



The Governor's Residence at Boettcher Mansion

Wedding Planning Guide

Thank you for considering the historic Governor’s Residence at the Boettcher Mansion for your upcoming wedding event. This 1908 building has seen a long and varied history; serving as a private home for 50 years to the Cheesman and Boettcher families, and since 1960 as the official home to Colorado’s Governors. Over the past many years we have opened our doors to non-profit organizations and state agencies to host events, and are now happy to announce a new chapter in our community access, by allowing a limited number of weddings to take place on this grand property.

The following pages of this booklet provide much of what is needed to move forward with submitting a request to use the property, as well as guidelines and procedures to follow should the request be approved.

Please read through this document carefully and reach out to us if you have any questions.

Table of Contents

Event Request and Approval Procedure	Page 2
Fees	Page 2
Payments	Page 3
Cancellations	Page 3
Hours of Operation and Guest Capacities	Page 4
Address	Page 4
Phone Numbers	Page 4
Wedding Planning Guidelines	Page 5
General Information, Suggestions and Restrictions	Page 6
Parking and Accessibility	Page 6
Valet Parking and Bus Drop Off	Page 8
Vendors	Page 8
Entertainers	Page 8
Music	Page 9
Catering Guidelines	Page 10
Bar Service	Page 11
Shut-down Procedures	Page 11
Audio/ Visual	Page 11
Canopies and Dance Flooring	Page 12
Photos	Pages 13 - 23
Map and Floor Plans	Pages 24 - 39

Event Request and Approval Procedure

To inquire about specific available dates, please contact Weddings@state.co.us with the subject, "Wedding Date Request."

If the desired date is available, a formal request form will be provided for your completion and return. Following a review and approval of the event request form, you will be sent a confirmation letter, and deposit invoice in the amount of \$2,250 (one half of the total Usage Fee).

Fees

There are two primary fees:

1. **Usage Fee - \$4,500:** Provides for required Residence staff and:
 - Entitles you to use of the Main House:
 - 2nd floor - dressing room suite
 - 1st floor - cocktails and passed appetizers
 - 1st floor - wedding ceremony; only as backup to inclement weather
 - Entitles you to use of the Grounds:
 - East Lawn
 - Wedding party photo ops
 - South Terrace
 - Ceremony
 - Cocktails and Appetizers
 - Ellipse
 - Ceremony
 - Cocktails and Appetizers
 - Band / DJ
 - Dancing
 - Entitles you to use of the Carriage House
 - Courtyard, Boettcher Cabinet Room and Tebo Visitors Center
 - Ceremony
 - Cocktails and Appetizers
 - Band / DJ



- Dancing
- Dinner Tables
- Green House
 - Cocktails
 - Gift and guest book table

2. Security Fee - Up to \$1,100: Dependent on the event duration:

- This includes an hourly rate for the assigned State Trooper, as well as an administration fee.

The Residence reserves the right to send an additional invoice following the event addressing damages, or any miscellaneous charges which may arise.

Payments

All payment must be made via check, as the Residence does not accept credit cards.

Confirmed events require a 50% Usage Fee deposit (\$2,250), with payment due upon receipt of the confirmation letter. The remaining half (\$2,250) is due 60 days prior to the event date.

The State Patrol will send an invoice following the event to cover security charges.

Cancellations

Event cancellations must be provided in writing. One half (\$2,250) of the total Usage Fee is refundable, if written notice of cancellation is received by our office more than 30 days prior to the wedding date. There are no refunds with less than 30 days notice.

Although highly unlikely, should the Governor's Office require urgent/emergency use of the Residence, we reserve the right to cancel any event. In that case you will receive a full refund of the Usage Fee.

Sorry, but we cannot waive, refund, or cancel charges due to day-of-event inclement weather.

Hours of Operation and Guest Capacities

Hours of Operation	March – October 12:00 pm – 11:00 pm Friday – Sunday
Reception Only (passed hors d'oeuvres)	200 guests
Seated Dinner	110 seated guests



Address

Main House:	400 East 8 th Avenue Denver, CO 80203
Carriage House:	750 Logan Street Denver, CO 80203

Phone Numbers

Residence Main Office: 303-866-5344

James Finnerty	9 am – 5 pm	Monday – Friday
Mona Lucero	9 am – 12 pm	Monday – Friday

Urgent Needs: James Finnerty 7 am – 12 am Monday – Sunday

Emergency:	911
Residence Security Desk:	303-866-5343
Colorado State Patrol Dispatch:	303-866-3660
Emergency Maintenance:	303-866-4357

Wedding Planning Guidelines

- As a State owned residence, there is no need to pull event permits.
- A wedding planner is required, and must be approved by the Residence Director.
- The Residence has very few office personnel, so site visits are limited to the following:
 - A wedding planner initial meeting with the Residence Director to learn of the facility, prior to bringing by clients.
 - Three meetings with the wedding planner, Residence Director, and brides and grooms in attendance.
 - Initial visit
 - Mid-planning visit
 - Final visit
 - A wedding planner meeting with the Residence Director, following the completion of all vendor site visits, so all questions may be addressed at one time.
- The wedding planner is responsible for coordinating site visits for all vendors, e.g. officiant, caterer, florist, musician, photographer, videographer, etc.
 - The wedding planner is entitled to one full day at the Residence, 8:00 am - 5:00 pm, to schedule and meet with vendors for site visits.



General Information, Suggestions and Restrictions

- Furnishings in the Main House are subject to change and may not match existing photos, or the placement seen at the initial site visit.
- Furniture in the Main House may not be moved, other than for minor repositioning.
- A suite on the 2nd floor of the Main House is available for use by the bridal party on the wedding day.
- The Carriage House Patio furniture may be moved to the perimeter of the courtyard, or onto the grass ellipse, as necessary to suit your needs.
- Fireworks, including sparklers are not allowed.
- Candles are not allowed in either the Main or Carriage Houses.
- Candles are allowed outdoors, provided they are protected by glass containers.
- Fuel burning chafing pans are allowed outdoors, and in the Carriage House.
- Glitter and confetti are not allowed.
- Videography drones are allowed for outdoor use, provided the Residence Director has been given advance notice.
- Signage, banners, and decorations that are self-supporting are allowed, but tape, glue, nails, etc. are not allowed. Tie straps and string may be allowed on a case-by-case basis.
- Existing outdoor lighting may be enhanced by providing for your own plug-in and/or battery powered fixtures.
- Due to lack of storage space, deliveries of equipment and supplies are allowed only on the date of the wedding.



Parking and Accessibility

Parking:

The Governor's Residence public parking lot is located at the southwest corner of 8th Avenue and Logan Street. This lot is free of charge and divided into two sections. The northernmost section has 28 spots, and is available for use at all times. The section to the

immediate south of that lot has an additional 56 spots, and is a shared lot available for Residence use weekdays after 5:00 pm, and at all times weekends. Please read signs carefully to ensure you are parked appropriately.

The nearest pay parking lot, available 6:00 pm – 7:00 am weekdays, and all day weekends, is located on the northwest corner of 9th Avenue and Grant Street.

Metered and non-metered streetside parking is available throughout the surrounding neighborhood, and is generally limited to 2 hours.

Accessible Parking:

Two van accessible parking spots are available in the Governor's Residence public parking lot, located at the southwest corner of 8th Avenue and Logan Street.

When necessary, guests requiring accessible entry to the Main House may be dropped off and picked up inside of the Residence grounds. In this case, drive-in entry is via the Pennsylvania Street driveway entrance, located on the west side of Pennsylvania Street, just south of 8th Avenue.

Accessible Entry:

Accessible entry into the Main House is through the eastside door, via the 8th Avenue driveway gate. Entry to the South Terrace area behind the house is available via a ramp located at the southeast corner of the Main House, off of the driveway. The Carriage House building and event entrances are fully accessible.



Main House Entry:

The Main House pedestrian entrance is located along 8th Avenue, and opens to invited guests 15 minutes prior to the event scheduled start time.

For accessible entry, please use the intercoms located at the driveway entrances to contact the front desk.

Carriage House Entry:

The Carriage House pedestrian entrance is located mid-block on the east side of Logan Street, halfway between 7th and 8th Avenues, and opens to invited guests 15 minutes prior to the event start time.

We recommend providing your guests with the following link so they may view detailed driving directions, parking and entry information.

<https://governor-residence.colorado.gov/directions>

Valet Parking and Bus Drop Off

Valet parking service is allowed on either Logan or Pennsylvania Streets, but not within the Residence grounds.

Bus loading and unloading is along the east side of Logan Street, from mid-block, north to 8th Avenue, in the no parking lane.

Vendors

All vendors must be approved by the Residence Director. Any vendors requiring access to the premises outside of the scheduled event hours are subject to a security background check. The most recently revised background check form will be provided once vendors have been hired.

- Main House vendors should arrive at the Pennsylvania Street driveway gate, and load into the building through the door located at the east side portico.
- Carriage House vendors should load into the property via the Logan Street pedestrian gate.

Entertainers

All entertainment must be approved by the Residence Director. Any entertainers requiring access to the premises outside of the scheduled event hours are subject to a security background check. The most recently revised background check form will be provided once vendors have been hired.

City of Denver noise ordinances must be adhered to, and amplified music may not be played outdoors beyond 10:00 pm. It is recommended that a “last song” announcement be made no later than 9:50 pm.

Music

The Main House player piano may be used, at no cost, to play pre-loaded jazz selections.

You may hire a professional pianist to play the piano, subject to a \$125 tuning fee.

You may provide background music of your choosing, loaded onto an MP3 style device, to connect to the in-house sound systems at both the Main and Carriage House buildings.



Catering Guidelines

- You are welcome to use any licensed professional caterer. The Residence has a long list of caterers and relationships, and we are happy to provide recommendations.
- All catering staff who will be on site are required to undergo a State Patrol background check.
 - The most recently revised background check form will be provided once a caterer has been hired.
 - Caterers who have worked in the Residence before have been pre-screened and background checked.
- Caterers may use the Residence's major appliances: stoves, ovens, industrial sized mixers, hot boxes, walk-ins, freezers, etc.
- Caterers must provide all other equipment: minor appliances, sheet and hotel pans, pots and pans, knives, cutting boards, utensils, chaffers, serving trays, etc.
 - If necessary, caterers may borrow items belonging to the Residence, and will need to sign those out on an inventory log.
- Main House caterers should arrive at the Pennsylvania Street driveway gate, and load into the house through the deliveries entrance, located at the s/e corner of the house.
- Carriage House caterers should arrive at the Logan Street driveway gate, and load in through the kitchen door.
- The only food service allowed in the Main House is passed appetizers.
- All styles of food service are allowed throughout the Grounds and Carriage House.
- The Residence is a LEED certified property, and as such adheres to all recycling and composting protocols.
 - Catering staff is responsible for sorting trash accordingly. Once sorted, trash may be placed into the appropriate Residence outdoor bins and dumpsters. If the bins and dumpsters are full, trash must be removed from the property.
 - All disposable service items provided should be recyclable or compostable. Any items not meeting that standard must be removed from the property immediately following the event.
- Caterers must fully clean the kitchen, including sweeping and mopping floors, leaving it in the same condition as when they arrived.
- Catering service staff must fully police all public areas of trash, and any items brought on site.
- Residence staff will wipe down table tops, vacuum, sweep and mop the public areas.
- The caterer is required to stay on property until the Residence event captain has completed an inspection.

Bar Service

- Cash bars are not allowed.
- Red and Rosé wines, as well as red drink mixers are not permitted in the Main House, but are allowed outdoors, and in the Carriage House.
- Use of the Main House draft beer system is allowed, with the following conditions:
 - You must purchase your kegs from a member brewer of the Colorado Brewers Guild.
 - Those kegs must be delivered, tapped, and removed by the brewer, or someone knowledgeable about draft beer systems.
 - Following the event, the beer lines must be flushed and the Residence kegs reinstalled.
- The Carriage House facility allows kegs at outdoor bars only; tubs, ice, and tap handles must be provided along with the kegs.

Shut-down Procedures

- The Residence event captain, along with the wedding planner or their representative, will inspect the 2nd floor suite, public areas and kitchen after all invited guests, vendors, and the wedding party have left, to assess cleanliness and inspect for damages.
- There are no regular Residence staff members on site Saturdays and Sundays, so all items should be removed the day of the event, or the next business day.
 - An exception will be made for canopy weights and flooring placed on grassy areas, as the grass may not remain covered for greater than 24 hours.

Audio / Visual

You are welcome, and encouraged to provide your own audio and visual equipment.

If desired, the Residence can provide the following items, but please note, we do not have technical assistance on hand. We will provide standard set-up and connection of the equipment, but do not troubleshoot or operate the equipment, and are not responsible for faulty operation.

- | | |
|------------------------|-------------------|
| • 47" LCD TV | \$175.00 |
| • DVD Player | \$ 25.00 |
| • Multimedia Projector | \$ 75.00 |
| • Lectern, Microphones | \$ 50.00 - 150.00 |

Canopies and Dance Flooring

Canopies and dance flooring may be installed on the Ellipse grass, and in the Carriage House areas.

- Please note, staking is not allowed, so weights or water barrels must be used to secure canopies.
- Canopy sizing information can be found in the Maps and Floorplans section of this document.
- Neither flooring nor weights may remain on grassy areas in excess of 24 hours.



Main House – Front



Main House – East Lawn



Main House – Hallway



Main House – Governors Room



Main House – Drawing Room



Main House - Library



Main House – Dining Room



Main House – Palm Room



Main House – Well Room



Main House – Family Dining Room



Main House – Back



Main House – South Terrace



Carriage House and Ellipse



Carriage House - Courtyard



Carriage House - Courtyard with Canopy



Carriage House – Tebo Room



Carriage House – Tebo Room



Carriage House – Greenhouse



Carriage House – Greenhouse



Carriage House – Boettcher Cabinet Room

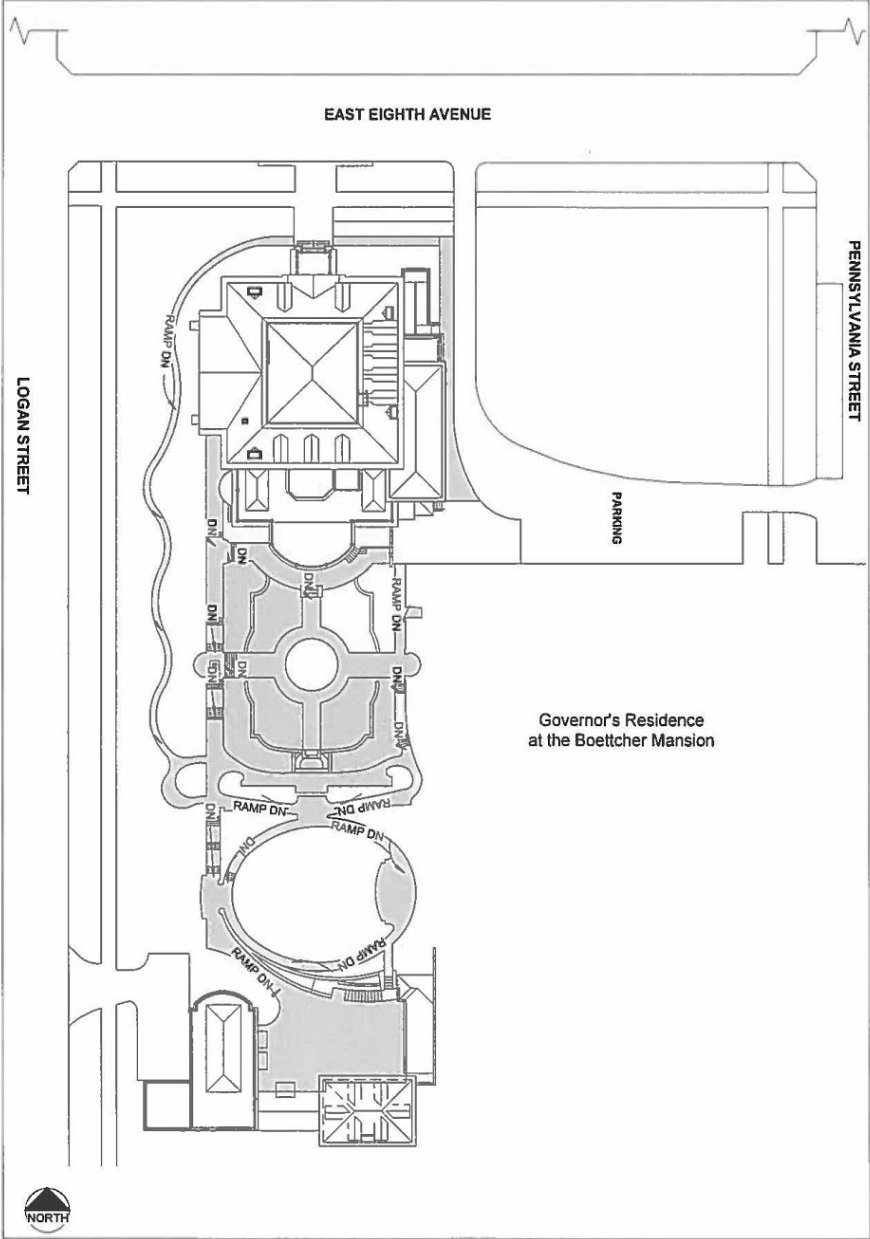


Carriage House – Boettcher Cabinet Room



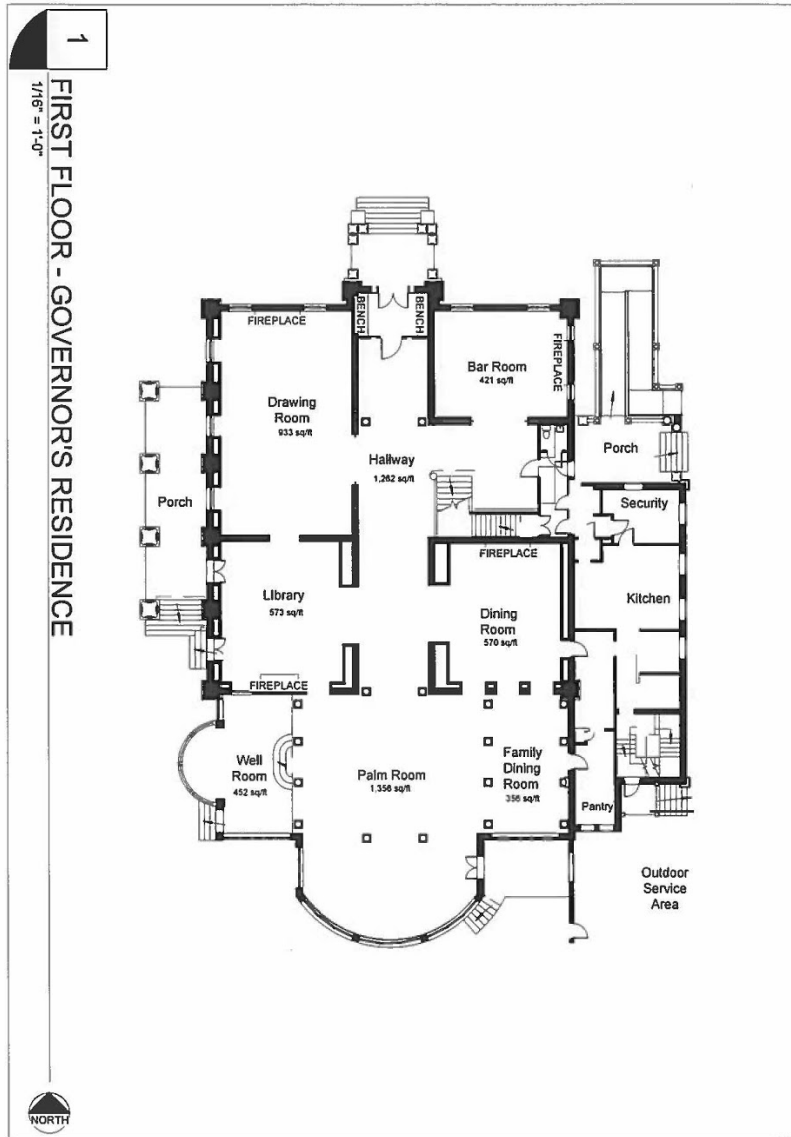
Property Overview

1 of 3



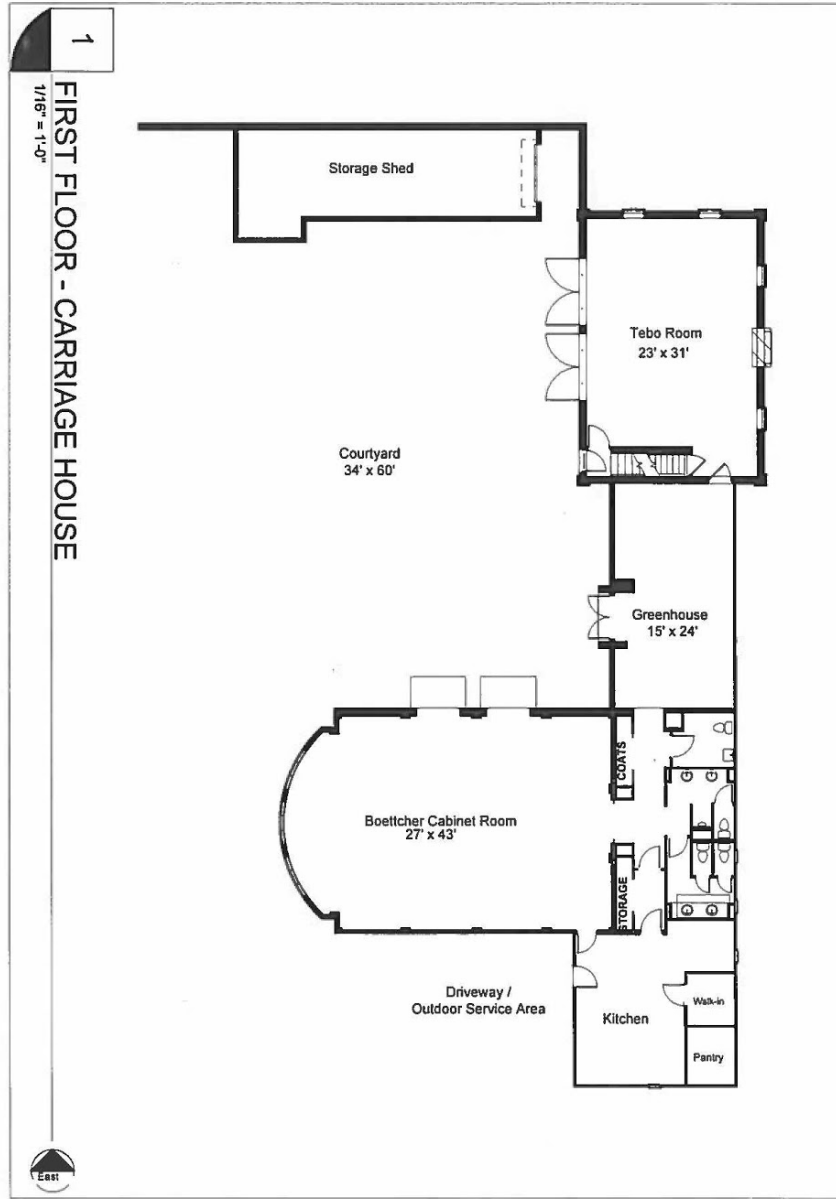
Property Overview

2 of 3

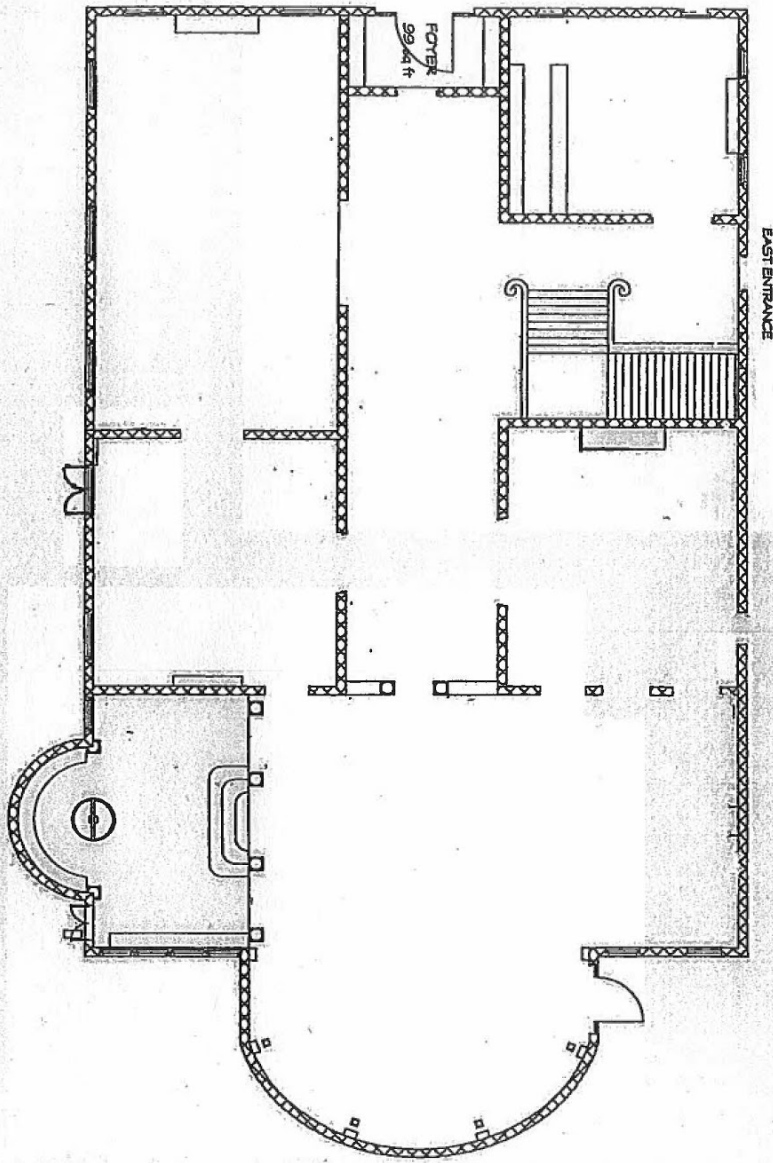


Property Overview

3 of 3

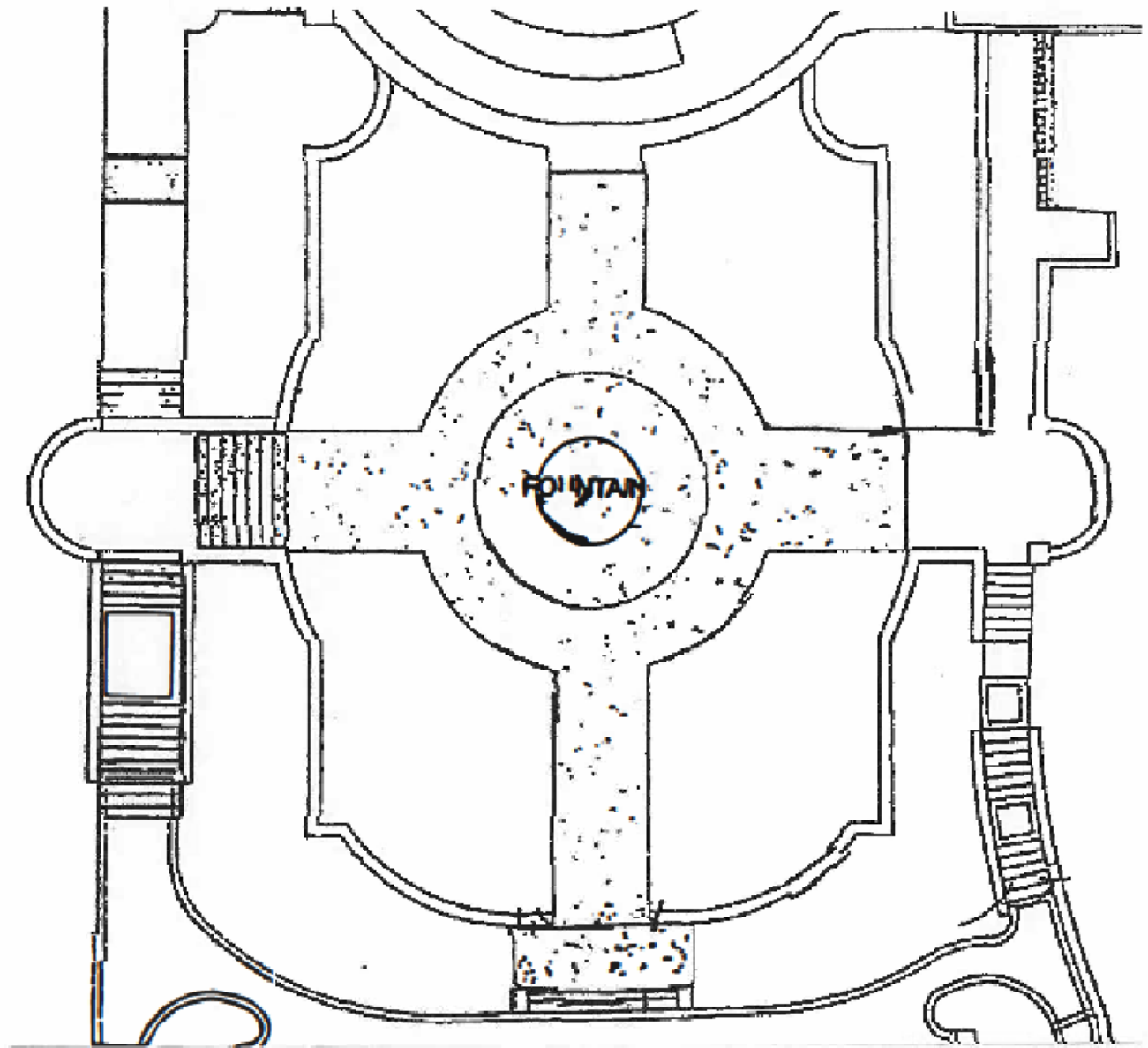


Main House Event Space

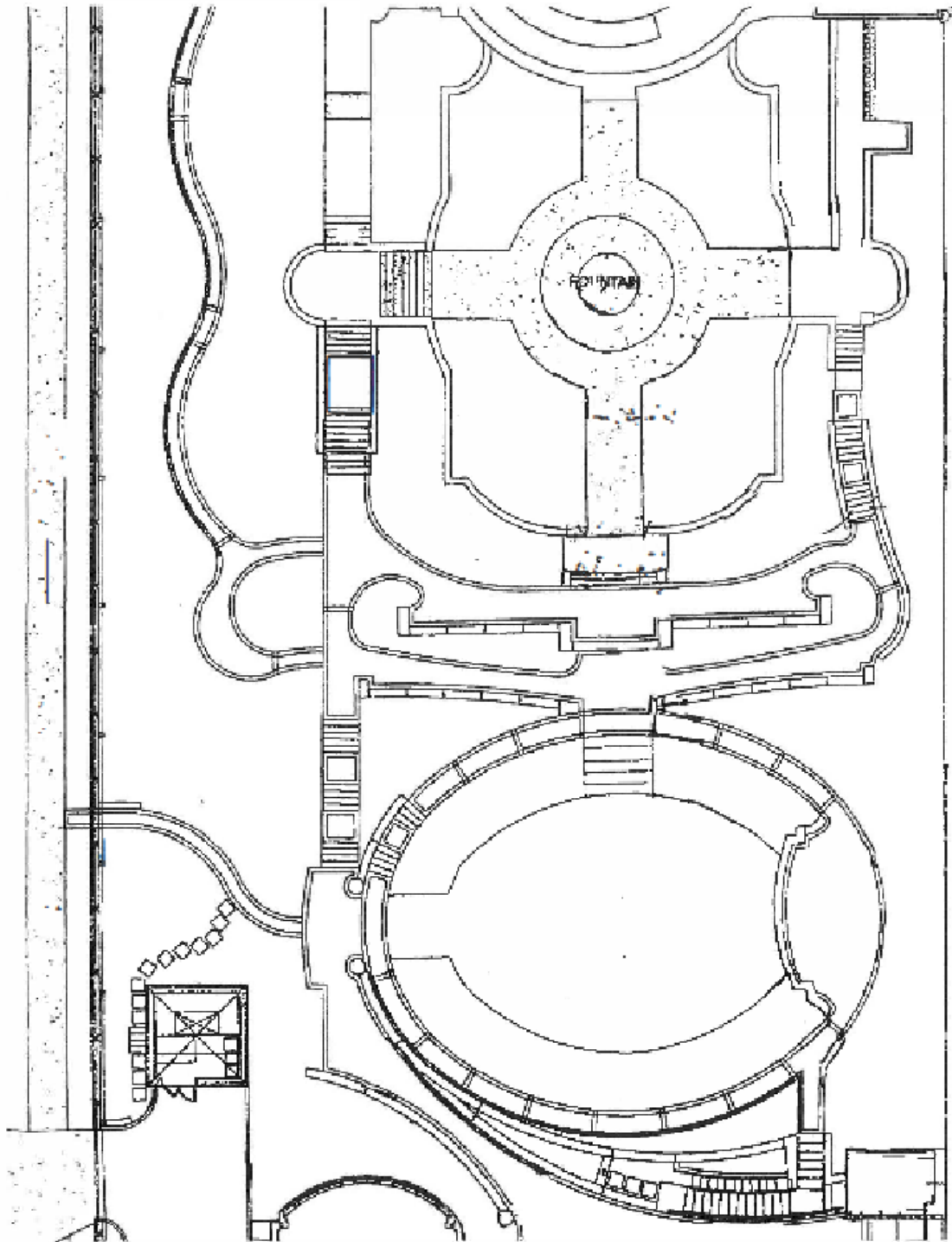


Main House Event Space

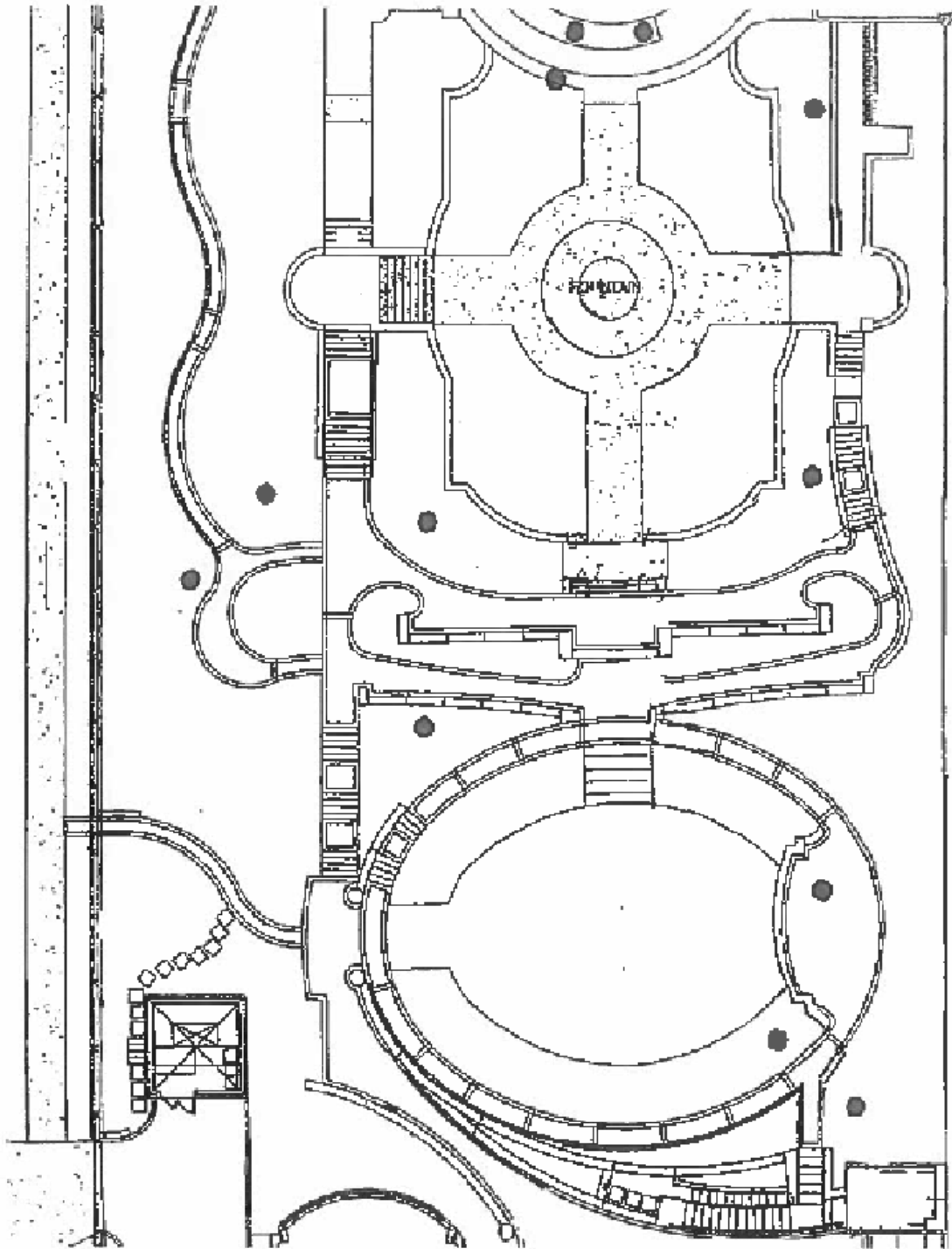
South Terrace



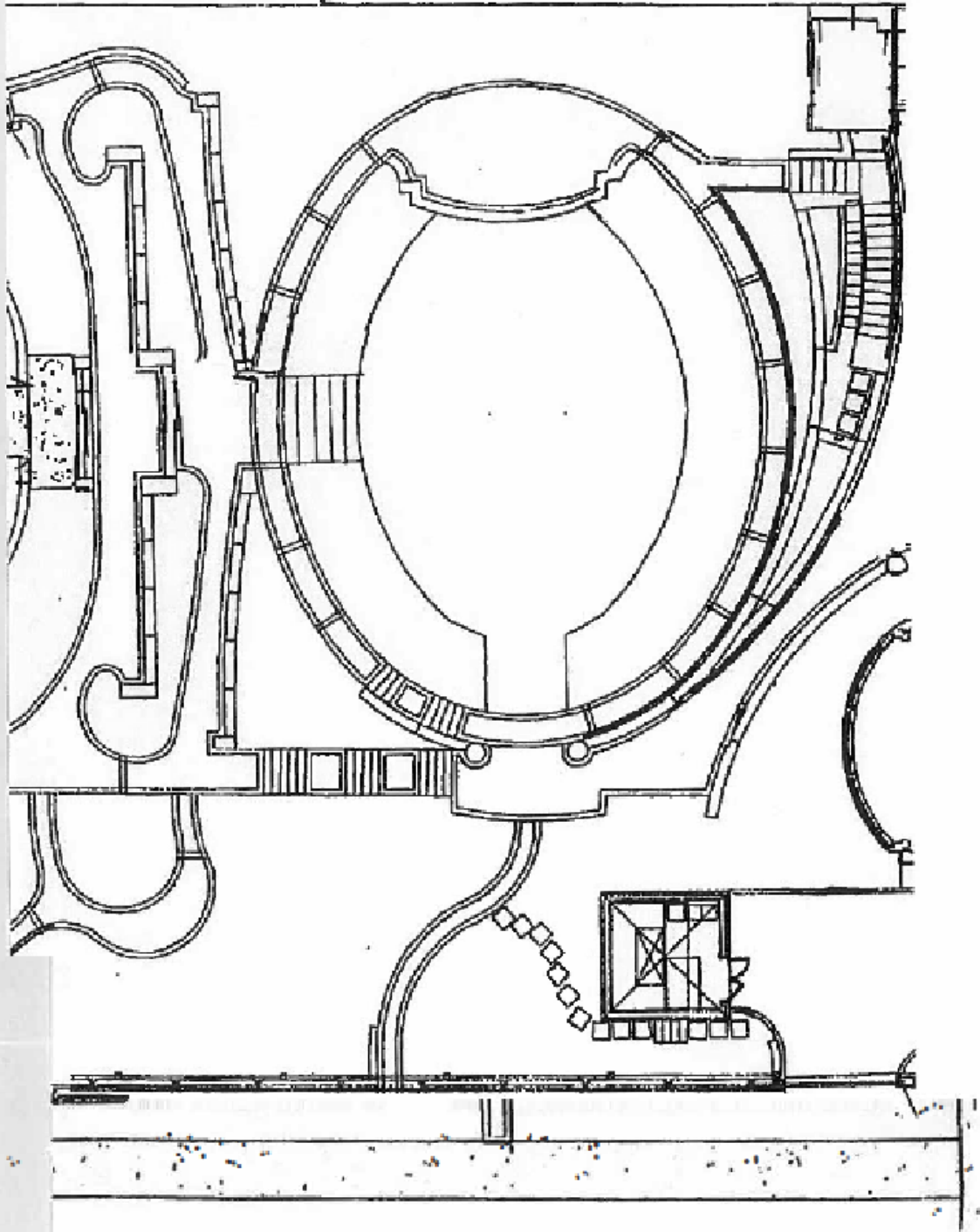
South Terrace and Ellipse



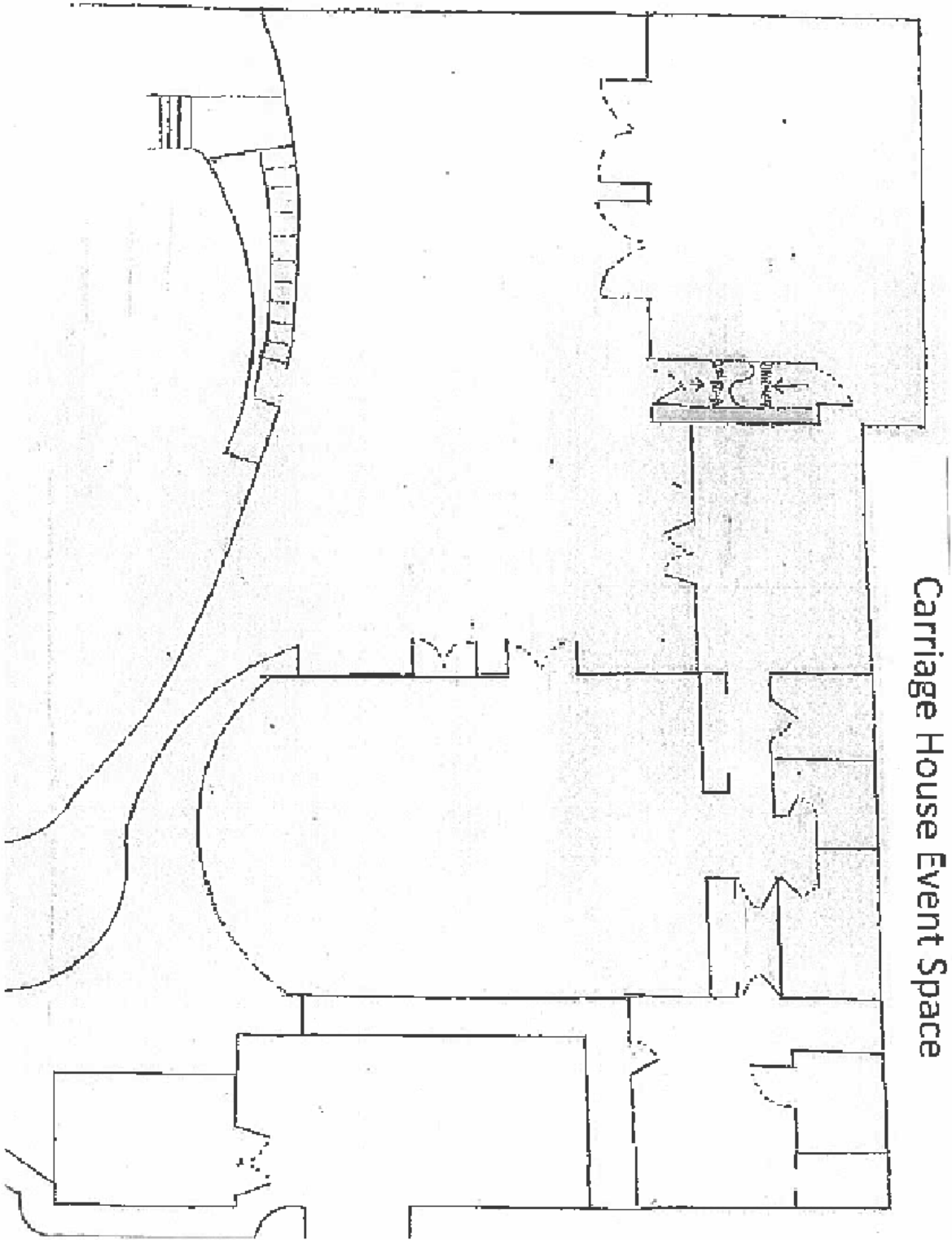
South Terrace and Ellipse Power Outlets



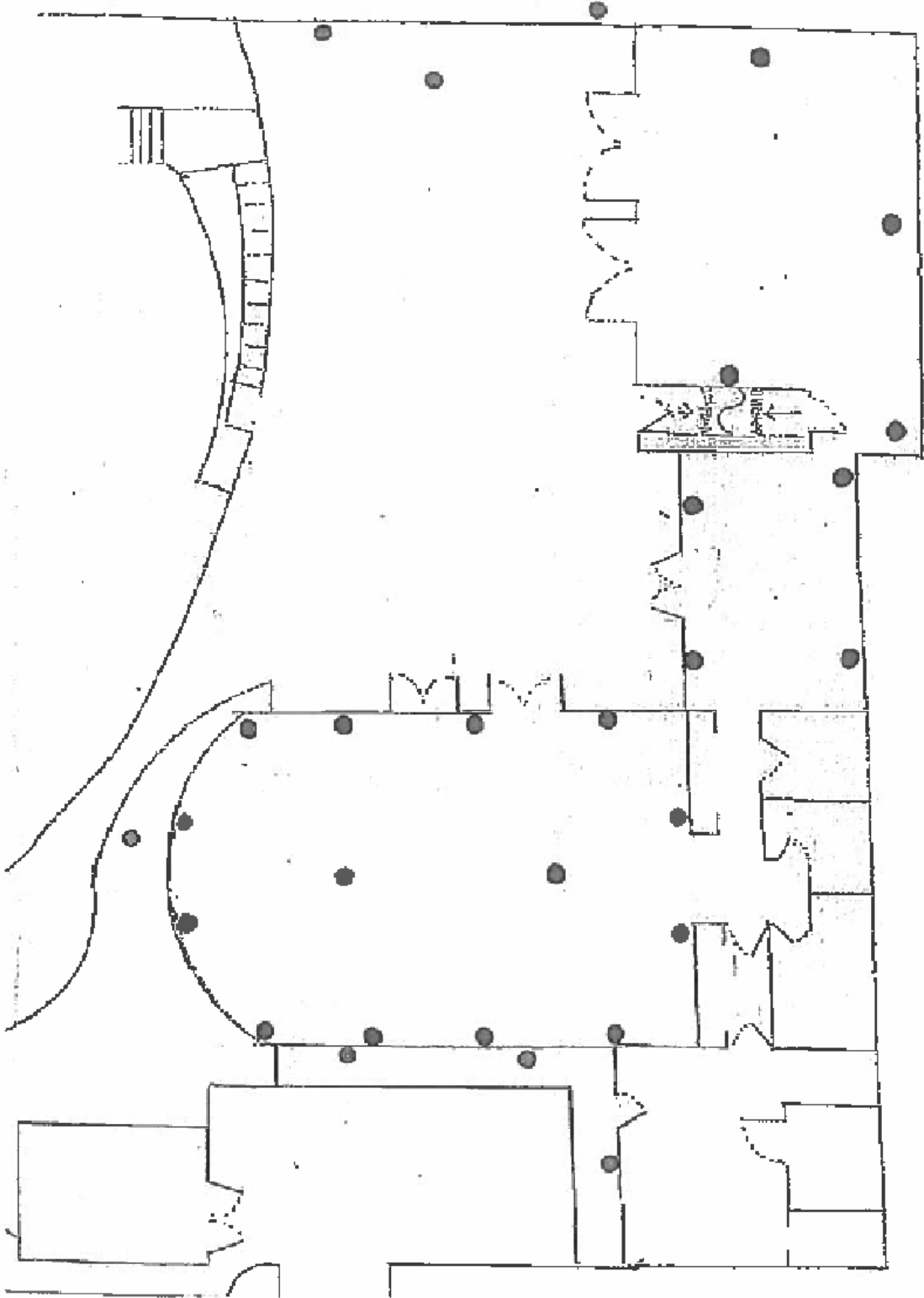
Ellipse



Carriage House Event Space

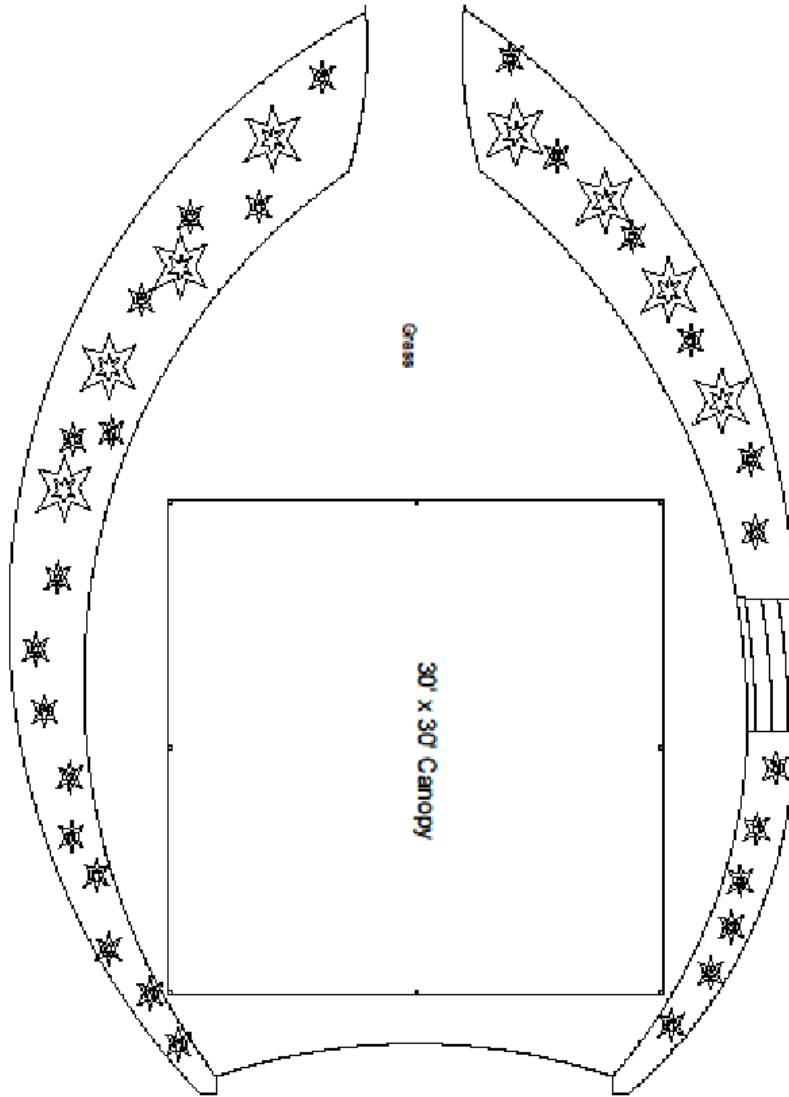


Carriage House Power Outlets

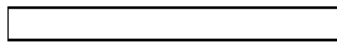


Carriage House Power Outlets

Ellipse with Canopy

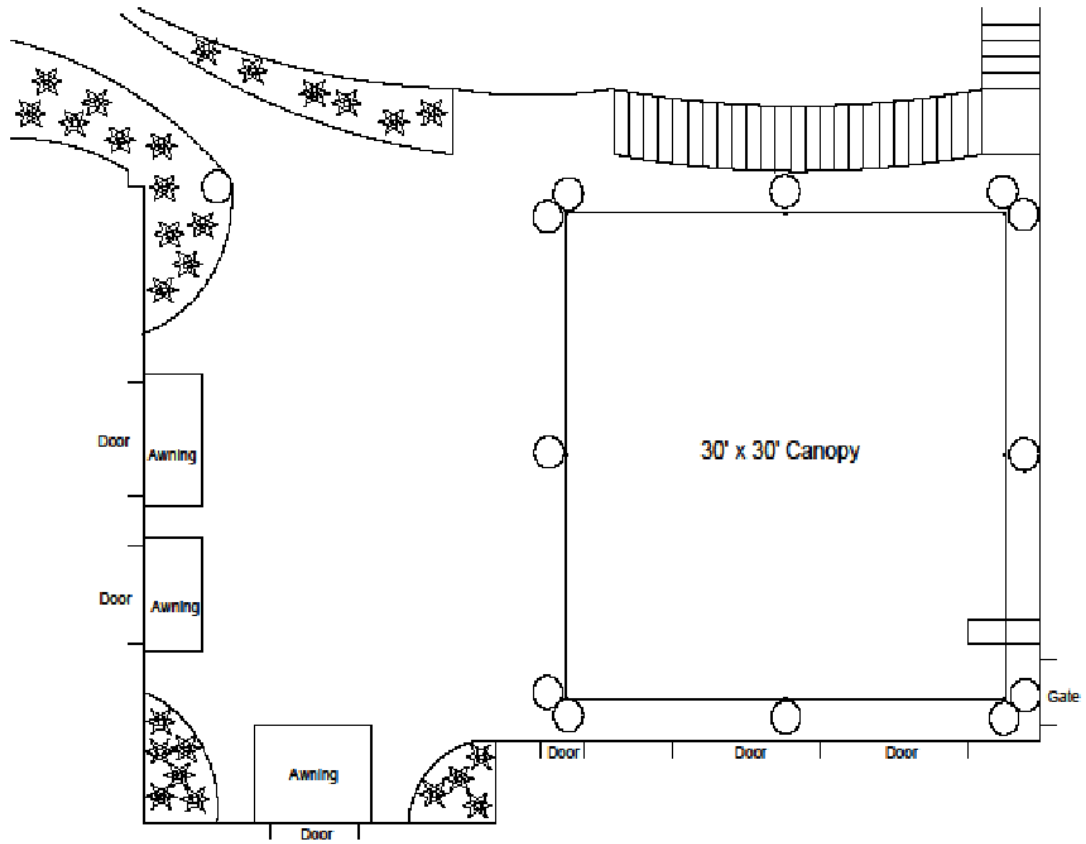


Ellipse Canopy

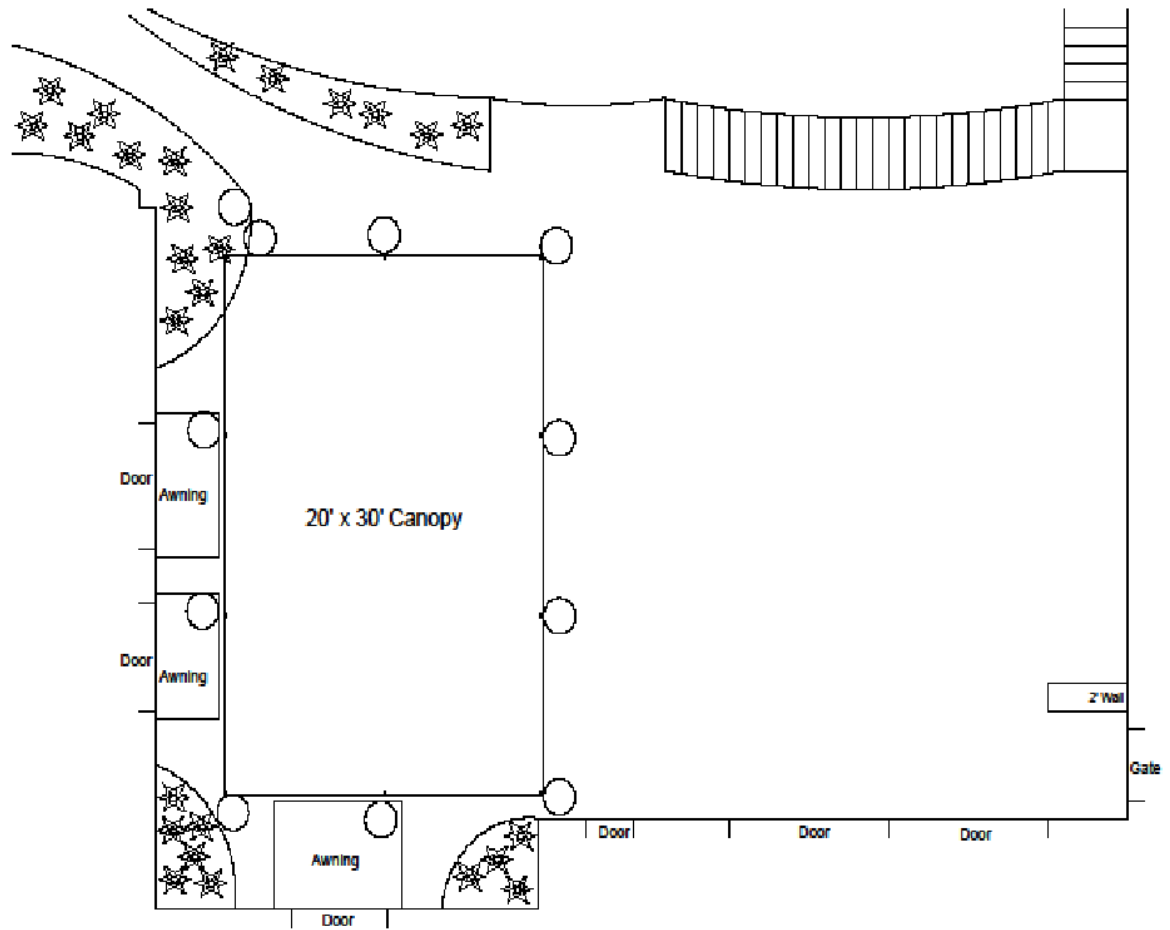


Pergola

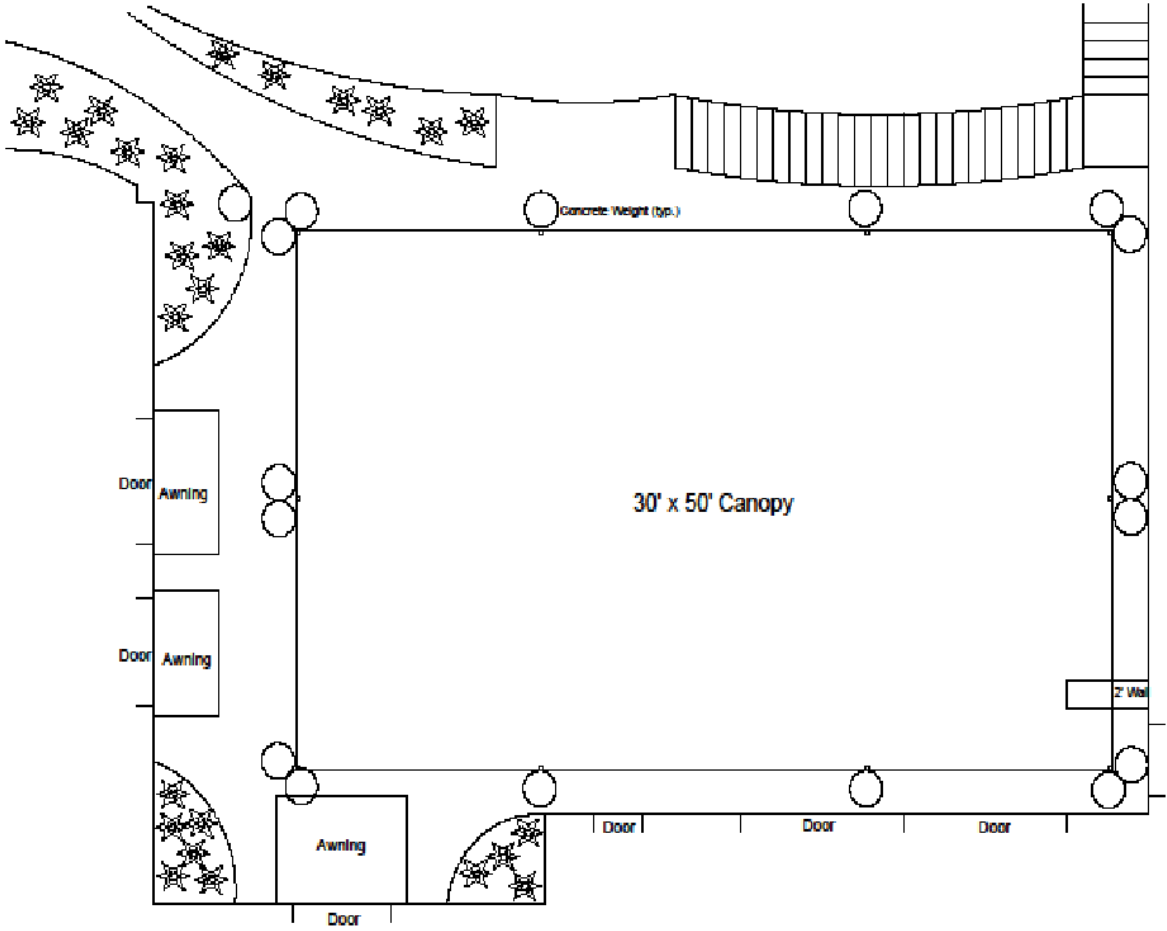
Carriage House Courtyard Canopy - East Side



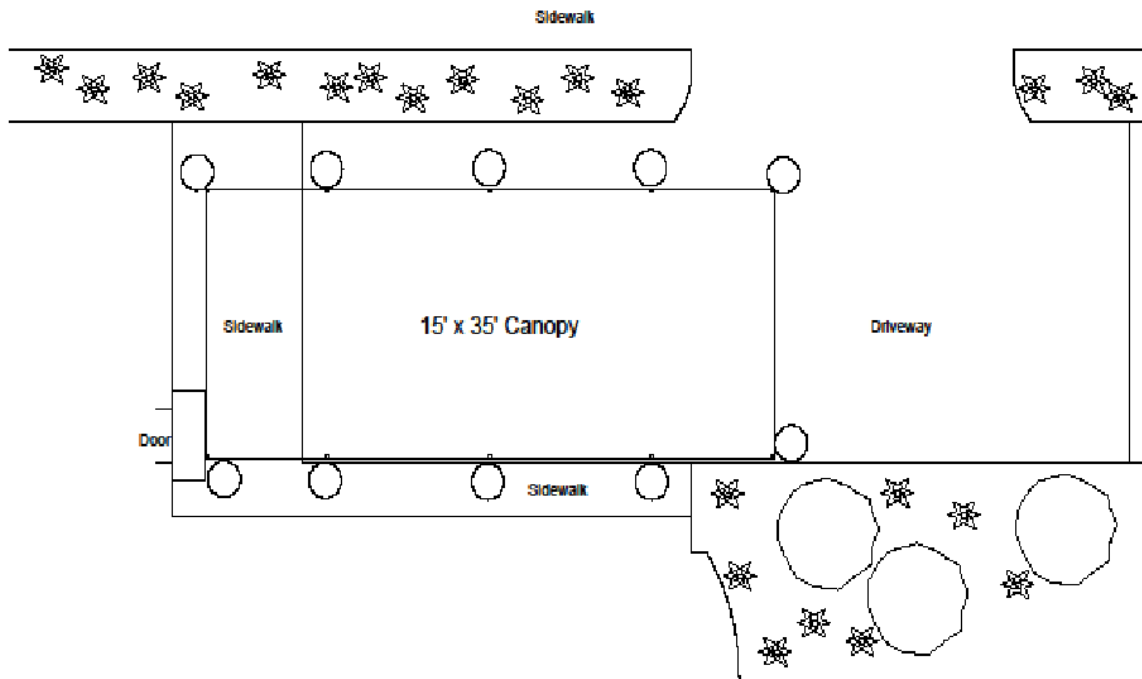
Carriage House Courtyard Canopy - West Side



Carriage House Courtyard Canopy - Entire Space



Carriage House Driveway - Option 1



Carriage House Driveway - Option 2

