

A photograph of the Grant-Humphreys Mansion in Denver, Colorado, during autumn. The building is a large, ornate brick structure with a prominent white dome and classical architectural details. The scene is framed by trees with vibrant yellow and orange leaves. A large, semi-transparent white archway is superimposed over the center of the image, containing the text.

# 2024 VENUE INFORMATION

## Grant-Humphreys Mansion

a  History Colorado venue

*in partnership with*

EST 1970

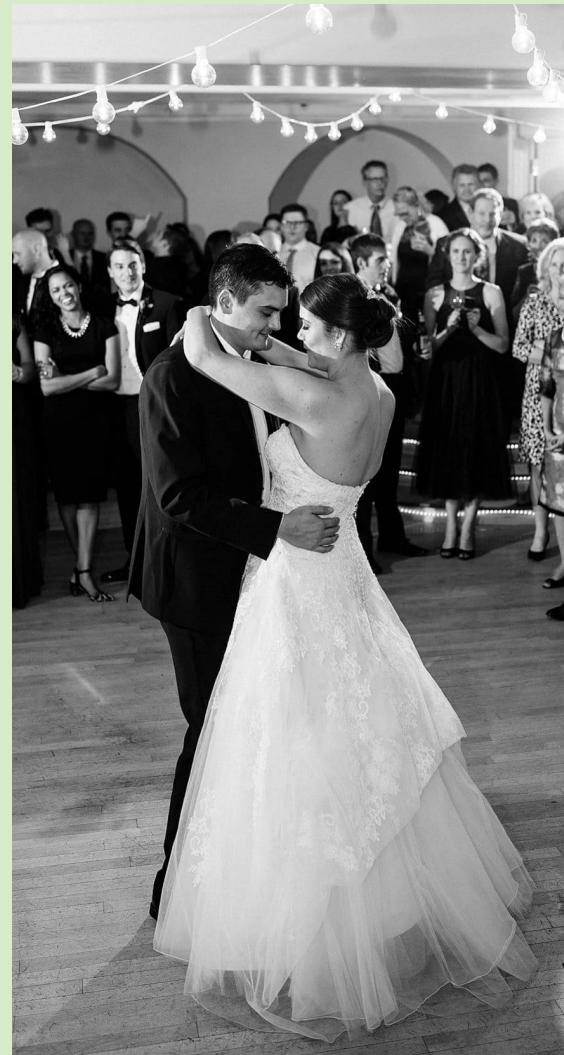
**OCCASIONS**

CATERING

# GRANT-HUMPHREYS MANSION

## venue rental information

The iconic Grant-Humphreys Mansion has been home to thousands of special occasions for more than a century, and is well suited to your most important occasion. Built in 1902, the historic mansion is nestled in central Denver adjacent to the Governor's Residence and near many of Denver's most popular cultural attractions, hotels, shopping districts, and parks. Whether you're hosting a wedding, corporate or nonprofit event, holiday party, or private gathering, your guests are sure to love the grandeur of this elegant building, including its architectural detail, huge balconies and patios, and mix of tradition and contemporary feel. Our friendly team makes event planning simple by offering a one-stop shop for any catering and other event logistics. Take your place in history and host your next event at the gorgeous Grant-Humphreys Mansion.



## CELEBRATING LOVE

Grant-Humphreys Mansion and Occasions Catering are proud to embrace marriage equality and to create a welcoming and inclusive environment for all. No matter the occasion, please come celebrate with us!



## RENTALS AND EVENT BUDGETS

This packet lists rental rates and describes all the wonderful, included amenities. A la carte additions allow you to customize your Mansion experience.

# venue rental

7 hour rental. See details below.

MONTH	MONDAY- THURSDAY	FRIDAY	SATURDAY	SUNDAY
MAY-DECEMBER	\$1800	\$3100	\$4000	\$2900
NOVEMBER	\$1600	\$2400	\$3000	\$2300
JANUARY - APRIL	\$1500	\$2400	\$2800	\$2000

# ceremony only rental

4 hour rental. No food and beverage.

MONTH	WEEKDAYS	FRIDAY & SUNDAY	SATURDAY
JANUARY - APRIL	\$650	\$750	\$850
MAY - OCTOBER	\$850	\$950	\$1000
NOVEMBER - DECEMBER	\$750	\$850	\$950

# holiday rentals

NEW YEARS EVE

MEMORIAL DAY | LABOR DAY | 4TH OF JULY

CHRISTMAS EVE

add \$1000 to your rental price

add \$500 to your rental price

add \$500 to your rental price

The Mansion is closed on Thanksgiving, Christmas Day, and New Years Day.

On holidays, a 50% staffing surcharge helps support the Occasions team that spends these important days supporting your events.

# rental times

PLEASE SEE PAGE 3 FOR MORE INFORMATION, INCLUDING RENTAL SPECIFICATIONS AND ADD-ONS.

- Full day venue rentals include 7 hours of rental time.
- A total of 4 hours are included in the 'ceremony-only' rental. Choose from a time between the hours of 7am - 4pm M-W, or 7am - 2pm Th-Su.
- The latest an event can end is midnight (vendors out by 1am). New Year's Eve events must end by 1am (vendors out by 2am).
- An hour of clean up time is included in any event block.
- Extra event time is \$200 per hour, subject to advance approval
- Late event conclusion (past 12 am) is \$1000 per hour, subject to advance approval

## FULL DAY RENTAL

- ✓ **7 hours of rental time**  
(2 hours set-up/getting ready, 4 hours event time, 1 hour of clean-up)
- ✓ Complimentary one hour rehearsal the week of your event
- ✓ Use of all Mansion indoor and outdoor event spaces
- ✓ Private upstairs spaces for wedding party/green Room
- ✓ Tables and chairs including high tops, banquets, and rounds

*250 white resin padded folding chairs*  
*Round seating tables: (27) 4' | (9) 5'*  
*Cocktail/bistro tables: 12 (cocktail or seating height)*  
*Banquet Tables: (19) 6' | (4) 8'*

- ✓ On site venue supervisor
- ✓ Dedicated storage space up to 2 days prior and 2 days post event
- ✓ **Unique Mansion Amenities:**  
Gorgeous antique piano that is tuned and playable  
Original Fireplace  
Grand Staircase with brand new carpet  
Air conditioning and heating throughout  
Uplights in a variety of colors for the ballroom  
Elevator and Lift for accessibility needs  
Free parking  
Free WIFI and free AV including speakers, wireless mic, lavalier mic, TV monitors, projector with screen and easels

## CEREMONY ONLY

- ✓ **4 hours of rental time with 4 times to choose from**
- ✓ Complimentary one hour rehearsal the week of your event
- ✓ Use of all Mansion indoor and outdoor event spaces
- ✓ Private upstairs spaces for wedding party/green room
- ✓ Tables and chairs including high tops, banquets, and rounds

*250 white resin padded chairs*  
*Round seating tables: (27) 4' | (9) 5'*  
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- Dedicated storage space up to 2 days prior and 2 days post event
- Uplights in a variety of colors for the ballroom



**CHECK OUT OUR SPECIAL  
DAY-OF COORDINATION  
PACKAGES ON PAGE 10!**

# 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 offer 3 different packages to choose from!

## SILVER PACKAGE

**\$1000**

- 2 hour preliminary planning session
- 24/7 "on-call" communications
- Custom timeline creation for wedding vendors
- Full rehearsal coordination
- Coordination of vendors
- Day-of execution of event timeline
- Décor set up
- Décor breakdown
- Centerpiece placement
- Additional venue set-up assistant

## GOLD PACKAGE

**\$1350**

- 2 hour preliminary planning session
- 24/7 "on-call" communications
- Custom timeline creation for wedding vendors
- Full rehearsal coordination
- Coordination of vendors
- Day-of execution of event timeline
- Décor set up
- Décor breakdown
- Centerpiece placement
- Additional venue set-up assistant

## PLATINUM PACKAGE

**\$1650**

- 2 hour preliminary planning session
- 24/7 "on-call" communications
- Custom timeline creation for wedding vendors
- Full rehearsal coordination
- Coordination of vendors
- Day-of execution of event timeline
- Décor set up
- Décor breakdown
- Centerpiece placement
- Additional venue set-up assistant

You can also hire a full-service wedding planner to assist you throughout the process. Our team has some excellent recommendations if you're looking for a referral!

A note about planners: nothing beats the expertise of a professional planner. Everyone, including friends and family, deserves to enjoy the celebration, and hiring a professional wedding planner takes the load off of you and your loved ones, while ensuring your special day is cared for by an expert.

# renter and venue supervisor responsibilities

## 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 is responsible for the conduct of their guests.
- Renter is liable for injuries to other guests and venue and catering staff, and for property damaged due to guest conduct.
- 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 venue supervisor before leaving or assign a representative for this purpose.
- Renter is responsible for any day-of vendor payments.
- If a wedding planner or destination management company is hired by the renter to provide direction at the event, we require written authorization for this individual to act on the renter's behalf.

## 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. Renter may choose to hire an off-duty police officer at their expense if desired.

## VENUE SUPERVISOR RESPONSIBILITIES

- The venue supervisor is not an event coordinator, but rather is available to address any venue-related needs that may arise, including assisting with the elevator and lift, unlocking doors, turning on the fireplace, placing signage as needed, and responding to venue emergencies. They will also ensure all vendors are in compliance with applicable policies and will be the point of contact for check-in and check-out.
- The venue supervisor is also responsible for enforcing the Mansion's policies in the safety and security interest of your guests and the venue. While they are not security professionals, they are authorized to contact first responders, including the police, and to terminate the event if necessary.

## DAY OF COORDINATORS

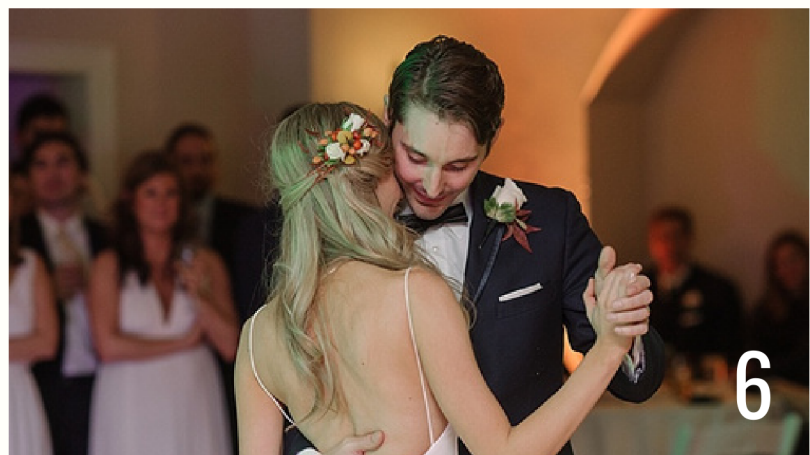
We strongly encourage the renter to hire a professional day-of coordinator to act as their personal representative. This is the individual responsible for communicating with venue and catering staff and other vendors throughout the event. Select this person with care as they will contribute a great deal 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.

# reservations and booking

## RESERVATIONS AND BOOKING

A one-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 50% of the total rental fee will secure your reservation. If the event is booked within four months of the event date, the full rental fee and applicable catering payments are due with the signed rental agreement.

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.







time to chat.

let's get started crafting  
your perfect event!

**SCHEDULE A TOUR,  
SAY HELLO**

770 Pennsylvania St  
Denver, CO 80203

303-894-2505

[rita.rollman@state.co.us](mailto:rita.rollman@state.co.us)

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# OCCASIONS

CATERING



*Nicole Nichols*  
PHOTOGRAPHY