

RENTAL COSTS

Event Center Rental:

\$2000 for full rental day/night rental
(Premium Days: Friday and Saturday)
\$1500 for full rentals Sunday—Thursday
\$1000 refundable security deposit *

Ask about our Double-Day Special

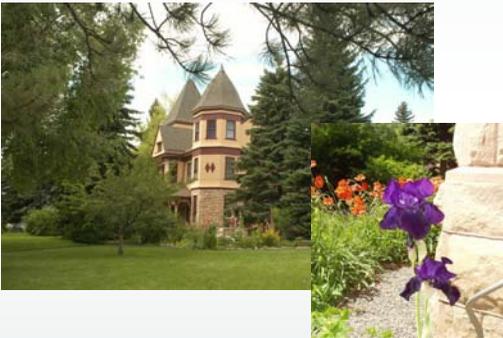
Pro-rated Event Center Rental:

Weekday use can be adjusted for half-day cost

*Security deposits can possibly be adjusted with certain events, returning renters, or package rentals.

East Lawn Rental:

\$1000 for full rental (includes white folding chairs, arch, tables, and dressing access)
\$500 refundable security deposit*



Ivinson Mansion Rental:

\$1000 per rental
\$500 refundable security deposit*

Ivinson Mansion Photo Privileges Fee:

\$100 per photo session in the Mansion
Mansion Photo Privileges are included with full wedding packages.

Photos on the Lawn are always complimentary.



RENTAL PACKAGES

(Rental Costs Continued)

Event Center & East Lawn Package:

\$2750 for full day/night rental of both areas
(Premium Days: Friday and Saturday)
\$2250 for full rentals Sunday—Thursday
\$1000 refundable package security deposit *
Mansion Photo Privileges included

Ivinson Mansion & East Lawn Package:

\$1500 for rental of both areas
\$1000 refundable package security deposit *
Mansion Photo Privileges included

Ivinson Mansion & Event Center Package:

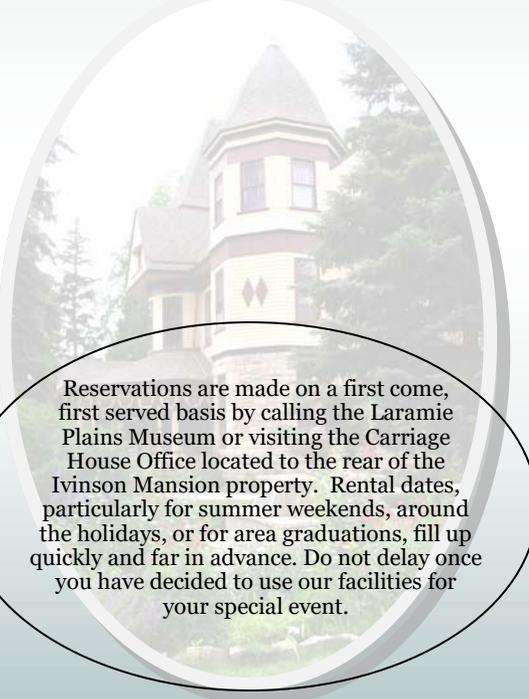
\$2500 for rental of both areas
\$1000 refundable package security deposit *
Mansion Photo Privileges included

***Historic buildings and artifacts are precious. You are responsible for any damages that exceed this minimal deposit. See back of brochure for more details about your refundable deposit.**



REFUNDABLE SECURITY DEPOSIT

Your deposit serves several purposes: to secure the date, to guarantee your clean-up, and to cover damages that may have occurred during your rental use. If the facility is left in good condition, your deposit will be returned by mail as soon as possible after your event. Deposits can also speedily be returned to credit cards once your event is over and everything is found in good condition. Since deposits have been set at fair rates, renters agree to be responsible for any damages occurring to the historic buildings, grounds, or artifacts that exceed the deposit. If circumstances arise that cause you to not use the facility after a deposit has been made, it will be refunded by mail if at least 10 days notice has been given. Last minute cancellations mean that the non-profit museum has lost out on other rental revenue while holding the facility for you. Any withheld deposit may be deemed as reasonable compensation for such loss.



Reservations are made on a first come, first served basis by calling the Laramie Plains Museum or visiting the Carriage House Office located to the rear of the Ivinson Mansion property. Rental dates, particularly for summer weekends, around the holidays, or for area graduations, fill up quickly and far in advance. Do not delay once you have decided to use our facilities for your special event.

Rental information and rates updated
June 2018

Laramie Plains Museum

at the Ivinson Mansion

On the National Register
of Historic Places

*Celebrating History & Community
for more than 50 years!*



Rental Information
for
Alice Hardie Stevens
Mountain Event Center,
Ivinson Mansion,
and East Lawn
Facilities

603 Ivinson Avenue
Laramie, Wyoming 82070
307-742-4448
www.laramiemuseum.org

Alice Hardie Stevens Mountain Event Center

This exceptional facility, named for women whose extraordinary efforts have been integral to the preservation and vision for the historic Ivinson Mansion and its buildings, is perfect for meetings, receptions, wedding and anniversary celebrations, parties and other special events. It may be rented by itself or as part of a package with our other rental facilities.

The renovated and expanded Center can seat 266 at tables or 350-plus in theater seating or at a come and go open house. It offers five ADA accessible public bathrooms as well as a bridal/family dressing space with easy access to weddings and receptions on the East Lawn.

The rental fee generously includes thirty 60" round tables, each able to hold up to 8 guests, fifteen 8' long tables, four 6' long tables, 4 high top cocktail tables and 250 *Chavari* chairs. You will need to provide your own linens and centerpieces for the tables. The kitchen has two stoves with ovens, microwaves, two refrigerators plus a large freezer, and a commercial grade dishwasher for your use.



There are large coffee pots (50 & 100 cup sizes) and glass plate/cup sets available. One of the very special features of the Center is an extraordinary 1910

historic sideboard from which you can serve foods or drinks. It adds great ambiance to the main reception area. You are responsible that your caterers and guest are not damaging to this historic piece.

The Center is in a residential area so noise and activities must be kept at a reasonable level during your event. Residents have requested that things quiet down after 11:00 p.m. No smoking is allowed inside the facility. Ash cans are posted outside of the building. You can handle your own set up and clean up but fees for those to be handled by our staff are very reasonable: \$50 set-up and \$150 for clean up. Even with these extra services added, you'll find that this attractive and accommodating reception center is still one of the most reasonably priced venues of its size and historic charm. ~



To preserve the historic integrity of the building, no tape or nails are allowed on the walls or beams. Nothing really needs to be hung in the center because of the striking new ambiance. Musical equipment and a DJ are fine, and, once the new stage is fully completed (by the end of 2018), it will provide an optimal place for bands and performances.~

The Historic Ivinson Mansion

The beautifully restored Ivinson Mansion, built in 1892 by one of Laramie's first families, is on the National Register of Historic Places and operates as a non-profit historic house museum emphasizing Laramie Plains area history and the Victorian Era. It is an outstanding setting for a small event to incorporate lovely Old World charm. Fire Code allows for a maximum of 50 people inside the Mansion for your event.

Your ceremony may take place in the front Foyer of the Mansion, in the fanciful Drawing Room where the turn-of-the-century owners entertained their very special guests, or in the Library. Our historic furnishings will be moved from the center of the area you choose so that there is room for your intimate gathering of standing guests. Some chairs are available for guests with special needs.



The Smoking Room is an adjoining area in which the groom and his attendants can wait before the wedding. The bride may do final dressing on the second floor and then descend the elegant Grand Staircase to meet her waiting groom.

On your memorable day, the museum will be closed to public tours for a period of time to allow for set-up, photographs, family privacy, and clean-up after your event. There is a dressing room and restrooms for the bride and her attendants in the Event Center behind the



Mansion as well as an English toilet in the Mansion for the use of you and your guests. Coordinate such details with the museum staff well before your event. Decorating may be done by a florist or you. All fresh flower arrangements must have plates under them to protect the vintage furnishings. Decorations should be simple, without heavy water, pollen or glitter, and must be removed immediately following your event. Only floral tape and ribbons may be used to adhere décor to the staircase wood. A 19th century piano is available in the Library should you choose a pianist to accompany your event. A small audio system may also be used for background music.



Museum volunteers and/or staff will be in attendance to supervise, provide security for our collections, and help with anything you might need. Extreme care must be shown and no artifacts should be touched. Only furniture indicated by museum staff may be sat upon. Any areas roped off should not be entered by you or your guests. Please make your family and guests aware that the Museum is not open for uninhibited wandering while they wait for photos to be taken or the ceremony to begin. ~

Photographs in the Mansion

Even if your wedding is not occurring in the Ivinson Mansion, the beautiful Victorian interior may serve to provide a special and unique setting for your photo remembrances. Arrangements must be made with the museum staff so that the Mansion is open for your pictures and so that tours of the museum will not infringe upon your photo session. You and your photographer must be aware of the restrictions and care that must be taken with the historic furnishings and interior. There is a Privileges Fee for Mansion photographs except when photographs are part of a rental package. ~

The Magnificent East Lawn

This large lawn on the East half of the museum's historic grounds is available for private functions. It is a full quarter block of open lawn surrounded by Victorian flower gardens and large trees. The East Lawn setting is a beautiful choice for outdoor weddings, performances, parties and reunions, particularly in May, June, July, August and September. Laramie Garden Club's creative efforts with the exquisite array of flowers around the property make this area special.

The buildings on the grounds are not accessible for your group *unless you have made prior arrangements* or are using the East Lawn as part of a rental package. The Alice Hardie Stevens Center offers public bathrooms that include a bridal/family dressing space with easy access to weddings and receptions on the East Lawn.

Tents may be set up on the East Lawn, but care must be taken to avoid damage to the trees and sprinkler system. You will more than likely need to coordinate with the City for a permit.

At this time, we can provide 150 white folding chairs for your event and a certain amount of round and rectangular serving tables. We do have a wonderful metal arch that can also be used. Certainly all of our extras are available to you if you are renting a package deal with the Event Center but there are businesses in the area from whom you can rent tents, extra chairs, arches, trellises and other items you might want for elegant presentation. Check with the museum staff to gather suggestions for resources along these lines. The East Lawn is a delightful setting for your event, and may be rented by itself or in a package with the Event Center or the Ivinson Mansion. Croquet, badminton and other mild ground games are fine, but sports involving balls or other thrown objects are better suited for the city parks where windows and historic buildings are not a worry. ~

