

RENTAL COSTS

Alice Hardie Stevens Center Rental:
\$2500 for full rental day/night rental
(Premium Days: Friday and Saturday)
\$2000 for full rentals Sunday—Thursday
\$1000 refundable security deposit*

Pro-rated Event Center Rental:
Weekday use can be adjusted for half-day cost

East Lawn Rental:
\$1000 for full rental (includes white folding chairs, arch, tables and bridal dressing access)
\$500 refundable security deposit*
(An extra charge of \$500 is required if you choose to place a tent or tents on the Lawn.)

Ivinson Mansion Historic Site Rental:
\$1000 per rental
\$500 refundable security deposit*



Ivinson Mansion Photo Privileges Fee:
\$150 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)

AHSC & East Lawn Package:
\$3000 for full day/night rental of both areas
(Premium Days: Friday and Saturday)
\$2750 full rentals Sunday —Thursday
\$1000 refundable security deposit for package*
Mansion Photo Privileges included

Ivinson Mansion & East Lawn Package:
\$2000 for rental of both areas
\$1000 refundable security deposit for package*
Mansion Photo Privileges included

Ivinson Mansion & AHSC Package:
\$3000 for rental of both areas
\$1000 refundable deposit for package*
Mansion Photo Privileges included

**There is an additional mandatory \$200 fee for our staff to clean the rental space(s) after each event, and another optional \$50 fee that handles the setup of tables and chairs prior to your event.

*Ask about pricing for sound equipment use.

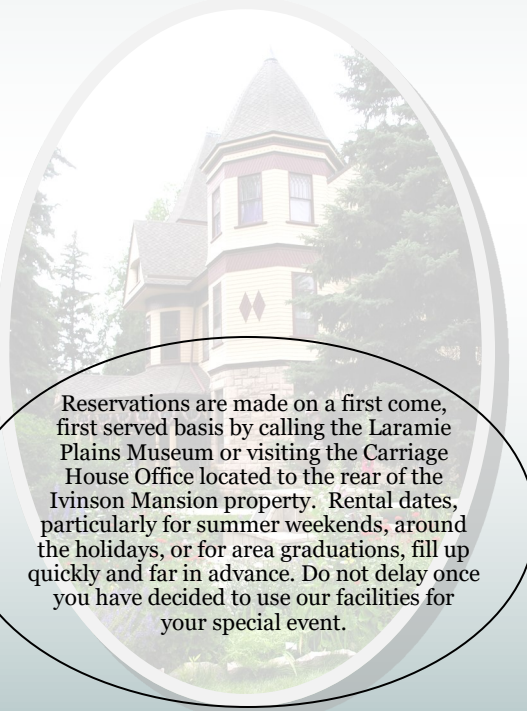
***Historic buildings and artifacts are precious. You are responsible for any damages that exceed this minimal deposit. See back of this brochure for more details about your refundable deposit.**



REFUNDABLE SECURITY DEPOSIT

Your deposit serves several purposes: to secure the date, 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 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 is deemed as reasonable compensation for such loss.

*Security deposit can be flexible with certain events, returning renters or package rentals.



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
September 1, 2021

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 Events 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 renovated and expanded Center can seat 250 at tables or 350-plus in theater seating or at a come and go event. The Center offers five ADA accessible public bathrooms which include a bridal/family dressing space with easy access to weddings and receptions on the East Lawn.

The rental fee includes twenty-five 60" round tables—each seating 8 guests; nine 71" round tables, each seating 10 guests; twelve 8' long tables; ten 6' long tables; 4 tall cocktail tables and 4 smaller bar tables, twelve 4' square "card" tables, 250 *Chavari* chairs to use inside. You will need to provide your own linens and centerpieces for the tables. No live candle flames are allowed in the building. Battery-operated flickering candles are a lovely option. The



kitchen has two stoves w/ovens, two microwaves, "double" catering refrigerator, an upright freezer, and small sanitizing dishwasher for your use. There are large coffee pots (30-cup, 45-cup, and 100-cup sizes). Glass

plate/cup sets are also available for your use. One of the very special features of the Center is an extraordinary 1910 historic sideboard from which you can serve food or drinks. It adds great ambiance to the main reception area. You are responsible for your caterers and guests not damaging this historic piece.

The Center is in Laramie's Historic District, close to downtown and to the University of Wyoming, but is also 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 10:30 p.m. No smoking is allowed inside the facility. Ash cans are posted outside of the building. You'll find that this attractive, very 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, you cannot attach anything to the walls or beams. Nothing really needs to be hung in the center because of the stunning simply-elegance ambiance. Musical equipment or a DJ are fine in many areas of the Center or can be on the stage which is 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.

An English pull-chain toilet is available for you and your guests while inside the Mansion.

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 Events Center.



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 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. 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 Event Center offers public bathrooms that include a bridal/family dressing space with easy access to weddings and receptions on the East Lawn.

At this time, we provide 250 white folding chairs for your event and a number of round and rectangular serving tables, depending upon how many are in use inside the Events Center. Also, we have a stylish metal arch that can be used and decorated according to your colors and decor. 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 also rent tents, extra chairs, arches, trellises and other items you might want for an elegant presentation. Check with our 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. Croquet, badminton and other mild ground games are fine, but sports involving balls, other thrown objects are better suited at the city parks where windows and historic buildings are not a worry.~

