

RENTAL COSTS

Alice Hardie Stevens Center Rental:
\$1000 full day/night
\$500 refundable security deposit

AHSC Flat Rate Event Rental*:
\$250 for daytime use on non-premium days
\$250 for evening use on non-premium days
Museum staff will discuss hours with you.
Prorated fees are sometimes allowed on a case by case basis, and are determined by the LPM rental coordinator.

*Security deposit is determined by event

Christmas Parties in the Alice Hardie Stevens Center are one of our most popular events. Therefore they are a standard \$250 for several hour/evening use.

East Lawn Rental:
\$350 for event rental
\$550 for event rental w/100 white chairs
\$300 extra when large tent is placed
\$250 refundable security deposit*



Ivinson Mansion Historic Site Rental:
\$500 per rental
\$500 refundable security deposit*

Ivinson Mansion Photo Privileges Fee:
\$75 per photo session in the Mansion when not associated with other LPM activity.

Photos on the Lawn are always our complimentary gift to our guests.



AHSC & East Lawn Package:
\$1500 for full day/night rental of both areas
\$1800 for full day/night with large tent placed
\$500 refundable security deposit for package *

Ivinson Mansion & East Lawn Package:
\$1000 for rental of both areas
\$1300 for rental of both when tent is placed
\$500 refundable security deposit for package*
Mansion Photo Privileges included

Ivinson Mansion & AHSC Package:
\$1500 for rental of both areas
\$500 refundable deposit for package*
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. Since deposits have been set at very 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 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 updated October 2016

Laramie Plains Museum at the Ivinson Mansion

On the National Register
of Historic Places



Rental Information

for
**Alice Hardie Stevens Center
Ivinson Mansion
and East Lawn
Facilities**

**603 East Ivinson Avenue
Laramie, Wyoming 82070
307-742-4448**

Alice Hardie Stevens Center

This exceptional facility, named for the Laramie woman whose extraordinary efforts were integral to the preservation of the historic Ivinson Mansion and grounds, 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 Center includes a large main room with a wooden floor (perfect for dancing), a catering kitchen, a stage, and three French doors that open to a lush lawn. The use of this West lawn is included in your rental and can literally double your useable space. Tents may be erected on the lawn, but care must be taken so that trees and the sprinkler system are not harmed. Depending upon the style and size of your tent, the city may require a permit. Check with the museum staff about the permit.

The Center offers three public bathrooms and a bridal/family dressing space with easy access to weddings and receptions on the East Lawn. **The rental fee generously includes fifteen 8' long tables, six 6' round tables,**

and 100 banquet chairs that must remain inside. The 150 white folding chairs can be used outside on the west lawn. The kitchen has two stoves with

ovens, refrigerators, microwaves, a professional dishwasher and great working counter space. Coffee pots (32, 50 and 100-cup sizes) and glass plate/cup sets are also available for your use. The Alice Hardie Stevens Center showcases 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 for its safety and care.

The Center is in a residential area so noise and activities must be kept at a reasonable level during your event. Area residents have requested that things begin to quiet down after 11:00 p.m. No smoking is allowed inside the facility. You are responsible for your own set-up and clean-up as stated on your rental contract, but you can make arrangements with the museum for set-up (\$25 per area) or clean-up (\$100). We must be aware before your event that you are interested in such services.

Decorations may be hung in the AHSC, using poster putty string or fishing line hung from the picture rail around the room. To preserve the historic integrity of the building, no tape or nails are allowed on the walls. Mini-lights and tulle swaged from the railing and the hooks near the ceiling lights are allowed and add a lovely elegance to the reception room. Musical equipment and a DJ are fine, and the stage provides an optimal place for set-up. ~



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 may 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 for the bride and her attendants in the Alice Hardie Stevens Center and an old-fashioned restroom in the Mansion for you and your guests to use.



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 to have a pianist accompany your event. An iPod or other appliance 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 photos 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. Croquet and badminton are welcome, but games involving balls or other thrown objects are better suited for the city parks where windows and historic buildings are not a worry.

With an East Lawn event you and your guests will have general access to the bridal/family dressing room and the bathrooms in the Alice Hardie Stevens Reception Center. Certainly, if you have purchased a rental package with the AHSC, you have unlimited access to all reception areas of the Center during your rental period. The museum has 150 white folding chairs that are available for your wedding on the lawn, and some extra black metal ones for seating more than 150. There are businesses in the area from whom you can rent tents, chairs and other amenities that offer an elegant presentation. Check with the museum staff to gather suggestions along these lines.

Tents may be set up on the Lawn, but care must be taken to avoid damage to the trees and sprinkler system. Depending upon the style and size of your tent, the city may require a permit. Check with the museum staff about the permit.

The East Lawn is a delightful setting for your event, and may be rented by itself or in a package with the Alice Hardie Stevens Center or the Ivinson Mansion. ~

