

CARRIAGE HOUSE

This original home for the family's 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, 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>
\$300	8am to 4pm	40

**Please see our meeting room capacity chart.*

\$3 per person	unlimited coffee/tea
\$100 extension	7am to 8am
\$100 extension	4pm to 5pm

Extended hours beyond 8am to 4pm 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. Events are confirmed when a signed and completed contract with full payment or billing information is received.

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. If inclement weather causes I-70 to close at Exit 256, all monies will be refunded.

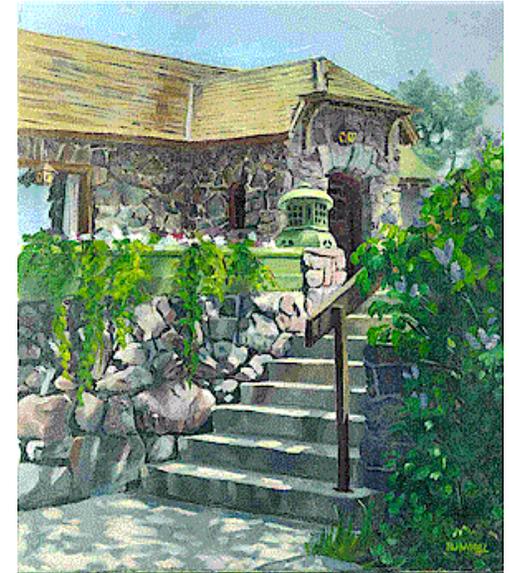
BEVERAGE & FOOD SERVICE — Unlimited coffee & tea service is available for \$3 per person per day or you may bring all of your own supplies and use our urns free of charge. The Mansion does not provide food service. You may hire a caterer (see our preferred list), bring a potluck or visit a nearby restaurant. 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 front garden (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 — We share limited parking with the Lookout Mountain Nature Center. So, we request 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/ — Copy service (.15-.75 page) and fax service (\$1-\$2 page) are available at the front desk. All conference rooms feature dry marker boards, flip charts, 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-mansion

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 multiple areas that are available for conferences at the Boettcher Mansion.

Rooms may be reserved from 8am to 4pm Monday through Friday. 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, arrivals, breakdown and departures. This time should be included in the 8am to 4pm timeframe.

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 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>
\$600	8am to 4pm	100

**Please see our meeting room capacity chart.*

\$3 per person	unlimited coffee/tea
\$100 extension	7am to 8am
\$100 extension	4pm to 5pm

Extended hours beyond 8am to 4pm can be purchased but must be arranged 48 hours in advance.

SMALL CONFERENCE ROOMS

The Pine Room is a corner room (12' x 20') with large windows and a 12'-conference table which can accommodate up to 12 people. The adjacent sunroom may be used to serve snacks or lunch.

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

Reserve our Aspen/Meadow Suite for a unique informal meeting space. The Aspen Room has a sofa, bench and stools for up to six people. The attached sunroom has bench and table seating for four people and the adjacent Meadow Room can seat six people boardroom style.

Availability of these rooms can extend to weekends and holidays depending on our schedule.

<u>Pine</u>	<u>Time</u>	<u>Capacity</u>
\$200	8am to 4pm	12

<u>Columbine</u>	<u>Time</u>	<u>Capacity</u>
\$150	8am to 4pm	8

<u>Aspen Suite</u>	<u>Time</u>	<u>Capacity</u>
\$300	8am to 4pm	4-12

\$3 per person	unlimited coffee/tea
\$100 extension	7am to 8am
\$100 extension	4pm to 5pm

Extended hours beyond 8am to 4pm can be purchased but must be arranged 48 hours in advance.