



Boettcher Mansion

Conference Information & Policies

History

Boettcher Mansion is owned and operated by Jefferson County Open Space. 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.

Conference Rooms

Fireside 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. The adjoining patio is 1500 square feet. The Buffet and Piano Rooms are 290 square feet each. Tables and chairs may be set up for you in various arrangements. See our Meeting Rooms Capacity chart for different set up options. If a social event has not been scheduled, weekend conferences may be available at the weekday rate within one month of your meeting date.

Carriage House – This original home for the family's Model T's is 437 square feet with glass French doors extending to an outdoor flagstone patio that is 266 square feet. The patio is ideal as an open air, sunny meeting space, and often the best observation point to watch deer and other wildlife. Tables and chairs may be set up for you in various arrangements. See our Meeting Rooms Capacity chart for different set up options. 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.

Pine Room – This upstairs corner room is 240 square feet and has large windows and a 12-foot conference table. The adjacent sunroom may be used to serve snacks or lunch.

Columbine Room – This upstairs room is 224 square feet with a large table.

Aspen/Meadow Suite – This main floor suite offers a unique informal meeting space. The Aspen Room has a sofa, bench and stools. The attached sunroom has window seats, and the Meadow Room can be set up for a boardroom style meeting space.

Reservation Information

There are multiple areas that are available for conferences at 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 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. To reserve a date, call 720-497-7630. Events are confirmed when a signed and completed contract with full payment or billing information is received. Checks can be made payable to Jefferson County Treasurer. We also accept Visa, MasterCard, American Express and Discover.

NOTE: For specific fees, see Conference Fee Schedule.

Cancelations

Cancelations 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.

Parking

The parking lot has 126 spaces. Because we share parking with the Lookout Mountain Nature Center, we encourage your attendees to carpool.

Beverage & Food Service

Unlimited coffee & tea service is available for \$3 per person per day or you may bring 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. 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, ice machine and other amenities.

Alcohol

To serve alcoholic beverages, a "Permission to Serve Alcohol" form must be submitted and approved in advance.

Office Services

Copy service (\$.15-\$.75 page) and fax service (\$1-2 page) are available at the front desk.

Smoking

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

Audio/Visual Equipment

Projection screens, flip charts, dry marker boards and conference phones are available upon request. The Mansion does not own a projector. Free Wi-Fi is available. A portable PA system with wired microphone may be rented daily for Fireside Room events.

Cell Phones

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

Directions

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

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.