



Grant Humphreys Mansion

770 Pennsylvania Street Denver, CO 80203 303-894-2505 www.granthumphreysmansion.org

RENTAL FEES & TIMES

The Grant Humphreys Mansion is open to all - we believe in love and support everyone choosing to host their wedding or celebration with us

Each rental is for a 7-hour block of time with the ability to purchase additional hours as desired subject to availability. An hour of clean up time must be included in any event block.

Rehearsals are scheduled 30 days prior to the event date based on availability and are free of charge.

Additional hours of event time may be purchased for \$200 an hour

The latest an event can end is 12 am with a cleanup of 1 AM. New Year's Eve is the exception with events ending by 1 AM with a clean up by 2 AM. On a case-by-case basis, additional time past 12 am may be purchased for \$1000/hour

The Mansion is closed on Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Day

New Year's Eve and or New Year's Day rental fee is \$4,600 for a Friday/Saturday or \$3500 for a weeknight or Sunday. Event must conclude no later than 2 am with a 3 am clean up. There is a \$500 surcharge for Memorial Day, Labor Day & July 4th.

Due to noise ordinance concerns and out of respect for our neighbors, all dancing after 9 PM must occur in the ballroom. Dancing is allowed upstairs at a lower volume and without bass.



***Please ask about our heroes discount for firefighters, military, police, nurses, EMT's and teachers!*

MONDAY – THURSDAY	FRIDAY	SATURDAY	SUNDAY
<i>7 hour time block</i>	<i>7 hour time block</i>	<i>7 hour time block</i>	<i>7 hour time block</i>
May – December \$1800 November \$1600	May – December \$3100 November \$2400	May – December \$3800 November \$3000	May – December \$2900 November \$2300
January - April \$1500	January - April \$2400	January – April \$2800	January – April \$2000

RENTAL FEES INCLUDE:

- ❖ Custom event setup (excluding tableware and decor)
- ❖ Ceremony & reception areas inside and outside of the mansion
- ❖ Ballroom for dancing with the original historic stage
- ❖ Changing rooms for both parties
- ❖ Tables and chairs including high tops, banquets, and rounds
 - (250) White Resin Padded folding chairs
 - (27) 4' round tables
 - (7) 5' round tables
 - (12) Cocktail tables (short and tall)
 - (12) 6' banquet tables
 - (4) 8' banquet tables
- ❖ Gorgeous antique piano that is tuned and playable
- ❖ Lovely crackling fireplace & dramatic grand staircase
- ❖ Complimentary one hour rehearsal week of your event
- ❖ Elevator and Lift to accommodate all guests
- ❖ Free parking
- ❖ Free WIFI
- ❖ Free AV including (2) speakers, (1) wireless mic, (1) lavalier mic, (3) 55' TV monitors, projector and screen and easels
- ❖ Large refrigerator for cold storage (during event only) and closet space for decor and other storage up to 2 days prior and 2 days post event
- ❖ Air conditioning and heating throughout
- ❖ On site venue supervisor
- ❖ Coordination of all rental items as needed

Add-ons~

- ❖ Day of coordinator
- ❖ Rentals
- ❖ Extra event time

Day-of Coordination Services

Your wedding's success is exceptionally important to us! Therefore, we strongly advise you to add a "day-of" coordinator to your wedding package. Our day-of coordinator is an integral part of your stress-free wedding experience and we have 2-tiers to choose from!

Tier 1 Service: \$1000

Inclusions:

- ❖ Two-hour long planning session two-months before your event. This is the primary planning session where we finalize your vision for the event and decipher all of the logistics of the day (ceremony line-up, timing, decor lists, etc)
- ❖ 24/7 "on-call" communications. You can text, email or call our coordinator to help with the last minute questions that arise to ease your wedding-induced anxiety and stress
- ❖ Creation of custom timeline for the day of the wedding to be distributed to vendors
- ❖ Full rehearsal coordination
- ❖ Day-of execution of event timeline serving as the 'client representative' during the event. This includes the execution of the ceremony including timing and line-up of the bridal party, coordinating all vendors, & ensuring a comfortable flow during the wedding so you can enjoy your big day without worry

Tier 2 Services - \$1350

Includes:

- ❖ All of the above services
- ❖ Aid in set-up of decor
- ❖ Aid in break-down of decor

You can also choose to hire a full service wedding planner to aid you from start to finish. This is a great idea and we have some amazing recommendations if you need a referral!

As tempting as it may be to have a friend or family member step in as your day-of, remember nothing beats a pro and the last thing you want is a loved-one to stay into the wee hours of the morning having to work and not be able to fully celebrate with you!



Ceremony Packages

An ideal setting for weddings ceremonies, the Grant-Humphreys Mansion will make your event elegant and memorable for you and your guests. You can host a full reception including a ceremony with us, or just the ceremony alone! All ceremony packages come with the following inclusions:

- 4 hours of time
- use of changing rooms for both parties
- both indoor and outdoor options for your ceremony
- use of the entire mansion for photos and/or bad weather
- fireplace
- grand piano
- tables and chairs
- set up and clean up
- flexible timeframe from 7 am to 4 pm M-W or 7 am to 2 pm Th-Sun
- onsite venue supervisor
- free AV including WIFI, speaker & wireless microphone
- onsite parking
- complimentary one hour rehearsal the week of your event

	Friday/Sunday	Saturday	Weekdays
January to April	\$700	\$800	\$600
May to October	\$900	\$1,000	\$800
November-December	\$800	\$900	\$700

**Advertised discounts do not apply to ceremony-only packages*



Grant-Humphreys Mansion
of History Colorado

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RESERVATIONS, BOOKINGS, PAYMENTS, REFUNDS AND CANCELATIONS

A 1-week hold may be placed on a date without obligation. This hold will be released once that one week has expired without notice. A signed Rental Agreement along with a 50% of the total rental fee will secure your reservation.

The renter has seven (7) days from the drawing of the Rental Agreement to return the signed document along with the first half of payment or the date will be released without further notice.

Any changes or additions to the Rental Agreement must be requested in writing to the Mansion's Director. If approved, a new rental agreement with changes and/or additions will be sent and must be signed by renter.

The balance of the Rental Fee is due 4 months prior to the event.

All due dates are stated on the Rental Agreement you will receive and will need to sign.

If the event is booked within 4 months of the event date, the full Rental Fee is to be paid seven (7) days from the date of contract receipt along with the signed rental agreement.

PAYMENT

The following are accepted for payment: Visa, Master Card, Discover, American Express, checks, cash. Credit card payment is required for any rental items coordinated by Mansion.

Checks are to be made payable to "History Colorado" and mailed to:

The Grant Humphrey's mansion

c/o the Director

770 Pennsylvania Street

Denver, CO 80203

Once the first payment has been received, there are no event refunds for any reason.

If necessary, events may be rescheduled with at least 60 days notice. However, events must be scheduled within the same fiscal year (July 1 – June 30th) as original event without penalty but charges may apply. Add-on services are non-refundable.

Failure by the renter to pay any fees by their due dates will be grounds for cancellation by the History Colorado and/or the Director of the Grant-Humphrey's Mansion.



CANCELLATIONS

If CLIENT wishes to cancel their event, the Mansion must receive written notification from the renter as soon as possible.

If an event cancels after ½ of the Rental Fee has been paid, the amount is forfeited. If an event cancels after the Rental Fee has been paid in full, the entire Rental Fee is forfeited.

RENTER'S RESPONSIBILITIES:

- Renter assumes financial responsibility for the rental of the Mansion. (If an organization or business rents the Mansion, an individual with signing authority must be named on the Rental Agreement).
- Renter must inform vendors and personal representatives of the terms of the rental agreement.
- We strongly encourage the renter to hire a professional day-of coordinator to act as their personal representative. This is the individual responsible for assisting the Mansion staff and vendors throughout the event. Select this person with care as he/she will contribute a great deal to the success of your event. This person should not be a member of your wedding party. They should arrive at the beginning of preparation time, check in with Mansion staff, coordinate with vendors, make sure all arrangements and policies are followed, remind all vendors of the departure time, and check out with Mansion staff.
- Renter is responsible for the conduct of his/her guests
- Renter is liable for injuries to other guests, Mansion staff and/or property damaged due to misconduct by his/her guests
- Renter is expected to know the terms of the rental agreement and help enforce them when necessary.
- Renter is responsible for coordinating the removal of food, alcohol, flowers, etc. and to check out with the Mansion Representative before leaving or assigning a representative for this purpose
- Renter is responsible for any day-of vendor payments
- If a third party is involved, such as a wedding planner or destination event company, whose client is the party responsible for all payments, The Grant Humphreys Mansion requires this information in writing stipulating that this individual is authorized to act upon the renter's behalf

VENUE SUPERVISOR RESPONSIBILITIES:

- The venue supervisor is not a planner or a coordinator, but is available to handle any venue-related needs that may pop up including assisting with the elevator and lift, unlocking doors, turning on the fireplace, placing signage as needed, and being on hand for any emergencies that are venue-related. They will also ensure all vendors are in compliance with GHM policies and will be your point of contact for check-in and check-out.
- The venue supervisor is also responsible for the safety and security of your guests. While they are not security professionals, the venue supervisor will enforce the Mansion's policies and has the authority to phone the police or to terminate the event, if necessary.



Photo: Nathan Hindman

Catering

Occasions Catering is the exclusive catering partner for all events hosted at the Grant-Humphreys Mansion

Founded in 1970, Occasions Catering is headquartered in Southwest Denver. Owners Jeremy Bronson and David Tenenbaum bought the business in 2008, building ever since on the foundation Sandy Tenenbaum established during her 38 years running Occasions by Sandy.

Re-launched in 2012 as Occasions Catering, the business thrives on innovation, specializing in restaurant quality cuisine befitting the burgeoning Denver culinary scene.

Throughout their history, signature events at iconic venues have defined their reputation. Among the museums, cultural attractions and historic properties where we have catered are History Colorado Center, Denver Art Museum, Grant-Humphreys Mansion, Governor's Residence, Clyfford Still Museum, Vance Kirkland Museum, Museum of Contemporary Art, and Meow Wolf Denver. Their service matches the setting, which is why they've been selected to cater events hosting the world's top dignitaries and celebrities.

Sample menus can be downloaded on our website and are included in our event packets. For more detailed information and/or to obtain a proposal, please email info@occasionsdenver.com or call an event specialist at 303-789-1867



CATERING INFORMATION:



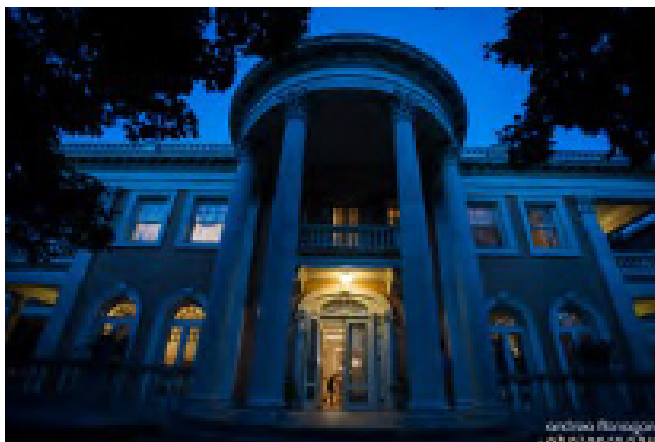
Our catering partner is responsible for event flow, resetting any tables and chairs as desired during the event, moving chairs indoors post ceremony and clean-up during events and must follow the terms of the rental agreement at all times.

Bartender(s) provided by the catering company or hired by client will be responsible for all bar service including setup and break down of bar area(s).

The caterer is required to schedule a planning meeting with the renter and Mansion staff at least one month prior to the rental date. At this meeting, all event details will be finalized.



Alison Rose Photography



ALCOHOL POLICY:

Alcohol service must conclude 30 minutes prior to events official end time as noted at time of contract signing.

All alcohol consumed on the premises **must be served by a licensed and insured bartender provided by Occasions Catering.**

The bridal party may drink in the changing rooms prior to official bar time, but **all alcohol must be served by the bartender**. No open bottles of wine or liquor may be left on the second floor in or around the changing rooms. No red wine may be served in the changing rooms at any time.

Cash bars are prohibited unless an event permit is obtained from the City and County of Denver and/or using a caterer with a liquor license that can obtain the necessary permit on your behalf. Cash bars are only available to non-profits.

The bar must be continuously staffed by a qualified bartender provided by the catering company. No alcohol will be served to guests less than 21 years of age.



The bartender will refuse service to inebriated guests.

The Mansion Representative has the authority to close the bar and end the event if guest conduct gets out of hand.

Abuse of the Mansion's alcohol policies may result in the termination of the event. Open bottles of wine on guest tables are not allowed although wine service provided by catering staff is permitted

The bar is to close at the time specified on the Rental Agreement without a "last call".

Alcohol delivery must be scheduled with the Mansion Director. Although pick up can be arranged for the next business day, the mansion is not liable for any items left behind after the event has ended. It is best if all alcohol is to be removed from the Mansion at the end of a private event. Any alcohol not picked up 48 hours after the event or as pre-arranged will be considered abandoned and will be disposed of by mansion staff.

As of January 1, 2023, all beverage and bar services will be managed by Occasions Catering.

SECURITY:

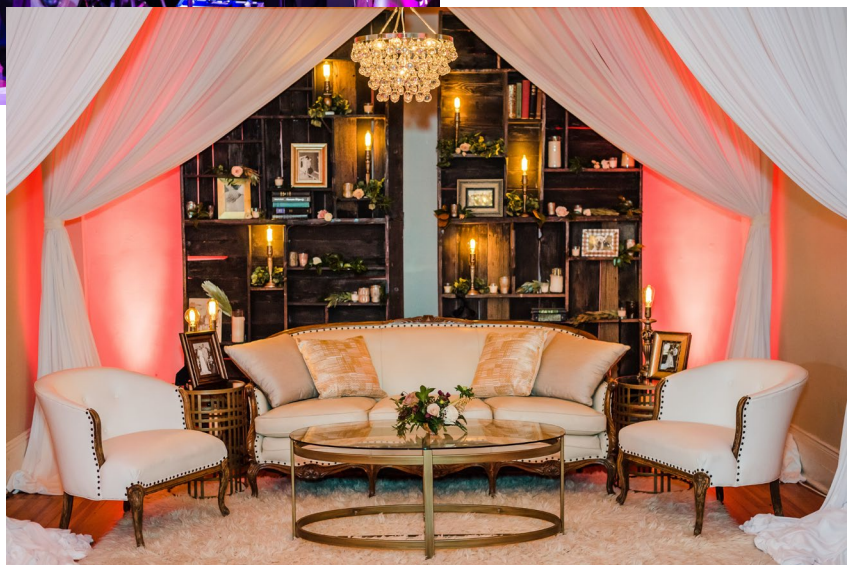
No security is provided by the venue. A venue supervisor will be on site at all events and is responsible for venue related emergencies or to assist with the removal of unwanted persons as needed by contacting local authorities. CLIENT may choose to hire an off-duty police officer at their expense if desired.

SUBJECT TO CHANGE

All guidelines are subject to change at the discretion of the Director of the Grant Humphreys Mansion

ADDITIONAL INFORMATION:

Please visit our website. www.granthumphreysmansion.org for layouts, vendor lists, floor plans and more!



MANSION HISTORY

Erected in 1902, the Grant-Humphreys Mansion has been home to two different families with significant ties to Colorado and American history.

It was built for James Benton Grant, the third Governor of the state of Colorado, whose two-year term ended in 1885. Grant was a mining engineer and probably best known for his work in the smelting industry. Initially plying his trade in the boomtown of Leadville, Grant eventually moved to Denver. Located two miles northeast of downtown, the Grant Smelting Company featured what, at the time, was the tallest furnace stack in the United States, and third tallest in the world.

During his time in Leadville, Grant met Mary Matteson Goodell, whom he would marry. Goodell, who was a member of the Daughters of the American Revolution, would feature prominently in Denver society and helped to found a home for destitute children.

After Grant died in 1911, his wife lived in the mansion for the following six years. She finally sold the house to Albert E. Humphreys in 1917.

A.E. Humphreys earned renown for being the so-called “King of the Wildcatters” after his profitable oil-drilling ventures in Wyoming, Oklahoma, and Texas. Humphreys came to Denver with his wife, Alice, and his two sons, Ira and Albert, Jr., in 1898. Along with associations with the turn-of-the-century oil industry, the Humphreys were also known for their active philanthropic contributions. Ira, considered the family’s mechanical genius (he would, over the course of his life, introduce a number of technological innovations to oil drilling and mining), and Albert, Jr., who would move into a managerial role within the family oil business, were both fascinated by airplanes. In fact, Ira opened Denver’s first commercial airport in 1919. Subsequently renamed Stapleton International Airport, its tower still stands just south of Denver International Airport. Both Ira and Albert, Jr. were eventually inducted into the Colorado Aviation Hall of Fame.

Albert, Jr. lived in the mansion with his parents until their deaths. When Albert, Jr. himself died suddenly in 1968, Ira took over the property, as well as operations of the family business. Ira bequeathed the family home to the Colorado Historical Society, which took possession of the mansion after Ira’s death in 1976. By this time, the house was in a state of severe deterioration resulting from years of neglect. A new roof, brick replacement, and waterproofing of the foundation have all been completed since the Historical Society took possession .

