



*Design by Vicki Square*

*Plan weddings, receptions,  
meetings*



Contact Wedding Coordinator

Mary L. Marks  
625 Whedbee St.  
Fort Collins, CO 80524-3131

(970) 484-8760  
or (970) 221-0533

**Avery House**  
**328 W. Mountain**

**Carriage House**  
**108 North Meldrum**  
**(970) 221-0533**

**SCHEDULING**

Scheduling for weddings, receptions, meetings, and photo sessions must be done through the Scheduling Coordinator. Requests for the use of the interior of the Avery House, Carriage House, or grounds for any other purposes must be made in writing to the Scheduling Coordinator.

**WEDDINGS, RECEPTIONS AND MEETINGS**

The Minimum Fee is for four hours or less; each additional hour or part thereof shall be \$40 at the time of scheduling. Delivery and pickup of rented equipment must be within this time. Occupying the premises for cleanup or rental pickup past the scheduled time will be subject to a fee of \$50 per hour for any additional hour or part thereof.

A damage/cleanup deposit of \$100 is required for the first four hour period, and \$100 for any additional time period. This deposit will be returned upon satisfactory inspection of the buildings and grounds following the function. Fees are due and payable at the time the reservation is made; the reservation is not secured until the contract is approved and returned by Poudre Landmarks Foundation.

AVERY HOUSE, CARRIAGE HOUSE AND YARD (Minimum fee).....	\$150
Maximum - 150 people	
Guests may walk through house (downstairs only)	
Two attendants required....	\$80 each attendant
	\$160
	\$310

AVERY HOUSE ONLY (Minimum fee).....	\$125
Maximum - 30 people	
Small wedding. Stand-up only	
No changing of clothes. No food.	
One attendant required.....	\$80
	\$205

CARRIAGE HOUSE ONLY (Minimum fee)	\$100
Maximum - 40 people	
Food is allowed	
One attendant required.....	\$80
	\$180

CARRIAGE HOUSE AND YARD (Minimum fee).....	\$125
Maximum - 150 - people	
One attendant required.....	\$80
	\$205

YARD ONLY (Minimum fee).....	\$50
Maximum - 50 people	
No food. No Buildings open	
No restroom facilities	
No attendant required	
	\$50

The rental fee may be waived or reduced for Fort Collins history groups at the sole discretion of the Scheduling Coordinator. A \$15 maintenance fee is required. No fee is charged the City of Fort Collins for occasional meetings.

**CANCELLATION**

Fifty percent of the fee will be refunded if the event is canceled 60 days prior to the scheduled time, but not thereafter. The damage/cleanup deposit will be refunded.

**ATTENDANTS**

The presence of a representative of the Poudre Landmarks Foundation is required for all events. If both Avery House and Carriage House are rented, two attendants are required. Refer to fee chart.

**FACILITIES**

Limited kitchen facilities are available for catering in the Carriage House. Tables and chairs or other Carriage House furnishings are not to be removed. No additional furniture or chairs may be brought into either the Avery House or Carriage House. Chairs for the aged or infirm may be taken into the Avery House with permission of and at the discretion of the attendant.

No food or beverage is allowed in the Avery House. No cooking is permitted in the Carriage House. Oven for warming, refrigerator and hot water are available. Hot Tables are not permitted in the Carriage House.

**RESTROOM FACILITIES**

Restroom facilities are provided in the Carriage House and Avery House when they are rented. One is available in the Avery House (not handicapped acces-

sible). The one in the Carriage House is handicapped accessible.

**ALCOHOLIC BEVERAGES & TOBACCO**

Alcoholic beverages are restricted to wine, beer and punch. No kegs or mixed drinks are allowed. The laws of the City of Fort Collins must be followed; this includes prohibition of taking alcoholic beverages from the grounds. No food or drinks are allowed in the Avery House.

Smoking is not allowed in any building. Guests are requested to use the receptacles provided on the grounds to prevent littering.

**MISCELLANEOUS**

Discretion is expected on the part of both hosts and guests. The attendant has been instructed to summon assistance if any situation arises such as excessive noise or action which jeopardizes any person or the Avery House premises.

Rearranging of the furniture or furnishings is to be done only with the permission and assistance of the attendant. Guests may not sit on the furniture in the Avery House.

No motorized vehicles may be driven on the Avery House lawn.

The Avery House is decorated for Christmas during December. It is not possible to remove decorations during that time.

No animals are allowed on the premises except guide dogs or hearing dogs.

No excessively loud music is allowed in the yard or buildings.

No portable toilets are allowed. Birdseed and rice are not permitted.

**HANDICAP ACCESSIBILITY**

The Carriage House is handicap accessible; the Avery House is not.

**LIABILITY**

Renter is responsible as an insurer for any damage to the property by renter's guests or contractors and immediately pay for any damage which exceeds the damage deposit.

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