 extension	7:00 AM to 8:00 AM
\$75 extension	4:30 PM to 5:30 PM

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## SMALL CONFERENCE ROOMS

The Aspen and Pine Rooms are corner rooms (12' x 20') with four large windows and a 12'-conference table which can accommodate up to 12 people. The adjacent sun rooms may be used to serve snacks or lunch. Availability of these rooms can extend to weekends and holidays depending on our schedule.

The Columbine Room is about 224 square feet and can accommodate up to eight people comfortably.

Nestled in the forest is our stone Gazebo for your outdoor meeting which can seat up to 10 people. Indoor restrooms, phones, etc. are available. You may switch to a small conference room (if available) upon your arrival if weather does not cooperate on the day of your meeting.

<u>Aspen/Pine</u>	<u>Time</u>	<u>Capacity</u>
\$200	8:00 AM to 4:30 PM	12
\$200	5:30 PM to 10:00 PM	12

<u>Columbine</u>	<u>Time</u>	<u>Capacity</u>
\$150	8:00 AM to 4:30 PM	8
\$150	5:30 PM to 10:00 PM	8

<u>Gazebo</u>	<u>Time</u>	<u>Capacity</u>
\$100	8:00 AM to 4:30 PM	10

\$25 each	flip charts
\$3 per person	unlimited coffee/tea
\$75 extension	7:00 AM to 8:00 AM
\$75 extension	4:30 PM to 5:30 PM

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