

# Highlands Ranch Mansion Event Guide



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 250-acre 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 Highlands Ranch 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, with spectacular views of the Front Range, is a unique setting for weddings, receptions, conferences and other special events. The Mansion and Mansion grounds provide a wide variety of options for indoor and outdoor events. Decorated in a range of historic periods, representative of the many families that lived at the Mansion, we guarantee that you and your guests will have a memorable day.

## Hours

Office hours are Tuesday through Friday from 10:00 am until 3:00 pm. Please call or check our website for information about visiting hours and tours.

## Contact us

Highlands Ranch Mansion  
9900 South Ranch Road  
Highlands Ranch, CO 80126

Phone: 303-791-0177

Email: [info@highlandsranchmansion.com](mailto:info@highlandsranchmansion.com)

Website: [www.highlandsranchmansion.com](http://www.highlandsranchmansion.com)

## **I. Facility Information**

The Highlands Ranch Mansion has numerous indoor and outdoor spaces available for your event. When you rent the Mansion, the entire facility is yours during the event time.

Renting the Mansion includes use of the historic rooms on the Mansion's ground floor. These historic rooms may be used for gathering areas, receptions, catered events and bar service.

Wedding parties who choose to have ceremony at the Mansion will have for your personal use the groom's room on the ground floor and the bride's room on the second floor.

The Mansion offers many options for your event. Our staff can help you determine the best plan to make your event unique and memorable.

### **Historic Mansion**

#### **Historic Living Room**

The historic living room, decorated with period furniture, can be used for a greeting or gathering area for your event. No catered setup is allowed in the room and furniture cannot be moved.

#### **Historic Dining Room**

The dining room is furnished with a massive dining table and chairs. It can be used for small meetings, dinners or buffet service at your event. Furniture cannot be moved.

#### **Historic Library**

The library can be used for a variety of activities such as bar service or a casual function with high top tables. Furniture may not be moved.

#### **The Solarium**

Furnished in a manner that evokes memories of the 1920s, this room can be used for smaller events such as receptions, small ceremonies, music and dancing. Furniture may be moved, but not removed.

#### **Groom's Room**

The Groom's Room, located on the ground floor, in the historic card room, is comfortably furnished for the groomsmen and includes a nearby restroom. Furniture may not be moved.

### **Bride's Room**

The bride's room, located on the second floor in the historic master bedroom suite, includes a dressing room, a restroom and a large lockable closet. Furniture may not be moved.

## **The Carriage House**

The Carriage House is the largest and most versatile room and can be used for receptions, ceremonies and large meetings. After your reception, tables can be moved or rearranged to accommodate entertainment and dancing. The historic back portion of the Carriage House provides space for additional tables, a dance floor, entertainment setup or buffet service.

## **Outdoor Areas**

### **The Front Veranda**

The Front Veranda is a beautiful patio area that can accommodate small gatherings and ceremonies. Amplified sound is allowed for ceremonies and cocktail hours with approval from Mansion staff.

### **The Front Lawn**

The stately Front Lawns of the Mansion are available for the enjoyment of all visitors to both the Mansion and the adjacent Highlands Ranch Historic Park. The Front Lawn may be closed during private events.

### **The Back Lawn**

The Back Lawn area, shaded by tall, mature trees, is a perfect complement to your event with space for a ceremony and informal activities in conjunction with the Carriage House. Amplified sound is allowed for ceremonies and cocktail hours with approval from Mansion staff.

## **Meeting Rooms, Conferences and Corporate Events**

The Mansion is available for a variety of meetings, conferences, and corporate events. In addition to the rooms that are described above, the second floor includes two meeting rooms and a lounge area that can be used.

We can accommodate groups, up to 225 guests for meetings and conferences. Our staff can help you determine the best plan to make your business event unique and memorable.

## Event Spaces and Room Capacity

Rooms	Dimensions	Seating Round Tables	Seating Ceremony & Theatre Style
Carriage House	45' x 60'	200 Guests	225 Guests
Living Room	<b>21' x 55'</b>	Available for greeting and gathering area. No catered setup is allowed. Furniture cannot be moved.	
Dining Room	20 x 31	Available for small meetings or buffet service. Furniture cannot be moved.	
Library	18' x 25'	Available for bar service and cocktail style cabaret tables. Furniture cannot be moved.	
Solarium	17' x 60'	100 Guests	150 Guests
<b>Outdoor Areas</b>			
The Back Lawn		The Back Lawn is a beautiful setting for ceremonies. The area can be used for outdoor ceremonies up to 225 guests.	
The Front Veranda		The Front Veranda is available to host ceremonies or your cocktail hour for up to 200 guests.	

As the Mansion is an historic building some areas are restricted. 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 the event.

### Inventory of Tables and Chairs

The Mansion provides numerous combinations of tables and chairs for your use. Mansion staff can provide a list of tables and chairs and assist you in determining the best layout for your event.

25 – 5' Rounds

6 – 3 ½' Rounds

10 – 6' Rectangles

6 – 5' Rectangles

20 – Cocktail and Cabaret tables

230 – Banquet Chairs

200 – Crystal Chiavari Chairs (additional charge)

250 – White Folding Outdoor Chairs

## Rental Details

### Hours Available for Events and Amplified Sound

The Mansion is located in a residential area and we strive to minimize the impact of events at the Mansion on our neighbors. Events cannot begin before, or end later than listed.

All amplification, both indoors and outdoors, must be kept at a reasonable level so as not to disturb neighbors of the Mansion. Use of sound systems outdoors, must be approved as part of the Event Contract. Intent and location of amplified sound must be noted on submitted event site plans. Volume control will be at the discretion of the Mansion staff. The ending time for amplified sound is as shown below:

<b>Event Hours</b>	<b>Days</b>	<b>Times: Indoor Events</b>	<b>Times: Outdoor Events</b>
	Sunday - Thursday	8:00 am – 9:00 pm	8:00 am – 9:00 pm
	Friday - Saturday	9:00 am – 11:00 pm	9:00 am – 10:00 pm
<b>Amplified Sound</b>	<b>Days</b>	<b>Times: Indoor Events</b>	<b>Times: Outdoor Events</b>
	Sunday - Thursday	Sound must end by: 8:00 pm	Sound must end by: 8:00 pm
	Friday - Saturday	Sound must end by: 10:00 pm	Sound must end by: 9:00 pm

### Hold the Date

Need to verify the date is right for you? A date can be placed on hold for up to five business days without any obligation. This hold will be released without notice once it has expired.

### Make a Reservation

Highlands Ranch residents and businesses:

- Reservations may be made up to 15 months in advance of the event date.

Non Highlands Ranch residents and businesses:

- Reservations may be made up to 14 months in advance of the event date.

To secure a reservation, a signed Event Contract 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 no later than 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 is not considered confirmed until the Event Contract is signed and the deposit is received. MasterCard, Visa, and checks are accepted.

Changes to the Event Contract must be requested in writing for approval by the Mansion Manager.

## Cancellations and Refunds

If an event is cancelled by the renter, notice must be given in writing to the Mansion Manager, and all rental fees paid to date are subject to forfeiture.

## CATERING

We have five (5) full-service caterers that are knowledgeable about our venue and will provide you with exceptional fare and service, with a wide variety of menus and price levels. Here are the five caterers on our 2012 list (in alphabetical order). Please check our website to verify contact information:

- Catering by Design, Brandi Lipe, Director of Sales, [Brandi.lipe@cateringbd.com](mailto:Brandi.lipe@cateringbd.com)
- Epicurean, Benjamin Garcia, [bgarcia@epicureancg.com](mailto:bgarcia@epicureancg.com)
- The Food Guy, Karen Tucker, Director of Sales, [Karen@thefoodguy.net](mailto:Karen@thefoodguy.net)
- Occasions, Dana Jones, Event Designer, [Dana@occasionsbysandy.com](mailto:Dana@occasionsbysandy.com)
- Rocky Mountain Catering, Patrick McCreary, [Patrick@rockymountaincatering.net](mailto:Patrick@rockymountaincatering.net)

We also have a drop-service caterer you may use for meetings:

- Highlands Ranch Corner Bakery, Lindsey Benton, Marketing & Catering Mgr, [lbenton@cuttergroup.com](mailto:lbenton@cuttergroup.com)

With the drop-service, you are responsible for all setup and cleanup of any room you use in the Mansion.

Renters may hire a caterer not on the Mansion's approved caterer list for their event; however, such a caterer must:

- sign the Highlands Ranch Mansion One-Time Caterer Contract;
- meet all of our caterer's eligibility requirements.

The Mansion will inform the caterer of the Metro Districts' policies and procedures. If the Renter decides to use a caterer not on the Mansion's approved caterer list a \$5 per guest surcharge will be added to the rental fee, payable directly to the Metro District.

## Rental Fees

Please see the fee schedule and calendar for current rates.

## Included with Reservation

- Meeting with on-site sales coordinator, at least one month prior to event
- Access to contact information for preferred vendors
- Exclusive use, subject to rental agreement, of the Mansion and Back Lawn area
- Use of tables and chairs at the Mansion
- Use of Mansion Grounds for photography as authorized by Mansion staff
- For weddings held at the Mansion:
  - Wedding rehearsal: One hour of wedding rehearsal may be scheduled on the week prior to your event from 9 a.m. until 4 p.m. based on availability.
  - For weddings, bridal party use of bride's room and groom's room before the ceremony.

## II. Use Guidelines

### Mansion Staff

The Mansion staff is available to help coordinate the logistics of your event. We require that you schedule at least one planning session with the Mansion staff at least one month prior to your event. In this one to two-hour meeting our staff will work with you, your caterer, and any other representatives to finalize all event details, including the floor plan, list of vendors, deliveries etc.

Mansion staff will arrive prior to your event to unlock the building and check the table and chair setup. You will be allowed in the building at the time indicated on your event contract. Please note that our staff will be present during your event to help with any facility related needs. They are not available to help you with preparations, cleanup, or to otherwise assist with your event.

### Renter's Responsibilities

The Renter (the party financially responsible for the event contract):

- Takes full responsibility for informing vendors and personal representatives of the use guidelines.
- Will appoint a Day-of Event Coordinator responsible for assisting the Mansion staff throughout the event. This person is expected to know the use guidelines and help enforce them when necessary.
- Is responsible for the conduct of their guests and is liable for injuries of other guests, Mansion staff, or property damage.
- Is responsible for personal valuables. The Metro District is not responsible for lost or stolen items.

### Day of Event Coordinator

Your Day of Event Coordinator will play a key role during your event acting as the liaison with Mansion staff and handling details, so select this person with care. They should not be a member of the wedding party. They should arrive at the beginning of preparation 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. The Mansion maintains a list of Day of Event Coordinators available to hire or you can select your own.

### Arrival and Departure Times

All clients, guests, and vendors must adhere to the arrival and departure times stated on the signed contract. Early arrivals and late departures will result in additional charges and/or damage deposit forfeitures.



## Set up/Clean up

All personnel connected with the event may not be on premises prior to or after the scheduled set up/cleanup time unless previously arranged with Mansion staff. When planning your event please carefully plan the time you will need to arrive for set up and the time you will need for cleanup and inform your vendors and others in your group.

## Alcohol

Day	Indoor Events	Outdoor Events
Sunday-Thursday	Service must end no later than 8:30 pm	Service must end no later than 8:30 pm
Friday-Saturday	Service must end no later than 10:30 pm	Service must end no later than 9:30 pm

- The Mansion maintains its own liquor license. All alcohol must be purchased directly from the Mansion. A menu of choices and a summary of the rules related to the purchase of the alcohol is available on the website.

## Floor Plan

The renter's floor plan will outline what and how areas of the Mansion grounds and rooms that will be used for each event. No alterations will be made to the property and there will be no disturbance to vegetation or structures. Attachment to any plants, structures or improvements owned by the Metro District is prohibited, except at approved points designed for such use. The property will be returned to the same condition as it was prior to the event.

## Caterer / Renter Responsibilities

Generally, our event contract specifies the caterer/renter is responsible for:

- Supplying all event items required, in addition to our inventory of chairs and table, necessary to conform with an approved site plan.
- Removing of all catering and/or rental equipment from the premises at the completion of the event.
- Sweeping and damp mopping of 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 trash bins. Cleanup must take place within your contracted tear-down time.

Access to the catering spaces requires strict compliance with driving regulations and authorized access points. Violations of driving regulations will result in penalties as well as possible suspension of future catering privileges.

The Mansion does not provide a full service kitchen. All food preparation requiring stovetop and ovens must be catered due to limited preparation equipment.

## **Rented Equipment and Deliveries**

All equipment delivered to, or used by the renter in connection with the event, is the sole responsibility of the renter and must be pre-approved by Mansion staff. 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.

Deliveries must be scheduled with the Mansion staff.

## **Decorations**

All décor must be preapproved by Mansion staff

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

## **Smoking**

Smoking is prohibited inside the Mansion. Smoking is allowed outside only in designated areas.

## **Damages or Additional Cleanup Charges**

In the event that extra cleanup is required following your event, any of the listed rules are violated, or there are damages to the property caused by any individual that is a guest of the client, at the discretion of the staff, we reserve the right to bill the client and retrieve those funds from the security deposit.

## **Parking**

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 uses up to 225 guests.
- Events larger than 225 will be required to arrange for alternative offsite parking and shuttle service. A specific parking management plan must be submitted and approved for each event.

## **Security**

Mansion representatives will be on site at all events. The cost is included in the rental fee unless the nature or size of the event requires additional staff. In this case additional fees will be charged to cover this expense as outlined in your event contract.