



# **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

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

# Event Request and Approval Procedure

To inquire about specific available dates, please contact [Weddings@state.co.us](mailto: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 \$3,250 (one half of the total Usage Fee).

## Fees

There are two primary fees:

1. **Usage Fee - \$6,500:** Provides for required Residence sta and:
  - Entitles you to use of the Main House:
    - 2<sup>nd</sup> floor - dressing room suite
    - 1<sup>st</sup> floor - cocktails and passed appetizers
    - 1<sup>st</sup> 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 (\$3,250), with payment due upon receipt of the confirmation letter. The remaining half (\$3,250) 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 (\$3,250) 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 are the times within which the wedding event may take place. Setup and breakdown are allowed outside of those hours.

**Hours of Operation**                      March – October  
12:00 pm – 11:00 pm  
Friday – Sunday

**Reception Only**                              200 guests  
(passed hors d'oeuvres)

**Seated Dinner**                              110 seated guests



## Address

**Main House:**                      400 East 8<sup>th</sup> 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

<b>Emergency:</b>	911
<b>Residence Security Desk:</b>	303-866-5343
<b>Colorado State Patrol Dispatch:</b>	303-866-3660
<b>Emergency Maintenance:</b>	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 8<sup>th</sup> Avenue, in the no parking lane.

## **Vendors**

All vendors must be approved by the Residence Director. The Residence has a list of vendors who've expressed interest in providing services and products for Residence weddings, and we are happy to provide you with that list. 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 who've expressed interest in providing catering services for Residence weddings, and we are happy to provide you with that list.
- 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**



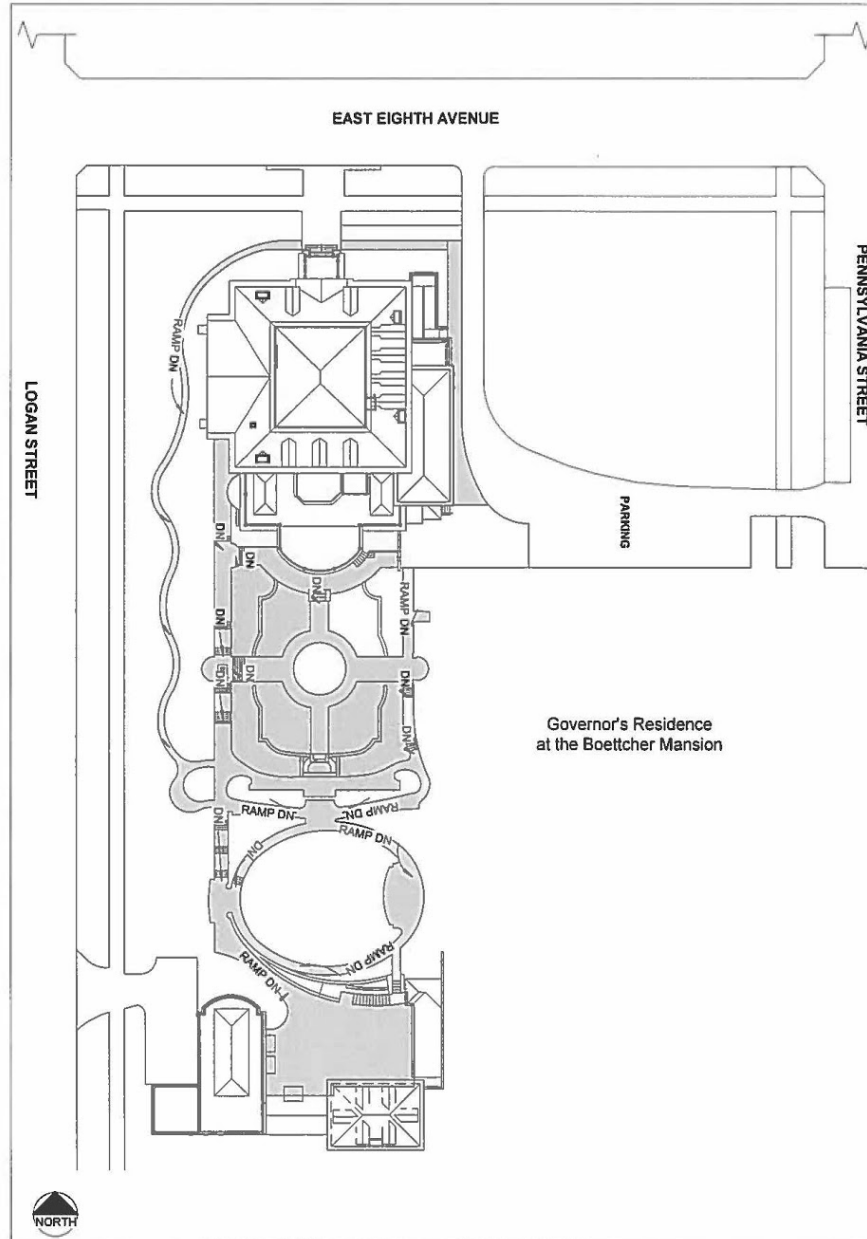
## Carriage House – Boettcher Cabinet Room





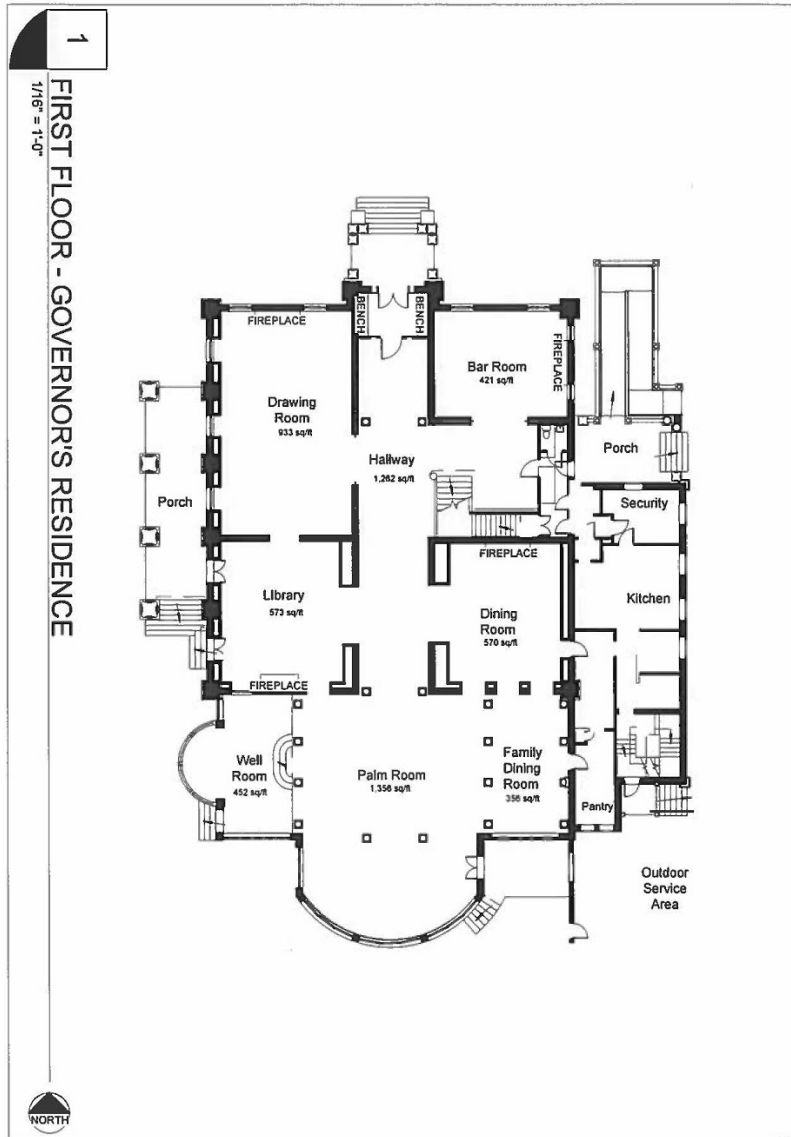
# Property Overview

1 of 3



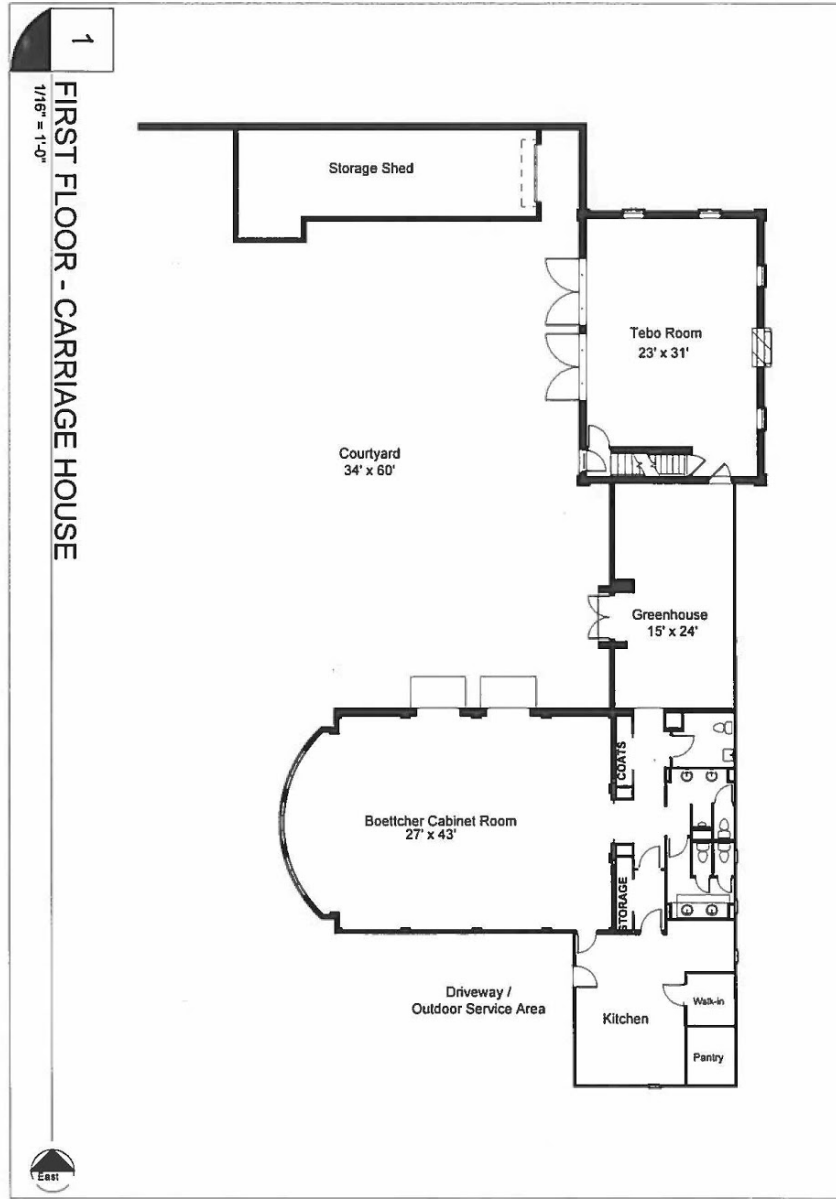
# Property Overview

2 of 3

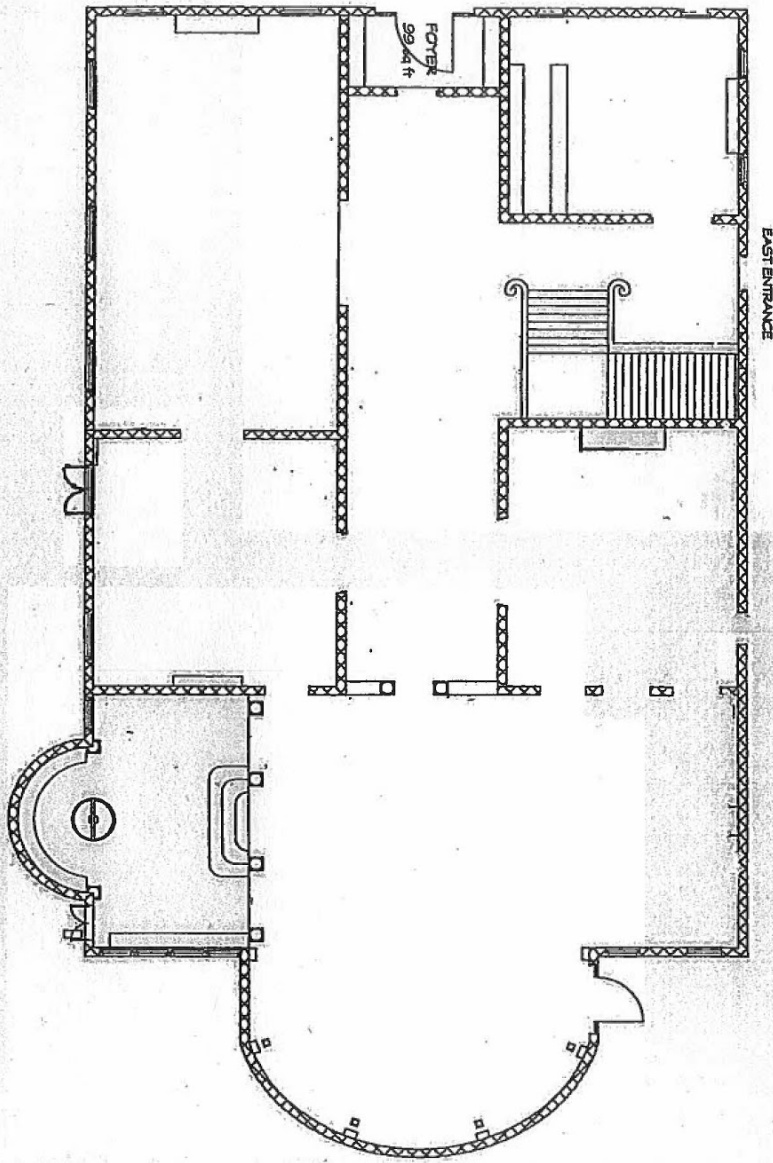


# Property Overview

3 of 3

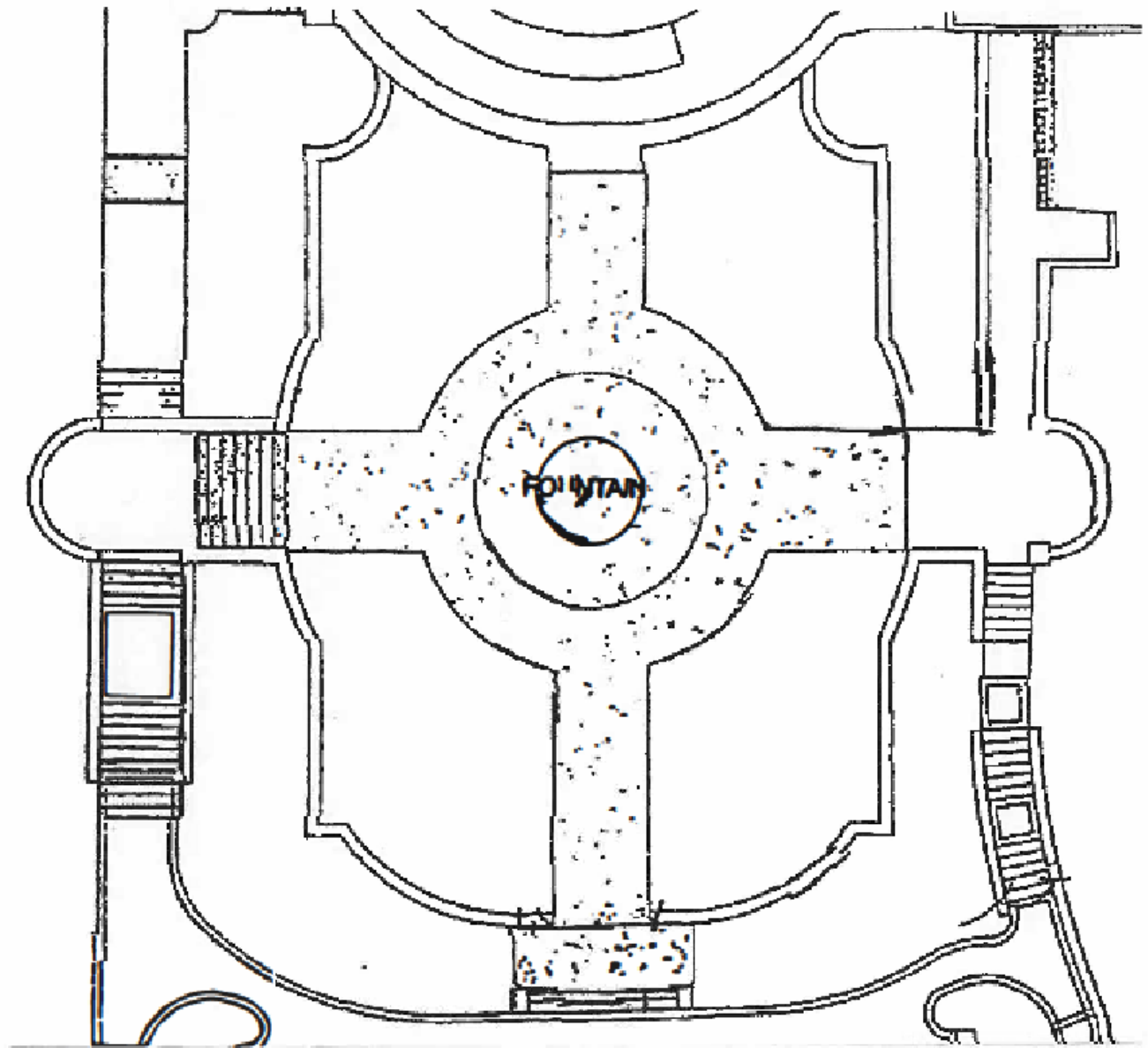


# Main House Event Space

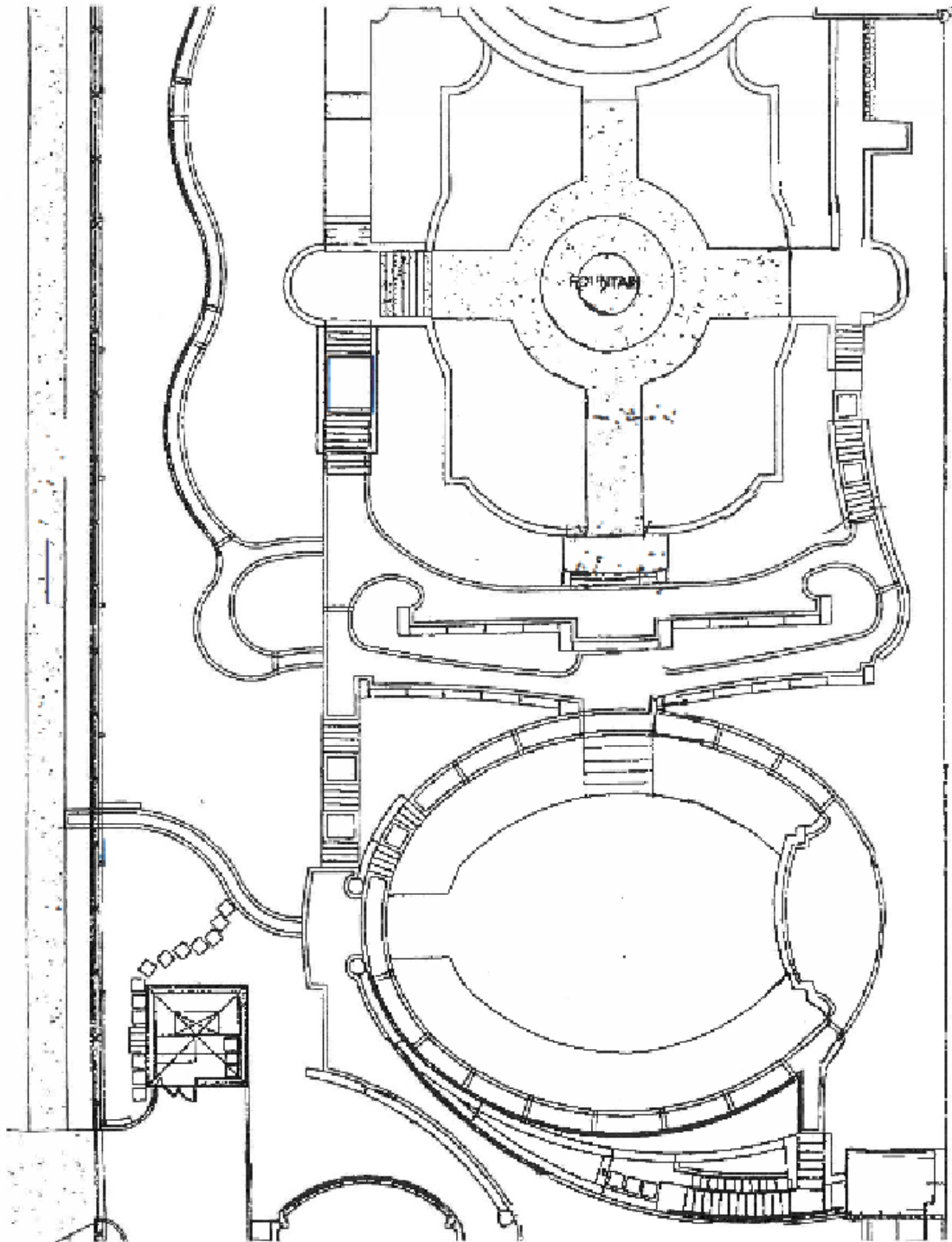


Main House Event Space

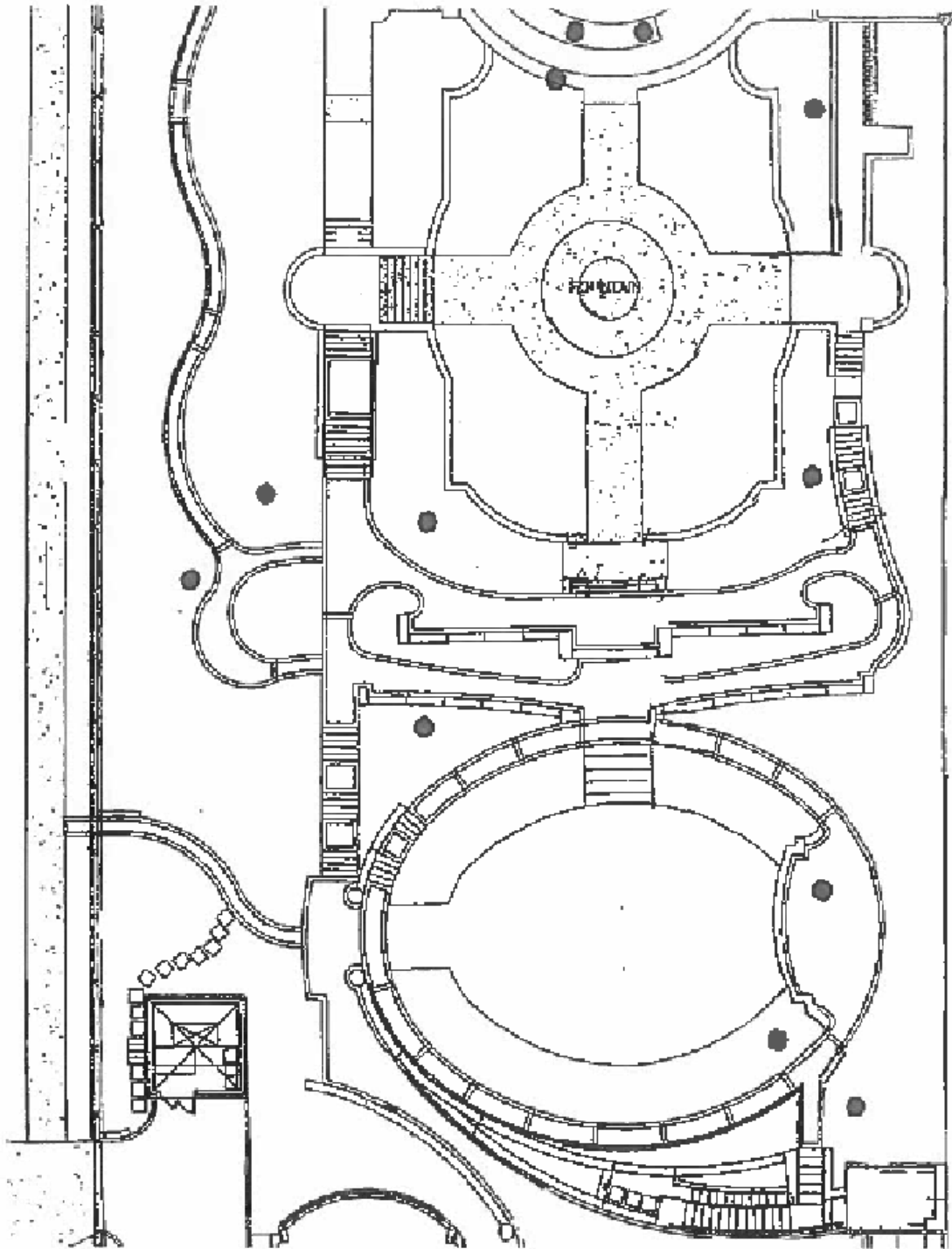
## South Terrace



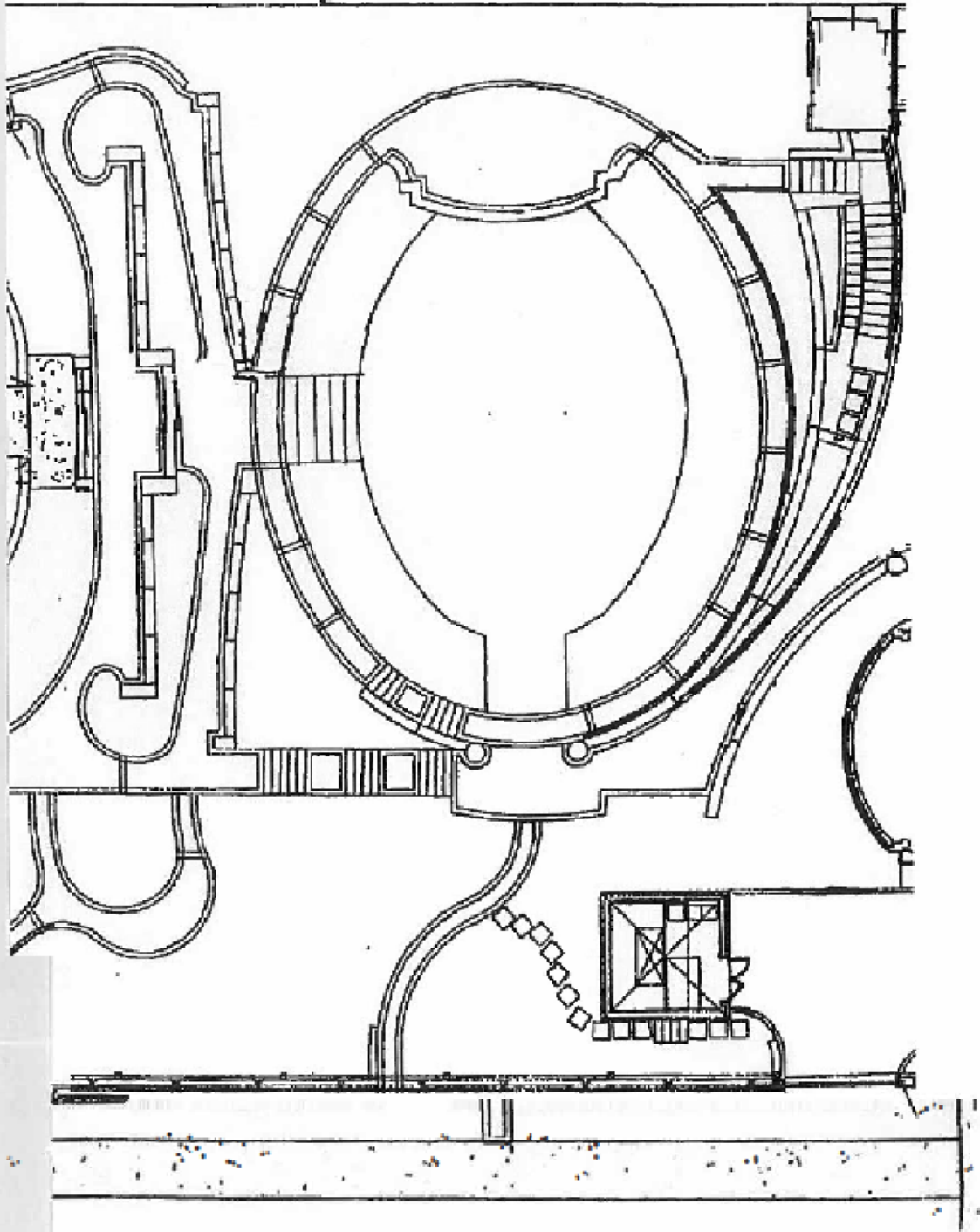
## South Terrace and Ellipse



## South Terrace and Ellipse Power Outlets

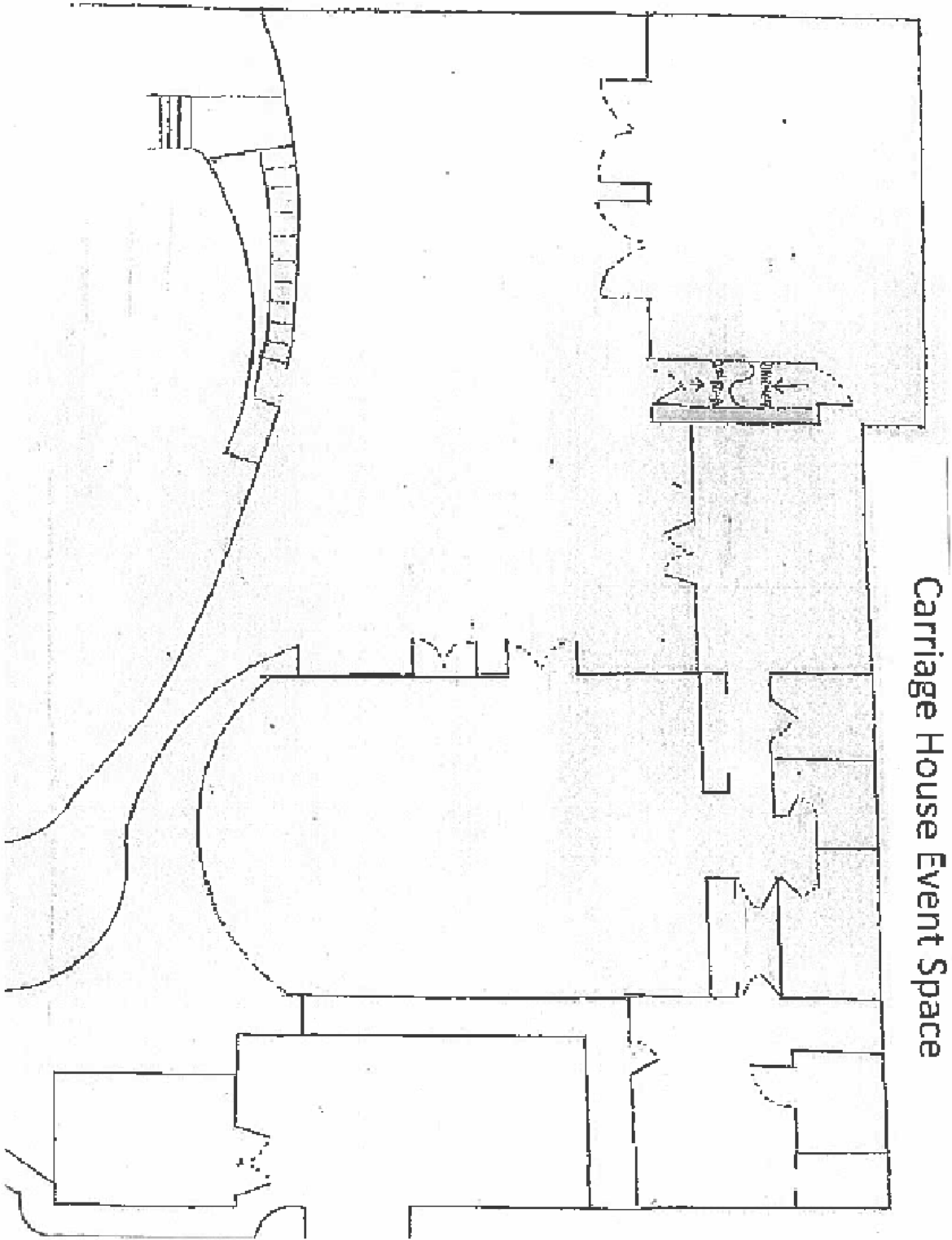


# Ellipse

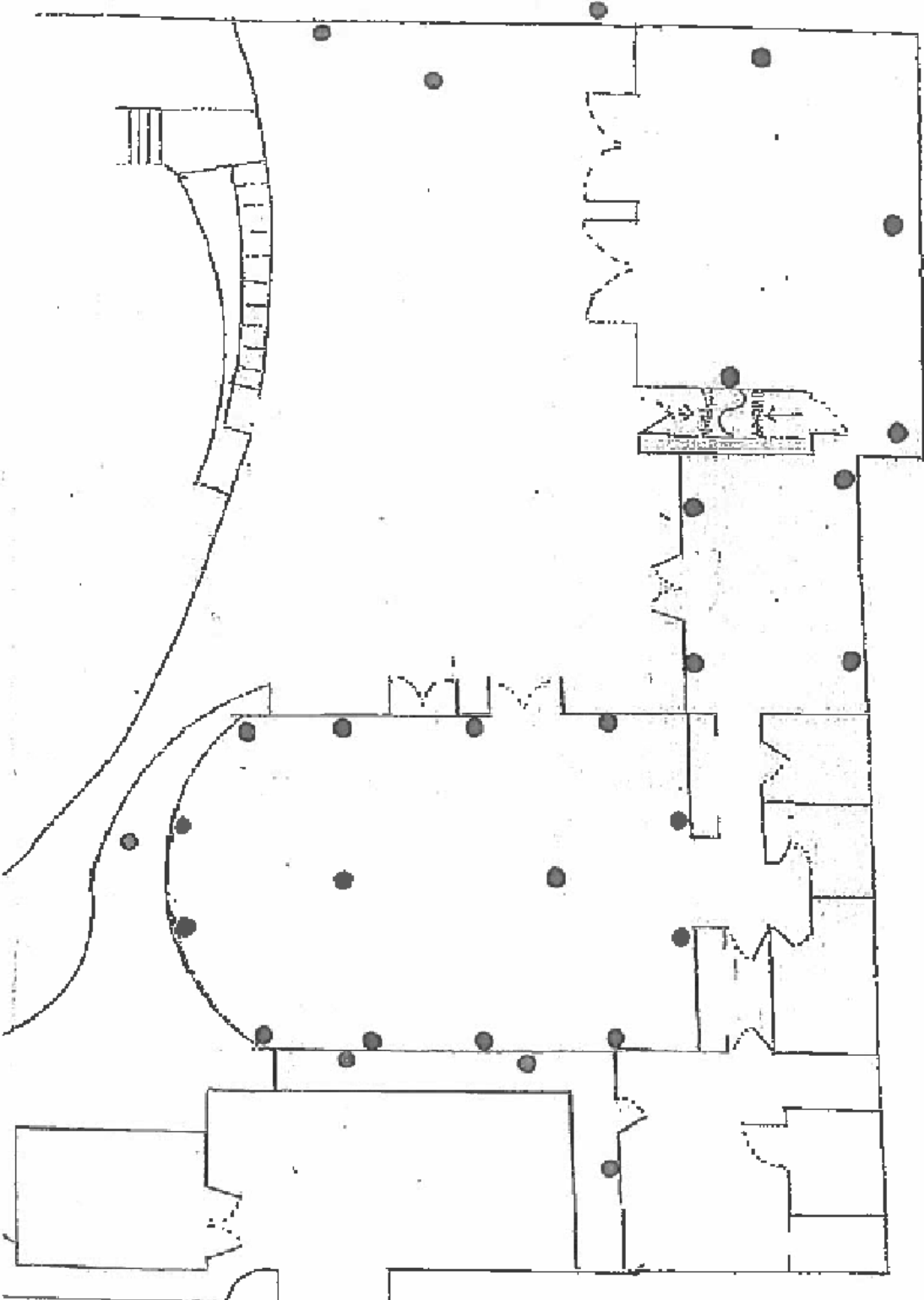




Carriage House Event Space

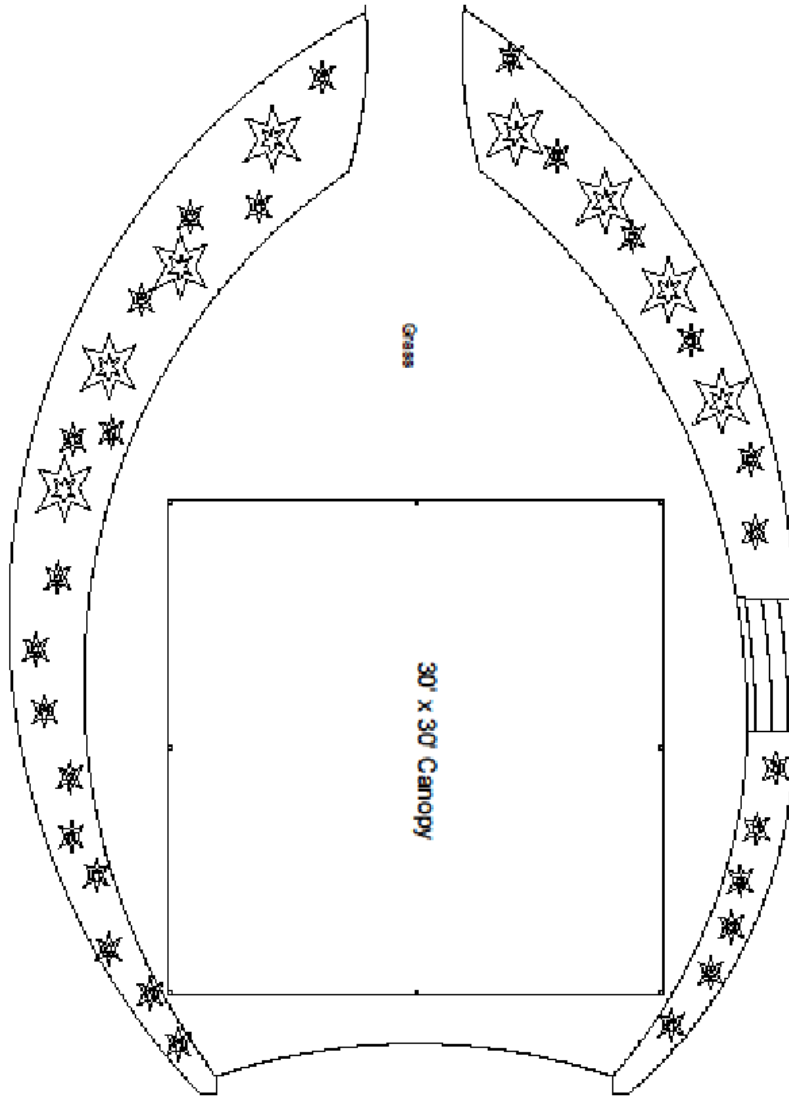


Carriage House Power Outlets

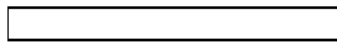


Carriage House Power Outlets

# Ellipse with Canopy

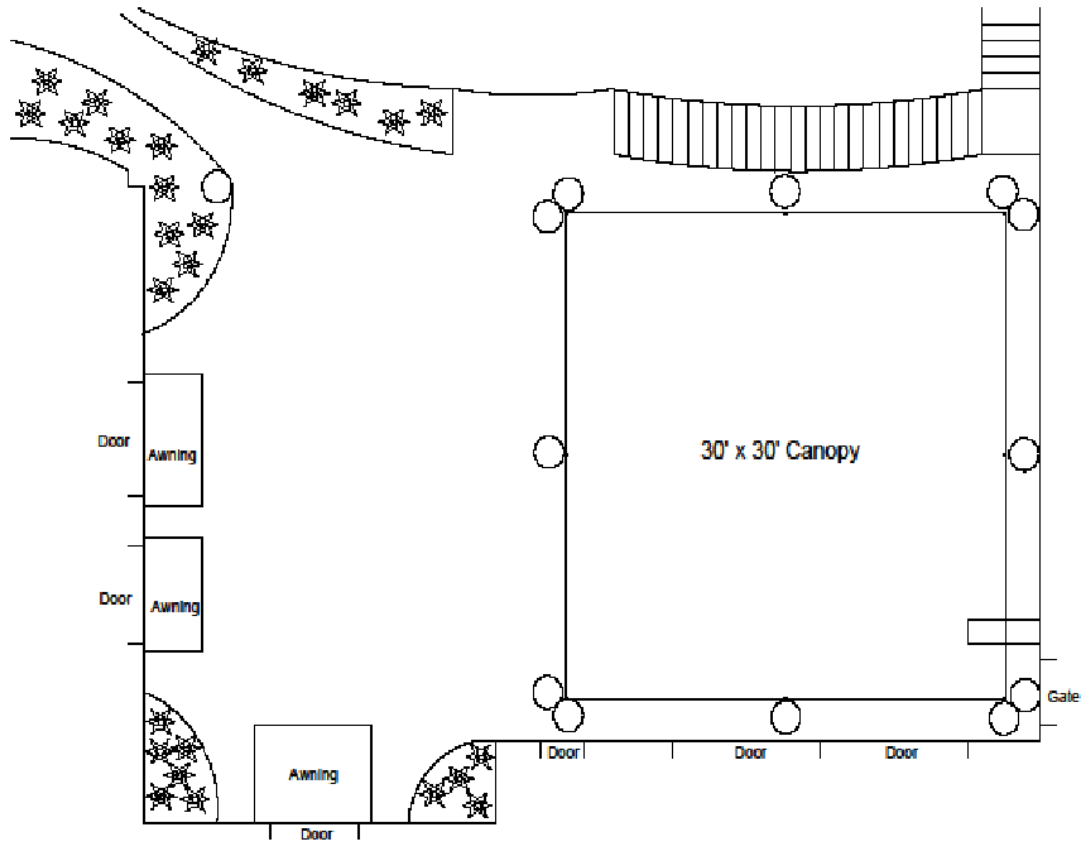


Ellipse Canopy

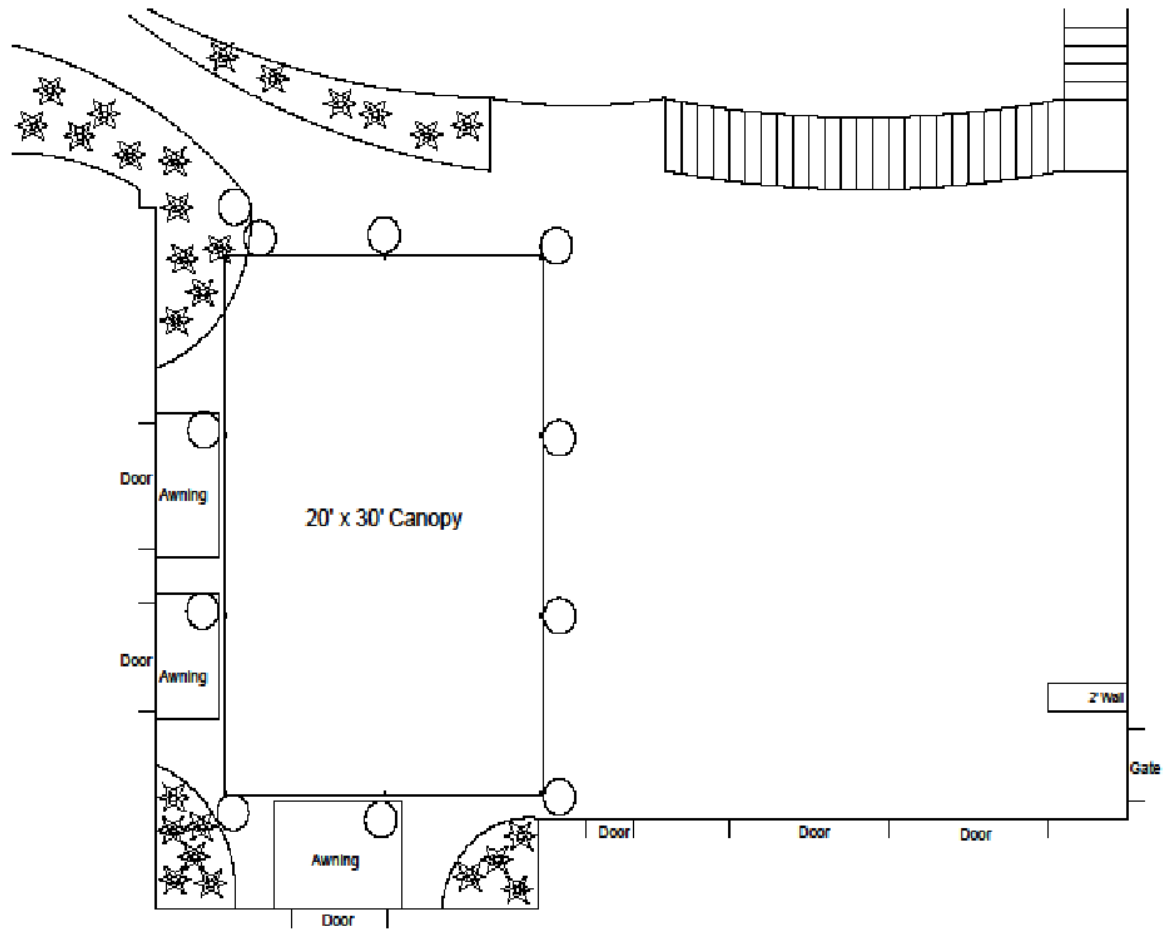


Pergola

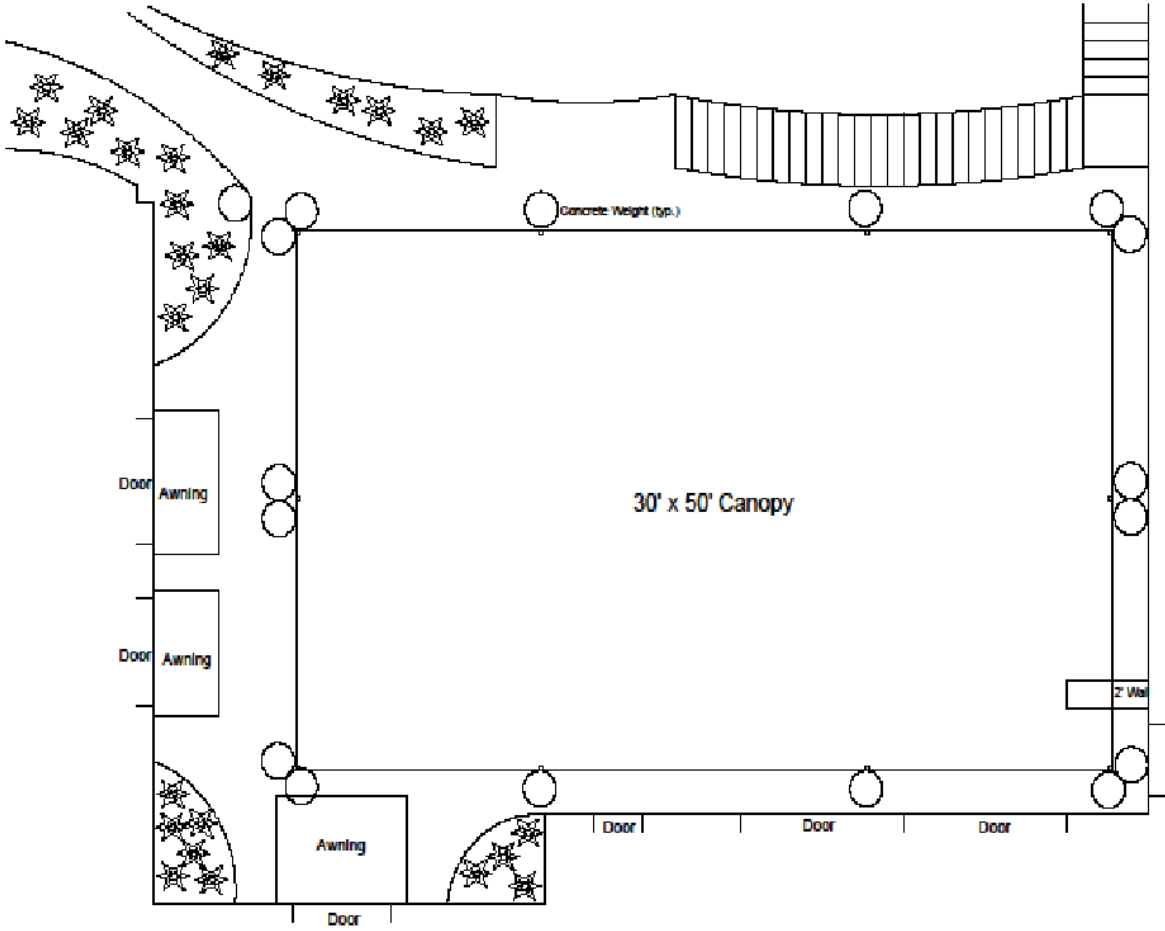
### Carriage House Courtyard Canopy - East Side



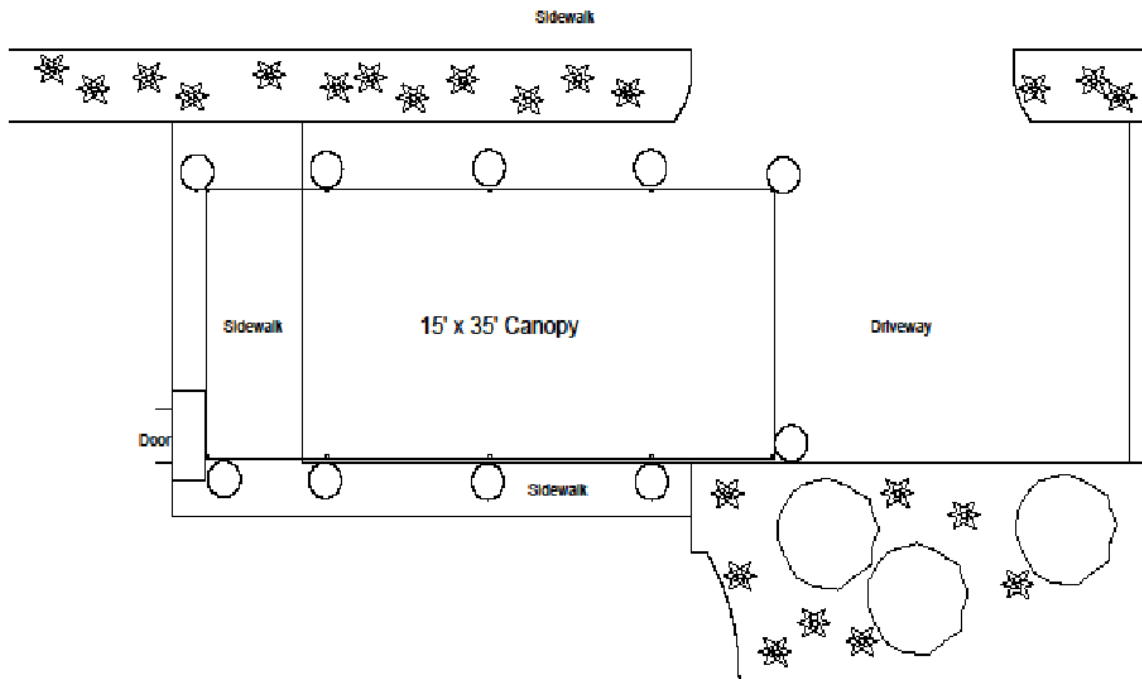
### Carriage House Courtyard Canopy - West Side



Carriage House Courtyard Canopy - Entire Space



# Carriage House Driveway - Option 1



Carriage House Driveway - Option 2

