



Event Guide

Office hours: Monday-Thursday, 9 a.m. to 3 p.m.
Please call or check our website for public hours

303-791-0177 • info@highlandsranchmansion.com
9950 E. Gateway Drive • Highlands Ranch, CO 80126

highlandsranchmansion.com

The Highlands Ranch Mansion, owned and operated by the Highlands Ranch Metro District, offers elegant indoor and outdoor settings for weddings, receptions, holiday parties, as well as business meetings.

Once part of a vast ranching empire in Colorado, the Mansion is located within the future Highlands Ranch Historic Park that includes a working ranch. The Mansion is surrounded by historic barns, a bunkhouse, ranch houses, corrals, pastures and the iconic windmill.

The 27,000-square-foot Mansion has been home to cattle barons, oil tycoons, prominent Denver socialites, as well as political and business leaders who helped create the Colorado we know today.

This western estate offers spectacular views of the Front Range and is decorated in a range of historic periods representing the many families that lived at the Mansion. It is a unique setting with a wide variety of options for indoor and outdoor events. We guarantee you and your guests will have a wonderful day.



Photo: Amanda Kopp Images

Facility Information

The Mansion's mission is to provide visitors a unique and memorable experience that celebrates the rich heritage of our community and the region. There are numerous indoor and outdoor spaces available, and when you rent the Mansion, the entire facility is yours during the event time.

Surrounded by 250 acres of ranchland and tucked away in a beautiful neighborhood, the Mansion is less than 20 miles south of downtown Denver and is a 45-minute drive to the Denver International Airport.

The Mansion exudes western elegance with its spectacular views, manicured green lawns, unique architectural details and spacious interior. Our friendly, knowledgeable staff is looking forward to working with you.

Our Historic Rooms



Living Room

Decorated with period furniture, the living room features exposed wood beams and an ornate travertine fireplace. It can be used for a greeting or gathering area for your event. No catered setup is available in this room.



Solarium

Furnished in a 1920s style, the solarium has a beautiful terrazzo floor with copper inlays, a large marble fireplace and a bright wall of windows. It can be used for smaller events such as more intimate receptions and ceremonies.



Dining Room

The dining room has walnut herringbone floors and is furnished with a large dining table and chairs. This versatile space can be used for a variety of functions during your event, including buffet service.



Card Room

Located on the ground floor, the card room is one of two private dressing suites. It is comfortably furnished with leather chairs, a card table and a flat screen television. The suite includes a nearby restroom.



Library

The classic wood paneled library can be used for a variety of activities such as bar service or a casual function.



Master Suite

The upstairs master bedroom suite includes two adjoining rooms and a restroom. It is the perfect dressing suite to prepare before a ceremony. It features large windows, mirrors and a crystal chandelier.

Furniture in our historic rooms may not be moved without approval.



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The Great Hall



Photo: Jared Wilson Photography

The Great Hall, the Mansion's largest and most versatile room, may be used for receptions, ceremonies and large meetings. It features high ceilings, exposed wood beams, and has accents of stone and brick walls. After your reception, tables may be rearranged to accommodate entertainment and dancing. The back portion of the Great Hall features a rustic brick wall and provides space for additional tables, a dance floor, entertainment setup or buffet service.

Meeting Rooms & Conferences



Photo: Creative Focus Photography

In addition to the rooms previously described, the second floor features two meeting rooms and a lounge area. Upstairs meeting rooms may be rented during office hours, Monday through Thursday from 9 a.m. to 3 p.m. Please contact our staff for more information about corporate event options and fees.

Outdoor Areas



Front Veranda

The front veranda is a beautiful patio area that can accommodate small gatherings and ceremonies.



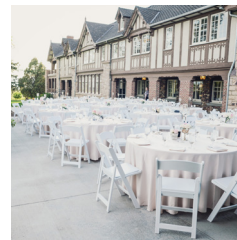
Back Garden & Gazebo

The back garden and lawn area, surrounded by tall, mature trees, features a gazebo with sweeping pasture views.



Front Lawn

The stately front lawn is available for the enjoyment of all visitors to both the Mansion and the adjacent Historic Park. During your event, this area will be closed to the public.



Back Patio

Adjacent to the back garden and just outside the Great Hall, the patio can accommodate ceremonies, cocktail hours and outdoor receptions.



Front Circle Drive

With the facade of the Mansion as your backdrop, this area can accommodate large ceremonies.

Amplified sound is allowed for outdoor ceremonies and cocktail hours with approval from the Mansion staff.



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Event Spaces & Room Capacity

The maximum number of guests allowed at the Mansion is 350, but specific seating capacities are listed below.

<i>Room</i>	<i>Dimensions</i>	<i>Round Table Seating</i>	<i>Ceremony Seating</i>
Great Hall	45' x 60'	225 guests	225 guests
Living Room	21' x 55'	Available for greeting and gathering. No catered setup.	
Dining Room	20' x 31'	Typically used for cocktail hour or buffet service.	
Library	18' x 25'	Typically used for bar service or cocktail hour.	
Solarium	17' x 60'	80 guests	150 guests

Outdoor Spaces

Garden & Gazebo	For ceremonies with up to 350 guests.
Back Patio	For ceremonies, cocktail hour or receptions with a seating capacity up to 200 guests.
Front Veranda	For ceremonies or cocktail hour with up to 225 guests.
Front Lawn	For ceremonies with up to 350 guests.
Front Circle Drive	For ceremonies with up to 250 guests.

- Because the Mansion is a historic building, some areas are restricted.
- Furniture in our rooms may not be moved without approval.
- All common areas and restrooms are readily accessible. There is an elevator to the second story.
- Accommodations can be made for access to the few rooms without permanent ramps by contacting our staff prior to your event.



Photo: Mallory Munson Photography

Inventory

We provide numerous combinations of tables and chairs for your use, which are included in your rental fee. Our staff can assist you in determining the best layout for your event.



Photo: Sarah Lynn Photo

<i>Quantity</i>	<i>Rental Item</i>
5	6' round tables
25	5' round tables
6	4' round tables
4	8' rectangle tables
10	6' rectangle tables
6	5' rectangle tables
20	cocktail and cabaret tables
1	podium
230	banquet chairs (<i>pictured at left</i>)
250	white folding outdoor chairs
200	crystal chiavari chairs (<i>add'l charge*</i>)
1	stage (six - 8' x 4' pieces) (<i>add'l charge*</i>)

**Additional charges due to extra labor required.*

Event Hours & Amplified Sound

The Mansion is located in a residential area and we value our relationship with our neighbors. Event parameters are listed in the chart below for your reference.

- Indoor and outdoor amplification will be kept at a reasonable level throughout events at the Mansion.
- Use of amplified outdoor sound will need to be approved as part of your event contract. As a part of this contract,
 - Intent and location of amplified sound must be noted on your event site plans and approved by Mansion staff.
 - Volume control will be at the discretion of the Mansion staff. See below for amplified sound timeframes.

	<i>Days</i>	<i>Outdoor events</i>	<i>Indoor events</i>
<i>Event Hours</i>	Sunday - Thursday	8 a.m. to 9 p.m.	8 a.m. to 9 p.m.
	Friday - Saturday	9 a.m. to 11 p.m.	9 a.m. to 11 p.m.
<i>Amplified Sound Hours</i>	Sunday - Thursday	Sound ends at 7 p.m.	Sound ends at 8:45 p.m.
	Friday - Saturday	Sound ends at 8 p.m.	Sound ends at 10:45 p.m.



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Reservations

Reservations may be made up to 18 months in advance of your event date.

Need to verify the date is right for you? A date can be placed on hold for up to five business days with no obligation. This hold will be released without notice once it has expired.

To secure a reservation, a signed rental agreement with a deposit of one half of the rental fee must be received. The balance of the rental fee and the damage deposit is due four months prior to the event. If the event is booked less than four months in advance, the full rental fee is due with the signed event contract. An event date is confirmed once the rental agreement is signed and the deposit is received. MasterCard, Visa and checks are accepted.

Included with reservation

- Exclusive use, subject to rental agreement, of the entire Mansion and grounds during your contracted event time
- Two private dressing suites
- One hour rehearsal, which is scheduled at least 30 days prior to your event and takes place the week of your wedding
- Free parking for up to 225 guests
- Variety of tables and chairs as listed in inventory section
- Chair and table placement for ceremonies and receptions

Rental Fees

Please see the Fee Schedule for current rates and fees. Rates are subject to change.

Catering

We have a selection of full-service contracted caterers that will provide you with exceptional fare and service, including a wide variety of menus and price levels. Please see the Preferred Vendors for current caterers.

You may hire a caterer not on our list, but they must sign the Highlands Ranch Mansion One-Time Caterer Contract four months prior to your event and meet all of our caterer eligibility requirements. If you choose this option, a \$5 per guest surcharge will be added to the rental fee.

Cancellations

If you cancel your event, notice must be given in writing to the Mansion Manager. Fees paid to date are subject to forfeiture.



Renter Responsibilities

The renter (the party who signs the event contract):

- Takes full responsibility for informing vendors and personal representatives of the Mansion use guidelines.
- Appoints or hires a day-of-event coordinator to be confirmed and present at the final one-month walkthrough. This person is expected to know the use guidelines and help enforce them when necessary.
- Takes full responsibility for the conduct of their guests and is liable for injuries of other guests or property damage.
- Takes full responsibility for personal valuables. The Mansion is not responsible for lost or stolen items.

Generally, our event contract specifies the renter or their caterer are also responsible for:

- Final set up of all event items required for your event.
- Removing all event items from the premises at the completion of the event.
- Sweeping and damp mopping all floors as needed.
- Removing all trash from the Mansion at the end of the event. All trash must be either removed from the premises or placed in the dumpster. Cleanup must take place within your contracted tear-down time.

Access to the catering spaces requires strict compliance with authorized access points and parking regulations. Violations of parking regulations can result in forfeiture of your damage deposit.

Guidelines

Alcohol

The Mansion maintains its own liquor license, and is responsible for the sale and service of all alcoholic beverages and compliance with state and county laws/regulations. Because of this, no outside alcohol may be brought onto the property. The wedding party may purchase alcohol from the Mansion to drink in the dressing suites. Once your event begins, all alcohol must be served by a bartender. Our Alcohol Menu includes choices, instructions and guidelines for ordering and serving of alcohol. Alcohol service must end 30 minutes prior to the end of your event.

Arrival and departure times

All clients, guests and vendors must adhere to the event setup and tear-down times stated on the signed contract. Early arrivals and late departures will result in additional charges and/or damage deposit forfeitures. All deliveries must occur during your contracted setup and tear-down times.

Day-of-event coordinator

Your day-of-event coordinator will play a key role during your event. This person acts as your liaison to the Mansion staff and your vendors. Select this person with care as he/she will contribute a great deal to the success of your event. This person should not be a member of your wedding party. They should arrive at the beginning of setup time, check in with Mansion staff, coordinate vendor schedules, make sure all arrangements and policies are followed, remind all vendors of the departure time and check out with Mansion staff. We strongly encourage you to hire a professional, licensed and insured coordinator. If you need a referral, we maintain a list of day-of-event coordinators that we would be happy to share with you.

Damages or additional cleanup charges

In the event that extra cleanup is required following your event, or there are damages to the property, the Mansion reserves the right to bill the renter for incurred costs.

Décor

Extensive decorations may need approval from Mansion staff. Any setup involving special equipment or ladders must be done by a professional, insured vendor.

Guidelines *continued*

- Decorations may not be posted, nailed, screwed, glued or otherwise attached to walls, floors, ceilings or furniture.
- Rose petals, bubbles and sparklers are permitted anywhere outdoors, but not indoors.
- Confetti, glitter, rice, and bird seed are not permitted anywhere on the property.
- No open flames are allowed, however candles may be used if they are enclosed in glass votives, hurricane lamps or glass pillar vases.

Event plan

The event plan provided to the renter will outline the layout for use of Mansion grounds and rooms for your event. No alterations will be made to the property and there will be no disturbance to vegetation or structures. There will be no attachments to any plants, structures or improvements at the Mansion, except at approved points designed for such use. Staking is not allowed on Mansion grounds. The property will be returned to the same condition it was prior to the event.

Food

All food and beverages must be supplied from a licensed and insured food vendor. This includes, but is not limited to, food, non-alcoholic drinks, baked goods or treats.

Mansion staff

Prior to your arrival the day of your event, Mansion staff will complete the placement of your chairs and tables. Once you arrive (at the setup time indicated on your event contract) the Mansion will be ready for you and your guests. One staff member will be present during your entire event to help with any facility-related needs. However, we are not available to help you with preparations, event management, cleanup, or otherwise. If the size of your event requires additional staff, extra fees may apply.

One-month walkthrough

A mandatory one-hour meeting will be scheduled approximately four weeks before your event. This meeting will take place during office hours, Monday through Thursday from 9 a.m. to 3 p.m. During this time your logistical layout and event details will be finalized. Your day-of-event coordinator and caterer are required to attend this meeting.

Parking

Free parking is provided in the Mansion parking lot.

- Parking is allowed in designated spaces only. Public parking is not allowed in any area noted as No Access. Parking is not allowed on the driveways leading to the Mansion, along the circular drive or in front of the Mansion, or in neighborhoods adjacent to the Mansion.
- Mansion parking can accommodate up to 225 guests.
- Events larger than 225 will be required to arrange for alternative offsite parking and shuttle service.

Rented equipment and deliveries

All equipment delivered to, and/or used by the renter in connection with the event, is the sole responsibility of the renter. All such equipment must be removed from the Mansion at the end of the event unless other arrangements have been authorized by the Mansion staff.

Smoking

Smoking of any kind, including e-cigarettes, is prohibited inside the Mansion.

Subject to Change

All guidelines are subject to change at the discretion of the Mansion.

