



## PARKSIDE MANSION EVENT GUIDE

### **History. Design. Service. Elegance.**

Parkside Mansion is Denver's premier location for unforgettable events in an historic setting. With views overlooking City Park, Parkside boasts elegant indoor and outdoor spaces to exceed all your event needs. Our staff is here with a chic approach to service to ensure your vision is realized all the way through. This guide will help you plan your event with details about our spaces and information about our policies, procedures, and more.

We look forward to being a part of your event whether it be a groundbreaking presentation, a successful fundraiser, or your first dance as a married couple. Make history with us at Parkside Mansion.

**Sincerely,**

**The Parkside Mansion Events Team**

PARKSIDEMANSION.COM





1859 YORK ST. / DENVER, CO

## INDOOR EVENT SPACES

### **MCPHEE BALLROOM**

The grandest room in the mansion and named after the original owner and designer, Charles D. McPhee, the ballroom is ideal for receptions with an open floor plan of over 1,300 square feet, a built-in bar, and plenty of room for entertainment and dancing. The view of City Park from the large front windows provides the perfect backdrop for a sweetheart table or keynote speaker. The original fire place and complementary chandeliers add beauty and charm, making the space memorable and unique.

### **COLORADO ROOM**

A great location to invite guests to enjoy decadent buffet displays, the Colorado Room is adorned with hand-painted murals depicting the Colorado Rockies and includes a large dining table and vintage buffet tables. The Colorado Room can also be rented separately for small meetings or intimate dinners.

### **FORMAL PARLOR**

Furnished in its original charm, the Parlor welcomes guests and highlights the Mansion's rich history. The original hand-painted 1905 ceiling and gold leaf trim have been painstakingly revived to bring out each and every embellishment and detail. Often used for guest sign in, as well as escort and gift tables, the Parlor is located right off the main foyer, on the way to the McPhee Ballroom.



1859 YORK ST. / DENVER, CO

## INDOOR EVENT SPACES

### **DRESSING ROOMS**

The second floor of the Mansion includes two beautifully renovated suites, both with comfortable furniture, bathrooms, and lockable closets. The largest bathroom includes a shower as well as plenty of space for a hair and makeup station, bathed in natural light. Step out and indulge in the beauty of City Park on the Juliet balcony - perfect for pictures highlighting the towering romantic columns surrounding the main entrance.

### **SITTING ROOM**

Located upstairs on the south side of the Mansion, the Sitting Room offers a quick respite en route to the Sunroom and the McGinnity Rooftop Patio. Adorned with cozy seating and historic pictures of downtown Denver, this room offers a glimpse into the beautiful era in which the Mansion was built.

### **SUNROOM**

Part of the expansion to the Mansion in the 1980s, the Sunroom is the ideal spot to host a beverage bar or hors d'oeuvres station. Aptly named, the room is full of natural light, centrally located on the second floor, and leads out to the McGinnity Rooftop Patio.



1859 YORK ST. / DENVER, CO

## OUTDOOR EVENT SPACES

### **MCGINNITY ROOFTOP PATIO**

Located on the second floor directly off the Sunroom, the McGinnity Rooftop Patio is perfect for ceremonies, cocktail hours, afternoon dining, and dinners. For events in May through October, enjoy the fresh air and views of the park, while in shaded comfort, as the Patio includes a customized tent with elegant draping and a stunning chandelier.

### **ONSITE PARKING LOT**

The private parking lot includes 25 complimentary spaces before 2PM and grows to 50 spaces after 2PM. The parking lot can be used as an extension of the venue, and is perfect for outdoor carnival space, lawn games, and more.

## EVENT SPACES & CAPACITIES

	Sq. Ft.	Dim.	Reception	Ceremony
McPhee Ballroom	1375	25 x 55	125	150
McGinnity Patio	1296	24 x 54	100	125
Formal Parlor	280	14 x 20	20	
Colorado Room	224	14 x 16	8	
Dressing Room 1	252	14 x 18		
Dressing Room 2	182	13 x 14		
Sunroom	176	8 x 22		
Sitting Room	140	10 x 14		



1859 YORK ST. / DENVER, CO

## EVENT INVENTORY

Parkside Mansion is pleased to include many combinations of tables, chairs, and AV equipment in the event rental rate. Our staff can assist you in determining the best layout for your event and use of the spaces.

### **TABLES AND CHAIRS**

Item:	Quantity:
5' Round Tables	16
4' Rectangle Banquet Tables	1
6' Rectangle Banquet Tables	15
8' Rectangle Banquet Tables	15
30" Cocktail Tables	8
36" Cocktail Tables	4
Mahogany Gladiator Chairs	160
White Fan-back Resin Chairs	120

### **AUDIO/VISUAL EQUIPMENT**

Parkside Mansion maintains the following AV equipment:

microphone, microphone stand, speakers, HD projector, and Bluetooth speakers. The in-house AV equipment may be used at no additional cost.



1859 YORK ST. / DENVER, CO

## RENTAL POLICIES

### **EVENT HOURS & AMPLIFIED SOUND**

Event hours may start as early as 7AM and end as late midnight. Rental times include a 6-hour event, along with 3 hours for setup, and 1 hour for tear-down. Additional Hours may be purchased if available. All deliveries, setup, cleanup, and pickups must take place during the contracted rental times.

Parkside Mansion follows all amplified sound rules and regulations required by the City of Denver and the State of Colorado. These rules can be provided upon request.

### **RENTAL RESERVATIONS**

Parkside Mansion may book events up to two years in advance. A complimentary 5-day hold may be placed on your preferred date. 25% of the rental fee is due at booking with a signed contract, along with a completed credit card guarantee form. A second payment (50% of the rental fee) is due eight months prior to the event date. The final 25% payment is due four months prior to the event. If booking within eight months of the event date, 50% of the fee is due at booking and 50% due four months prior to event date. If booking within four months of the event date, payment is due in full at the time of contract signing.

### **RENTAL FEES**

Parkside Mansion rental fees are based on the time of the year and the day of the week of event date. We offer many options to fit varied budgets. Rental fees are available upon request.



1859 YORK ST. / DENVER, CO

## GENERAL GUIDELINES

### **ALCOHOL & BAR SERVICE**

Alcohol must be purchased directly through Parkside Mansion and no outside alcohol is allowed on premises. Alcohol must be served by a licensed caterer or an insured bar service. No self-service is allowed. Parkside maintains a list of caterers and bar services that have provided their insurance information. Alcohol service must end 30 minutes prior to the end of the event.

### **CATERING**

All food must be supplied from a licensed and insured caterer included on Parkside Mansion's Approved Catering List. This includes, but is not limited to, food, non-alcoholic beverages, baked goods, favors, and treats. If you'd like to use a caterer that is not on the pre-approved list, a one-time catering application and agreement must be completed along with a fee of \$750. The caterer must provide proof of valid license and insurance at least four months before the event. Un-listed caterers are not permitted if the event is within four months.

### **ARRIVAL & DEPARTURE TIMES**

All clients, guests, deliveries, and vendors must adhere to the event setup and tear-down times stated on the signed contract. Early arrivals and late departures will result in additional charges.

### **CLEANUP RESPONSIBILITIES & RENTAL EQUIPMENT**

All event spaces used must be left in the same condition as when you arrived: neat, tidy, and free of debris, trash, or decorations. Everything brought in for your event (rentals, décor, etc.) must be removed. All equipment delivered to, and/or used by the Client in connection with the event, is the sole responsibility of the renter. The Event Check-in/Check-out form details the Client's responsibilities and can be provided upon request.



1859 YORK ST. / DENVER, CO

## GENERAL GUIDELINES (cont.)

### **DAMAGES AND ADDITIONAL CLEANUP CHARGES**

In the event that extra cleanup is required following your event, or there are any damages to the property, Parkside Mansion reserves the right to bill the Client and retrieve those funds from the credit card on file.

### **DECOR**

All décor must be approved by Parkside staff in writing prior to your event.

- Decorations may not be taped, nailed, tacked, screwed, glued or otherwise attached to the walls, floors, ceilings or furniture in or outside of the Mansion.
- Rose petals and bubbles are permitted anywhere outdoors, but not indoors.
- Confetti, glitter (and items coated in glitter), silly string, rice, birdseed, sparklers, and fog machines are not permitted anywhere on the property.
- No candles or open flames are allowed on the property, as the Mansion is designated as an historic building.

### **FLOOR PLAN**

A detailed floor plan of your event, including tables, chairs, and all other Parkside-provided equipment will be provided to you after your Final Walk-Through Meeting (typically scheduled within 30 days of the event date). Changes to your floor plan can be made up until 48 hours before your event. If multiple changes are made within 48 hours of the event, there may be additional fees based on staffing and supply.

### **INSURANCE**

Special Event Liability Insurance is required for all events at Parkside Mansion. The details of the requirements for insurance are stated in the event contract. A certificate must be provided to Parkside Staff prior to the Final Walk-Through. Recommendations to procure the required insurance can be provided upon request.





1859 YORK ST. / DENVER, CO

## GENERAL GUIDELINES (cont.)

### **PARKING**

Parking is provided in the Parkside Mansion parking lot.

- There are 25 parking spots available for use before 2PM.
- After 2PM the lot grows to 50 parking spots.
- Events needing more than the provided 50 parking spots will be required to arrange for alternative offsite parking, valet, or shuttle service. The surrounding neighborhoods have ample parking located behind the property as well.

### **PETS & ANIMALS**

Animals are not permitted on the property, except for service animals. All exceptions must be approved by Parkside Mansion Staff in writing no later than the Final Walk-Through Meeting.

### **SMOKING**

Smoking of any kind, including e-cigarettes and cannabis, is prohibited at Parkside Mansion. This includes all indoor areas as well as the Rooftop Patio. Smoking is only permitted in the garden and front patio in designated areas.

### **SECURITY**

Parkside Mansion's venue operations staff will act as security for most events. Should it be determined the event requires additional security, Parkside Mansion will provide the security and the Client will be charged for the additional cost. The need for additional security will be determined no later than the Final Walk-Through.



1859 YORK ST. / DENVER, CO

## VENUE OPERATIONS

### **PARKSIDE MANSION STAFF**

Parkside Mansion's venue operations staff is available to help coordinate the logistics of your event. A Final Walk-Through will be arranged at least one month prior to the event with the required vendors (typically your caterer and event planner). In this one-hour meeting, our venue operations staff will work with the Client and vendors to finalize the event details. After the meeting, you will receive a copy of the final floor plan and the event order detailing the inventory items requested, timeline, and complete list of confirmed vendors. All permitting and licensing will be required at this time.

Prior to the start of the contracted setup time, Parkside's staff will complete the setup of all Parkside inventory items. At the end of the event, the Client or the caterer will breakdown and put away all Parkside inventory items. A Parkside staff member will be present during the entire event to help with any facility related needs. However, they are not available to help with preparations, event management, cleanup, or otherwise.

### **ON-SITE CONTACT**

The designated On-Site Contact will play a key role in the success of your event. This person will be your liaison to Parkside staff and your vendors, so make sure to select this person with care. Traditionally, clients hire an event planner or coordinator to be their on-site contact for the day. It is recommend that you do not choose a member of your wedding party or one of your guests. Your on-site contact will be expected to arrive at the very start of your contracted setup time, check in with the Parkside Manager, coordinate your vendors' schedules, make sure all event arrangements and policies are followed, manage the event, manage the cleanup, and check out with the Parkside Manager at the end of the night.

\*Please note that the Parkside Mansion Venue Manager **does not** act as your event coordinator. They will be present onsite during your event to assist with any issues related to the property itself, not your event details. We strongly recommend you hire a professional event planner as your day-of contact. If you need recommendations, we have a list of event coordinators that we would be happy to share with you.



1859 YORK ST. / DENVER, CO

## ADDITIONAL INFORMATION

### **PREFERRED VENDOR LIST**

Parkside Mansion maintains a list of trusted vendors that we love working with and we are happy to provide to you at your request. While these vendors are not required, they each have previous knowledge of working events at the property and we know they do a fantastic job. Be sure to mention that they are a referral from the Parkside Staff.

### **TOURS**

Private tours are by appointment only and not available during scheduled rental times. Tours may be scheduled during the week or weekends, when available. Please call or email to schedule a tour at your convenience.

### **WEDDING CEREMONY REHEARSALS**

If you are hosting your wedding at Parkside Mansion, you are offered a one-hour complimentary ceremony rehearsal onsite. Rehearsals may be scheduled during administrative hours the week of the wedding, based on availability. Rehearsals may only be scheduled within 30 days of the wedding date.

### **CANCELLATIONS & REFUNDS**

If your event is cancelled, notice must be given in writing to Parkside Mansion, and rental fees paid to date will not be refunded. If the event is cancelled at least four months prior to the event date, a one-time rescheduling may be made (based on availability). Client must request the reschedule in writing, and a difference will be charged in the case the rental fee is higher than the originally planned date.

### **SUBJECT TO CHANGE**

All Parkside Mansion policies, procedures, and pricing are subject to change without notice.