

FREQUENTLY ASKED QUESTIONS

How many people does the Estate accommodate?

The maximum occupancy of the estate is 75 people for events that are held both indoors and outdoors. For events that are indoors only, the capacity is only 50 people.

What is the rental fee?

October-April (Low Season): The rate for weekend events (after 5pm Friday, all day Saturday and Sunday), is \$100/hour with a six-hour minimum. Weekday events (Monday-Thursday, Friday before 5pm) are \$75/hour with a three-hour minimum.

May - September (High Season): The rate for weekend events (after 5pm Friday, all day Saturday and Sunday), is \$150/hour with a six-hour minimum. Weekday events (Monday-Thursday, Friday before 5pm) are \$100/hour with a three-hour minimum.

Is there a deposit? A damage deposit of \$300 (\$500 if alcohol is served) holds the reservation. Payment is processed immediately and is refundable within 2-3 weeks after the event.

When is the Estate available? The estate is available from 8 am until 11 pm seven days a week, with the exception of some holidays.

What amenities are included? You may use the house and surrounding grounds, including the fountain, playground and parking lot.

Is time allowed for setup? Any time you need for setup and cleanup is included as part of your rental time. All deliveries and pickups must also be scheduled during your rental period.

Is there a kitchen? A small catering kitchen is provided. It includes a refrigerator/freezer, sinks and electrical outlets.

What about catering? You may use any caterer you like, or do the food yourself. Please note that food must be prepared in advance - cooking is not allowed in the house.

Can we barbeque? Barbequing or grilling is permitted outside as long as the coals are kept in enclosed containers and are removed from the Estate at the end of the event.

What about linens and tableware? While we do not provide linens and tableware, we can help you make arrangements with your rental company for delivery and pick-up of these items.

Is the house furnished? There are a few antique pieces that may be used, as well as 75 padded chairs, five round tables, eight rectangular tables and five card tables. Please note that setup and takedown of the tables and chairs is the responsibility of the Renter.



Can we have alcohol at our event? Alcohol may be served (no cash bar) and is limited to cans and bottles. Kegs are not allowed. Renters serving alcohol must sign an Agreement for Serving Alcohol and comply with its terms and conditions.

Are there any additional fees? The City of Wheat Ridge requires special events liability insurance for any group serving alcohol. Renters may obtain this insurance coverage through their caterer or private insurer, or it may be purchased through the City at a cost of \$101 for groups of 50 people or less and \$108 for groups of 50-75 people.

What about music? Musical instruments, disc jockeys, taped music, etc. are acceptable; however, amplification must be used indoors only.

What about decorations? The house features period replica wallpaper and woodwork, so nothing can be taped, nailed, tacked or otherwise adhered to the walls, woodwork, or ceiling. We recommend limiting decorations to tabletops and free-standing items such as arches and pedestals are permitted.

Can we have our wedding ceremony there? Many couples have been married at the Estate. There is a large grassy area with an arbor just outside the house that is ideal for a wedding ceremony. If you wish to hold your ceremony indoors, the largest room in the house measures 30' x 15' and will accommodate up to 50 people.

Is a bridal suite available? There is a bridal room as well as a groom's room located on the second floor of the house.

What is the outdoor capability? Many people have had their ceremonies and receptions outside. Please keep in mind that the serving of alcohol cannot go beyond 100 feet of the house, and that the Estate adjoins a city park, so your event may not be completely private. There is no electrical access outside and generators are not permitted. Please note that the City has a bill prohibiting smoking in public parks and facilities.

Can we put up a tent outside? Yes, you may, but there are some restrictions as to the size and placement of the tent. You must provide at least two weeks advance notice if you are planning on a tent so arrangements may be made.

How do I find more information? Just call the Facility Rental Office at 303-231-1315 or email mgodby@ci.wheatridge.co.us. We'll be happy to answer your questions and check date availability. Tours of the Richards-Hart Estate are scheduled by appointment only, Monday-Friday between 8:30am and 4:30pm. You may also visit our website at www.ci.wheatridge.co.us/RHE.