



Highlands Ranch Mansion Reservation Lottery Form

Thank you for your interest in renting the Highlands Ranch Mansion. The Metro District will initially use a lottery system that will give Highlands Ranch residents the first opportunity to book private events at the Mansion.

- Lottery reservations are open to Highlands Ranch residents to request event dates from June 1, 2012 through January 31, 2013.
- Lottery reservations will be accepted beginning September 14 through September 30, 2011.
- The lottery drawing will be held Monday, October 3, and dates will be assigned by Monday, October 31, 2011.
- A deposit of 50 percent of total event fees will be due 24 hours after the date is confirmed.
- Additional information about the Mansion is available at www.highlandsranchmansion.com.

Please submit this lottery reservation form to:

1. Highlands Ranch Metro District Parks, Recreation & Open Space
3280 Redstone Park Circle
Highlands Ranch, CO 80129
2. Or email to: mansioninfo@highlandsranchmansion.com
3. No faxes please.

For information please call the Highlands Ranch Metro District Parks, Recreation and Open Space staff at 303-791-2710.

Resident Information

(This person will be financially responsible for the event fees.)

Name:		
Address:		
Daytime Phone Number:	Evening Phone Number:	Cell Phone Number:
Email:		

Optional Contact Information

Name:		
Address:		
Daytime Phone Number:	Evening Phone Number:	Cell Phone Number:
Email:		

Type of Event

Event:
Number of Attendees:

Date and Time Requested

First Choice	Date:
Second Choice	Date:
Third Choice	Date: