

## Boettcher Mansion

### Social Event Policies

#### Reservation Requirements

- Half of rental fees are due at the time of reservation and is non-refundable if your date or times are changed or cancelled. Full rental fee payment is due upon booking if your reservation is made within six months of your 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 damage deposit is due one month prior to your event date. Damage deposit refunds are processed within 30 days.
- 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, American Express, and Discover.
- Certified funds are required for any payment made within one month of event date (traveler's checks, money orders, and/or credit cards 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 damage deposit (+10%) is 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 Social Event Fee Schedule.*

#### 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 damage deposit. You will lose your 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 cancelation.
- Cancelations will result in forfeiture of your initial payment (half of rental fees). Once your total rental fees are paid (six months prior to event date) they are refundable minus the initial payment (half of rentals fees) only if another event books your timeframe. If another event does not book your timeframe(s), then the entire rental fee is forfeited.
- The damage deposit is refundable when cancelations occurs.
- If inclement weather causes I-70 to close at Exit 256, all monies will be refunded.

## 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.

## 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, they cannot be part of your kitchen or vendor staff. Professional Wedding Coordinators are recommended and can help your event run smoothly.

## 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 Colorado Party Rentals, our exclusive rental vendor, 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. Chairs used for an inside ceremony or service only may be left as is.

## Preparation Time

When renting the Fireside Room (Main House), we offer you two-three hours of 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 preparation time stated on your contract. The Carriage House has a one hour preparation time and the Gazebo has a one half-hour preparation time.

## **Arrival & Departure Times**

All guests (including hosts) 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 damage deposit forfeitures.

## **Clean-Up Procedures**

Cleanup must take place within your contracted time. The Fireside Room requires at least one hour for cleanup and the Carriage House and Gazebo require at least one half-hour for cleanup. Procedures are posted in the kitchen areas and can be provided upon request.

## **Rehearsals**

Rehearsals can be scheduled through the Special Events Coordinator one month before event date (depending on availability) with payment due at that time.

## **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 them with care. They 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 at end of event.

## **Children**

It is imperative that you continuously supervise any children present at your event. Many hosts 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 small rooms as a designated area.

## **Vendors**

Our vendor listing 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**

Using caterers from our preferred list for food and beverage service is recommended. 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.

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

## **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 scheduled to be delivered during our normal business hours or during 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 the client's or caterer's responsibility. The bar must close one half-hour before the scheduled guest departure.

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

## **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. Outside amplification cannot exceed a decibel level of 75 at the source. Please inform your musicians of our sound limits. The 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 adjacent to the Mansion can cause interference to audio/visual equipment. Be sure your musicians, DJ, and videographers are equipped to handle this. 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. Free WiFi is available.

## **Cell Phones**

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

## **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. Drones are not permitted.

## **Smoking**

Smoking is prohibited inside all buildings. Please extinguish all cigarettes, etc. in our outdoor canisters. The use of cannabis is not allowed in the Mansion or Lookout Mountain Nature Preserve.

## **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, indoor fog machines, and other difficult-to-clean materials are not allowed and will result in a loss of your 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 are located in a quiet residential neighborhood, car decorations are not allowed. You will lose your damage deposit if your car is decorated with anything more than a "Just Married" sign.

## **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.

## **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 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**

The parking lot has 126 spaces. 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 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.*