

## RENTAL COSTS

### **Alice Hardie Stevens Center Rental:**

\$700 for full day/night rental  
\$500 refundable security deposit \*

Ask about our AHSC Double-Day  
Rental Special for weddings.

### **Pro-rated AHSC Rental:**

\$50 base fee plus \$25 per hour  
Security deposit determined by event\*

### **East Lawn Rental:**

\$350 for full rental  
\$250 refundable security deposit\*



### **Ivinson Mansion Historic House Rental:**

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

### **Ivinson Mansion Photo Privileges Fee:**

\$75 per photo session in the Mansion for lim-  
ited session. \$100 for wedding photos, involv-  
ing before and after ceremony.

**Photos on the  
Lawn are always  
complimentary**



## RENTAL PACKAGES

(Rental Costs Continued)

### **AHSC & East Lawn Package:**

\$1000 for full day/night rental of both areas  
\$500 refundable security deposit for package \*

### **Ivinson Mansion & East Lawn Package:**

\$800 for rental of both areas  
\$500 refundable security deposit for package\*

### **Ivinson Mansion & AHSC Package:**

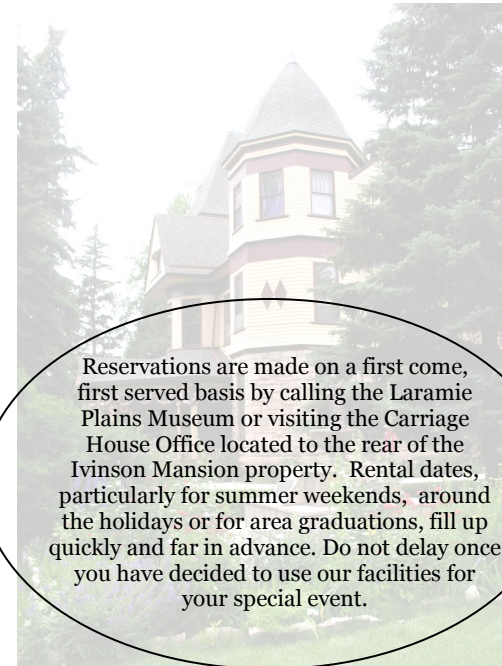
\$1250 for rental of both areas  
\$500 refundable deposit for package\*

**\*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 and rates updated  
July 2011

# 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 Ivinson Street  
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 AHSC offers three public bathrooms which include bridal/family dressing space with easy access to weddings and receptions on the East Lawn. Fifteen 8' long tables, two 6' long tables, twelve 60" round tables, three 48" round tables, and 100 banquet chairs are also included in your rental. We do not provide linens or dishes.



The kitchen has two stoves with ovens, refrigerators, and microwaves. Coffee pots (32-cup and 100-cup sizes) and glass plate/cup sets are available for your use. The Center also showcases a 1910 historic sideboard from which you can serve foods or drinks. You are responsible for its care.

Optimal occupancy for the Center is between 75 and 95 people, if the room is set with

chairs and tables. Up to 200 persons can circulate if the room is sparsely furnished, and especially if you circulate between indoors and out onto the west lawn. We ask your consideration for area residents who have requested that noise quiet down after 11:00 p.m. No smoking is allowed inside the facility. **AHSC renters are responsible for their own set-up and clean-up unless you arrange otherwise with the museum. We can provide set-up for \$40 and/or clean-up for \$75.** Make arrangements with museum staff for such services.

Decorations may be hung in the AHSC using 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. ~



## 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 for the bride and her attendants in the Alice Hardie Stevens Center and an old-fashioned restroom 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. An small audio system may also 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 are Privileges Fees for Mansion photographs: \$75 for a brief session and \$100 for wedding photos which entail before and after wedding time.** ~

## 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 three 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 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.

Chairs and tables are available only with a package rental of the AHSC. There are businesses in the area from whom you can rent folding chairs. White chairs, arches and trellises are also rental items that offer 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 Alice Hardie Stevens Center or the Ivinson Mansion. 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. ~

