



# Grant Humphreys Mansion

770 Pennsylvania Street Denver, CO 80203 303-894-2505 [www.granthumphreysmansion.org](http://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, EMT's and teachers!*

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

### **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
- ❖ Catering buy out fee
- ❖ Event Labor as needed

## 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% non-refundable deposit will secure your reservation.

The renter has seven (7) days from the drawing of the Rental Agreement to return the signed document along with deposit 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 final deposit has been paid, 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 30<sup>th</sup>) 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.
- Renter must choose a personal representative, who 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:

- Be available to work with your personal representative, assist vendors, bridal parties and guests with various needs up to and including assistance with elevator and/or lift, unlocking doors, turning on fireplace, placing signage as needed, being on hand for general emergencies and overall supervision of event and vendors.
- Be responsible for the safety and security of your guests and the site:
- Event staff 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 INFORMATION:

It is required that the client choose a caterer from the Mansion's Catering List. These caterers can offer a wide range of choices, elegant presentations and staff that will accommodate your wishes.

Any rental items not provided by the caterer (linens, china, glassware, etc) will be coordinated by the mansion through Butler Rents and charged accordingly.



Caterer 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.

If a client wishes to use a non-listed caterer, the caterer must be approved by the Mansion Director before renter hires any off-list caterer and a buyout fee of \$500 will be charged. If caterer is not full-service, labor charges will be added to your final balance to properly execute your event. Labor charges will depend on the needs of the event and will be finalized at the final walk through. All caterers must provide proof of liability insurance including alcohol liability and must sign a one-day catering agreement with the mansion. The Mansion Director can deny access to any caterer that does not meet the Mansion's minimum requirement.



## 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.**

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.

## SECURITY:

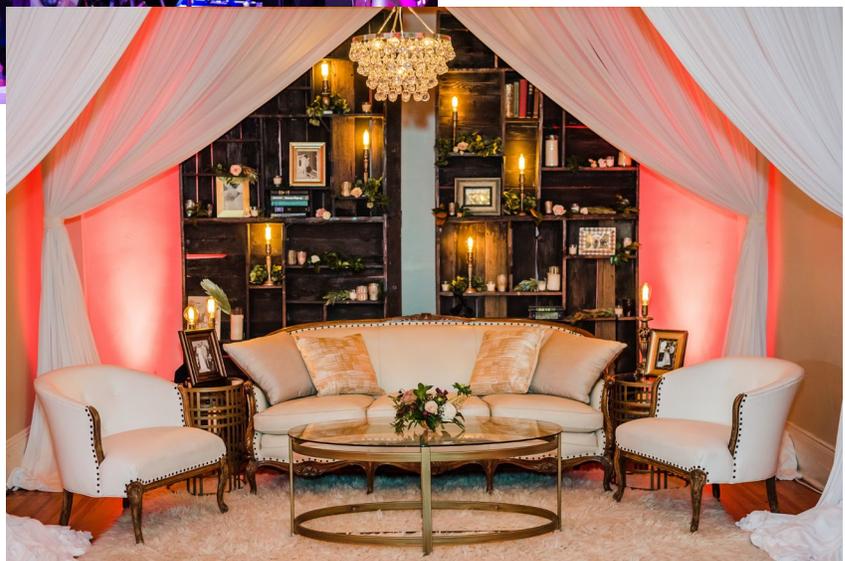
No security is provided by the venue. A venue supervisor will be on site at all events and is responsible for venue related emergencies or to assist with the removal of unwanted persons as needed by contacting local authorities. CLIENT may choose to hire an off-duty police officer at their expense if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

## SUBJECT TO CHANGE

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

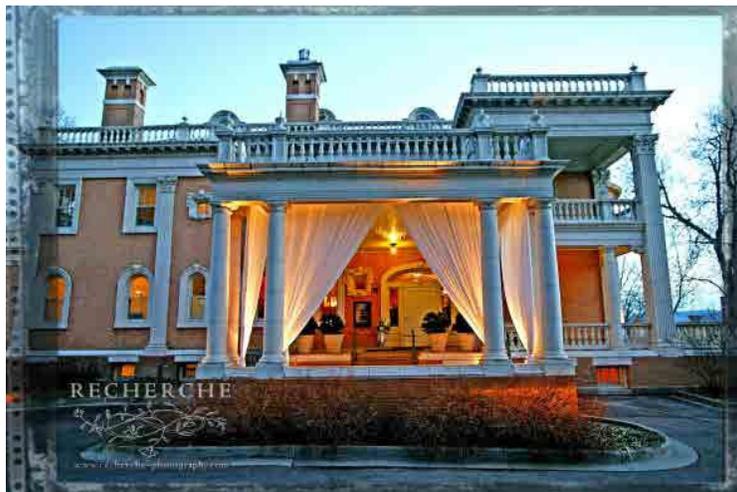
## ADDITIONAL INFORMATION:

Please visit our website. [www.granthumphreysmansion.org](http://www.granthumphreysmansion.org) for layouts, vendor lists, floor plans and more!



## APPROVED CATERING LIST:

- ❖ A Spice of Life 303-433-4049 [www.aspiceoflife.com](http://www.aspiceoflife.com)
- ❖ Biscuits & Berries 303-277-9677  
[www.biscuitsandberries.com](http://www.biscuitsandberries.com)
- ❖ Catering by Design 303-781-5335 [www.cateringbd.com](http://www.cateringbd.com)
- ❖ Colorado Catering Company 303-750-0707  
[www.coloradocatering.net](http://www.coloradocatering.net)
- ❖ Footers Catering 303-762-1410 [www.footercatering.com](http://www.footercatering.com)
- ❖ Greenspoint Catering 303-772-2247  
[www.greenspointcatering.com](http://www.greenspointcatering.com)
- ❖ Occasions Catering 303-789-1867  
[www.occasionsdenver.com](http://www.occasionsdenver.com)
- ❖ Relish Catering 303-727-9200 [www.relishcateringco.com](http://www.relishcateringco.com)
- ❖ Three Tomatoes Catering 303-433-3332  
[www.threetomatoes.com](http://www.threetomatoes.com)



# 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 .



Photo: Amy

