

## Boettcher Mansion

### Social Event Policies

#### Reservation Requirements

- Return completed initialed and signed contract.
- Half of the social facility charges are due at the time of reservation and is non-refundable if date is changed or cancelled. Full amount of the social facility charges are due upon booking if reservation is made within six months of the date.

#### Payment Information

- Total social facility charges are due six months prior to event date.
- The damage deposit is due one month prior to event date. Damage deposit refunds are processed within 30 days.
- Cash is not accepted. Personal checks are accepted up to one month prior to event date. Make checks payable to Jefferson County Treasurer. Visa, MasterCard, American Express, and Discover are also accepted.
- 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).
- Additional event time may be purchased if available, with payment due immediately.
- Please note balance due dates stated on contract to avoid late fees.
- A 10% late fee will be charged after your due dates. Your total social facility charges (+ 10%) must be paid five months prior to event date or event will be automatically canceled. If damage deposit (+10%) is not paid three weeks prior to event date, event will be automatically canceled.
- Returned checks will be assessed a \$25 penalty.

*NOTE: For specific fees, see Social Event Fees.*

#### Additional Charges

Additional charges will be assessed for unusually heavy cleanup by Boettcher Mansion staff, as well as for any damage to the buildings and/or grounds, whether or not in excess of your damage deposit. The damage deposit will be forfeited 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. The Sheriff will be called should any problems arise.

## Cancelations & Refunds

- A change of date equals a cancelation.
- Cancelations will result in forfeiture of initial payment (half of social facility charges). Once total social facility charges are paid (six months prior to event date) they are refundable minus the initial payment only if another social event books your date. If another social event does not book your date, then the entire social facility charge 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 reservation of the Mansion. See the Special Events Supervisor about the usage of these smaller rooms for dressing, babysitting, dining, bar, or other needs.

## Special Events Supervisor & Event Staff

We require that you schedule at least one planning session with the Special Events Supervisor a minimum of one month prior to event when many details, including a floor plan and 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, vendor or cleanup staff. Professional Wedding Coordinators are recommended and can help your event run smoothly.

## Furniture Setup & Breakdown

Prior to arrival, Mansion staff will set up in-house tables and chairs according to arrangements made during your final planning session with our Special Events Supervisor. In case of inclement weather, outdoor setups will be moved inside (unless arrangements have been made for a tent).

All rental equipment must be approved by our Special Events Supervisor, 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 Supervisor. If changes are necessary once 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 the 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.

## Preparation Time

Three hours of preparation time is included with your reservation of the Mansion before guests arrive so 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 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 contract. At the end of an event, everyone must exit the building at the contracted time and leave the property immediately, as the front gate is locked at night. Early arrivals and late departures will result in additional charges and/or damage deposit forfeitures.

## **Cleanup Procedures**

Cleanup must take place within contracted time. The Mansion requires at least one hour for cleanup. Procedures are posted in the kitchen area and can be provided upon request.

## **Rehearsals**

A one-hour rehearsal is included with your reservation and can occur during the week of your event. It can be scheduled no sooner than one month prior to event date. Additional rehearsal time can be purchased with prior approval from Special Events Supervisor.

## **Client Representative**

Please appoint a responsible liaison to handle details during the event. This client representative will play a key role during your event, so please select them with care. A Wedding Coordinator, or someone not in the wedding party, is recommended. They should arrive at the beginning of preparation time; introduce oneself to Event Staff and other vendors; cue the wedding party; make sure 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 children are continuously supervised during event. Professional sitters can provide a more enjoyable experience for guests and children. The Carriage House or one of the small rooms can be used as a designated sitting 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 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 caterer 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 have family and/or friends provide food service, the outside provider must meet with our Special Events Supervisor prior to serving at your event and sign the Non-Preferred Caterer Registration form. 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 premise 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). Alcohol consumption is not allowed prior to ceremony except in dressing rooms (beer, wine, and champagne only). Open bottles of wine or champagne on tables are prohibited.

Delivery of alcohol can be scheduled to occur during our normal business hours or event preparation time. Delivered contents are not verified by Mansion Staff. If alcohol is not removed at the end of event, you must arrange for temporary storage. Beer kegs must be placed 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 Fireside Room acoustics are excellent. Band size limit is about six pieces. Sound level must remain acceptable for a residential neighborhood and be approved by Event 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 regularly tuned and nothing may be placed on the top.

## **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. Free WiFi is available.

## **Cell Phones**

Cell phones rarely work on Lookout Mountain. Local telephone calls can be made from the guest phone in the Columbine Room.

## **Photographs**

Flash photography may be taken inside the Mansion. 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 or near the Lookout Mountain Nature Center. Drones are not permitted.

## **Smoking**

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

## **Decorations**

Our Special Events Supervisor must approve decorations, installation, and the use of indoor candles (no open flames permitted). Outdoor candles, balloons, indoor fog machines, rice, birdseed, confetti, glitter (included on décor and clothing), sparklers, fireworks, potpourri, feathers 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. Dove and butterfly releases are prohibited in the Nature Preserve. Car decorations are not allowed.

## **Invitations**

Your event will be held at the Boettcher Mansion (Fireside Room 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**

Road signs from I-70 are well placed so guests can easily find Boettcher Mansion. 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. 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. Carpooling is encouraged since we share parking with the Lookout Mountain Nature Center. Consider group transportation (such as buses, limousines, or vans) which minimize traffic and prevent alcohol-related incidents. Parking in the lot for more than 24 hours will be considered abandoned property and assessed a ticket, unless prior written authorization is granted by the Special Events Supervisor.

## **Deliveries**

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

## **Personal Valuables**

Personal valuables are your responsibility and the Mansion is not responsible for lost or stolen items.

## **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. Every effort is made to inform park guests of private events. Ceremonies or receptions cannot take place in the preserve.

*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.*