

## **FREQUENTLY ASKED QUESTIONS**

### **What makes the Mansion unique from other venues?**

A beautiful mansion, the freedom to choose all your vendors and design your own wedding will make your day personalized and memorable for you and your guests. Hosting only one wedding a day, you can choose the hours that work best for you and determine how you would like to use the space.

### **Do you provide catering or can I bring in my own?**

You have the opportunity to hand-select the caterer that fits your style and your budget. Working with a caterer allows you to create customized menus that incorporate your personal ideas and the latest trends. We have a list of Approved and Preferred Caterers from which you may choose. These caterers have catered here often, and have demonstrated that they are committed to creating memorable days for our brides. Visit our "Preferred Professionals" page for a list of our caterers. Should the nature of your event require a type of food and beverage service that cannot be provided by our caterers, you may use an outside caterer. The fee to use an outside caterer is \$750.00.

### **How long can I utilize the Mansion?**

The rental period is for nine hours. As we only host one event per day, you choose when you would like to have the Mansion available. The nine hours includes: three hours for set up and the ceremony (if it is on site), five hours for the event, and one hour for breakdown. Additional time may be purchased.

### **What is the maximum capacity of the Mansion?**

The Mansion can seat two hundred for a sit-down dinner. For events exceeding 200 guests, a tent will be required for the patio.

### **Can the Mansion host wedding ceremonies? Is there a bride's room?**

Ceremonies can be held anywhere on the property. The most popular places are the patio, the lawn, and the tennis pavilion. There is no extra fee for having your ceremony at the Mansion. And the bride's room, it's adorable.

### **Are there pictures of weddings that I can view?**

We have posted some photos on the website, under the "Photo Gallery" tab. To view additional photos, visit our blog for featured weddings. You can also view our e-brochure here.

### **Do I have to clean the Mansion after my wedding?**

Your caterer will clean the kitchen and clear the ballrooms, and our cleaning service will come in and perform a thorough cleaning of the Mansion after your event. Rental equipment and liquor can be locked in the basement and picked up the following week.

### **Is the building air-conditioned?**

When the building was restored in 1999, the architect knew that we would be hosting weddings and other celebrations. We are air-conditioned, accessible to the handicapped, have a full-service commercial kitchen, sufficient parking, and most importantly, plenty of restrooms!

### **How is liquor service handled?**

Bar service can be handled in three ways: 1.) Your caterer can bring in the alcohol and bartenders if they have a liquor license, 2.) You may hire a licensed service to provide the alcohol and bartenders, 3.) You may bring in the liquor and have the caterer provide a licensed and insured bartender.

**Can the patio or grounds be tented?**

The patio can be tented. We do not provide the tent, but there are numerous tent rental companies that are familiar with the mansion. The tent most frequently rented is 50' x 30' with 10' high sides to accommodate the height of our Loggia doors.

**What is the rental fee? How much do you charge per person?**

We charge a flat rental rate for the rental of the Mansion. View our fee page for the breakdown of prices. The caterer you select will provide the linens, place settings, food and alcohol. We have a list of Approved and Preferred Caterers so you can find one that best suits your style and budget. The packages and price per person for food is determined by the caterer you select.

**What is included in the rental fee?**

We have various tables and chairs for use throughout the Mansion as well as tables and chairs for use out on the patio. We also provide a dance floor for use indoors. We will work with you to design a floor plan, allowing you the flexibility to tailor the space to your event.

**Is there someone from the Mansion available to help me plan my event?**

Our staff is here and happy to help you along the way; we have hosted a myriad of weddings and know what works and what doesn't. A staff person is here during your wedding to take care of the building and assist your vendors.

**Can I schedule my rehearsal at the Mansion?**

You may schedule your rehearsal at the Mansion one month prior to the wedding. We will make every attempt to accommodate rehearsals for wedding ceremonies, however due to the scheduling of other events, it may not be possible to schedule your rehearsal. Since we want the Mansion to look beautiful for every wedding, we do not schedule rehearsals on days that a wedding or other event is scheduled.

**Can I schedule a tour of the Mansion?**

Yes! We encourage you to view the Mansion prior to booking your wedding. Our regular business hours are Monday through Friday from 9:00 a.m. until 5:00 p.m. During peak wedding season, we may have a wedding every weekend so our availability for tours is limited on the weekends. Please contact us to schedule a tour to make sure someone is available to meet with you.

**What is required to book my wedding at the Mansion?**

A \$2,000 deposit as well as the completion of our rental contract is required to secure a date.