

Britni Girard Photography

Event Guide

The Highlands Ranch Mansion, a Highlands Ranch Metro District property, offers elegant indoor and outdoor settings for weddings, receptions, holiday parties, celebrations, conferences and 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.

Welcome to the Mansion



Liz Osban Photography

Our 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 from 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.

Planning Your Event

The Mansion is the perfect setting for celebrating family, friends and new beginnings. Whether you are planning something intimate or grand, our stunning indoor and outdoor spaces will be the perfect backdrop.

Enjoy private use of the entire Mansion and grounds during your event time. Only one event per day is hosted here. Choose from any of our versatile spaces for your ceremony, cocktail hour and reception.



Jordan Quinn Photography

- The Mansion can accommodate up to 250 guests.
- The Mansion is rented for a base of five hours of event time. Additional event time can be purchased. Before your event time, three hours are provided for client access and vendor setup. After your event time, two hours are provided for cleanup.
- When you host your wedding at the Mansion, we require that you have an insured, professional event planner or day-of-coordinator. A planner ensures a successful event as they are the liaison between all of your vendors during the planning process. They are beneficial in assisting with set-up, tear down, ensuring policies are followed, and coordinating vendor timelines. Please contact the Mansion if our recommended planner list can assist you.
- We have a selection of full-service, approved caterers that will provide you with exceptional fare. These professionals have hosted many successful events at the Mansion and offer a variety of menus. Using one of our approved caterers is required.
- The Mansion maintains its own liquor license, and is responsible for the sale and service of all alcoholic beverages. Because of this, no outside alcohol may be brought onto the property, including by guests or by wedding party members. We allow either hosted bars or cash bars.



Derek Lucht Photo and Film

The Great Hall

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.



SASs Photography



Yellow Paddle Photography



Britni Girard Photography



Laura Murray Photography

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.



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.



Solarium

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



Library

The classic wood paneled library can be used for a variety of activities, such as bar service or cocktail hour.



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 sofa, a card table and a flat screen television. The suite includes a nearby restroom.



Upstairs Suite

The upstairs 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.*

Outdoor Areas



Front Veranda

The shady north facing front veranda accommodates ceremonies and cocktail hours. Available June through September.



West Lawn

The grand, expansive west lawn in front of the Mansion is a gorgeous location for large ceremonies.



Front Circle Drive

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



Historic Gate

Flanked by trees, the 1930s iron gate is a perfect backdrop for smaller ceremonies. Located at the end of the drive in front of the Mansion.



East Lawn

The east lawn near Marian's Garden is an intimate area surrounded by landscaping. Located on the northeast area of the property.



Marian's Garden

Adjacent to the front circle drive, this garden provides a beautiful location for photographs. Event setup is not allowed in this area.



Back Patio

With access from the Solarium, Dining Room and Great Hall, this south facing area is a lovely setting for cocktail hours and ceremonies.



Gazebo

The gazebo on the south side of the property overlooks a sweeping pasture with views of the mountains. Existing hooks can accommodate decorations or floral arrangements.



Back Garden

Between the gazebo and back patio, the gardens showcase the Tudor style of the Mansion and create a romantic atmosphere.

Event Spaces & Capacity

The maximum number of guests allowed at the Mansion is 250. Please contact the Mansion for example floorplans and seating capacities. In addition to the rooms previously described, the Mansion offers a variety of additional spaces that can be incorporated to meet the needs of your event.

- Because the Mansion is a historic building, some areas are restricted.
- Furniture in our rooms may not be moved without approval.

Accessibility

- Most common event 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.



Dillon & Ellie Richardson



Sarah Porter Photography

Event Hours & Amplified Sound

Your rental agreement will list your contracted event time, in addition to the earliest arrival and latest departure times for you and your vendors. Rental rates are for five-hour events, however, additional event time can be purchased. Before your event time, three hours are provided for setup. After your event time, two hours are provided for tear-down.

Events can start no earlier than 8 a.m. on Monday-Thursday and 9 a.m. on Friday-Sunday. Event hours must end by 10 p.m. on Monday-Thursday and by 11 p.m. on Friday-Sunday.

The Mansion is located in a residential area, and we value our relationship with our neighbors.

- Indoor and outdoor amplification will be kept at a reasonable level throughout events at the Mansion.
- Use of amplfied outdoor sound will need to be approved as part of your rental agreement.
  - 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.

Amplified Sound Hours

Days	Outdoor events	Indoor events
Monday - Thursday	Sound ends at 7 p.m.	Sound ends at 9:45 p.m.
Friday - Sunday	Sound ends at 8 p.m.	Sound ends at 10:45 p.m.

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.



Cross Back Chairs



White Folding Outdoor Chairs

Quantity	Rental Item
7	6′ round tables
25	5′ round tables
6	4′ round tables
6	8′ rectangle tables
15	6′ rectangle tables
8	5′ rectangle tables
6	4′ rectangle tables
1	half moon table
10	30″ cabaret tables
10	24″ cabaret tables
1	podium
250	cross back chairs
250	white folding outdoor chairs
1	stage (six - 8′ x 4′ pieces) (add'l labor charge*)

Reservations & Fees

Reservations may be made up to 18 months in advance of your event date. Please see the Fee Schedule for current rates and fees. Rates are subject to change.

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 and damage deposit are due with the signed rental agreement. An event date is confirmed once the rental agreement is signed and the first payment is received. All major credit cards, debit cards 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, scheduled within 30 days of your event; takes place the the week of your event during business hours
- Free, on-site parking for up to 225 guests in the 142-spot parking lot
- Variety of tables and chairs as listed in inventory section, with placement for ceremonies and receptions

Catering

We have a selection of full-service, contracted caterers that will provide you with exceptional fare. Please see our Vendors information for current caterers and contact information. Using one of our approved caterers is required.

Renter Responsibilities

The renter (the party who signs the rental agreement):

- 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 walk-through. The coordinator must be present for the entire duration of the contracted event, including setup and cleanup. 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 rental agreement 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 the renter's damage deposit.

Guidelines

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

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. Alcohol may be purchased from the Mansion for the wedding party to enjoy in the dressing suites. Once your event begins, all alcohol must be served by a bartender. Our current Alcohol Menu includes choices, instructions and guidelines for ordering and serving of alcohol. You may order additional alcohol one time during your event for a $50 fee. The Mansion maintains a minimal inventory of beer and wine as well as some spirits. Requests of specific types are not guaranteed to be available. 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 rental agreement. Early arrivals and late departures will result in additional charges and/or damage deposit forfeitures. Overnight indoor storage is not available for decor or rented items.

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. The minimum fee for extra cleanup or damages is $50.

Décor

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

- 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.
- Sparklers, 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. Candles should be extinguished if left unattended.
- The safe use of small stakes, not to exceed 10 inches in length, is permitted.

Guidelines *continued*

Event site plans 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 trees, structures or improvements at the Mansion, except at approved points designed for such use. The property will be returned to the same condition it was prior to the event.

Event planner / Day-of-event coordinator

When you host your wedding at the Mansion, we require that you have an insured, professional planner or day-of-coordinator. A planner ensures a successful event as they are the liaison between all of your vendors during the planning process. They are beneficial in assisting with set-up, tear down, ensuring policies are followed, and coordinating vendor timelines. Your planner is required to attend the in-person, one-month walk-through. On your event day, 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. Please reach out if you would like any recommendations.

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 as outlined in your event site plan. Once you arrive (at the setup time indicated on your rental agreement) the Mansion will be ready for you, your vendors and your guests. Your Mansion Event Associate 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 nature of your event requires additional staff, extra fees may apply.

One-month walk-through

A mandatory in-person, one-hour meeting will be scheduled approximately four weeks before your event. This meeting will take place during office hours, Monday through Thursday between 9 a.m. and 3 p.m., based on availability. During this time your event site plan and event details will be finalized. Your event planner 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. Parking is not allowed on the drives leading to the Mansion, in the historic drive and circle in front of the Mansion, or in neighborhoods adjacent to the Mansion.
- Events larger than 225 people will be required to arrange for alternative offsite parking and shuttle service. Please consider everyone who will be on site during your event when calculating your numbers, inluding vendors, wedding party members and guests.

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 or vaping, is prohibited inside the Mansion.

Vendor Insurance

Due to the historic nature of our venue and property, the Mansion requires all vendors to be licensed and insured. Vendors must provide the Mansion with proof of Comprehensive General Liability of no less than $1,000,000/occurrence and $2,000,000/aggregate, Automobile Combined Single Limit not less than $1,000,000 per occurance, and Workmen's Compensation at current statutory limits. The insured shall name the Highlands Ranch Mansion as the certificate holder.