

EVENT GUIDELINES

Our venues are not full-service and are available for use "as is."
Everything, from décor and linens to food service and staffing will need to be provided by you or your vendors.

Access

- Venue is only available to your event during the rental times for each space. Exceptions for certain décor can be discussed.
- Please make sure your planning timeline includes all move-in, setup, breakdown, move-out and cleanup of every space used.
- If you need more time, the rate is \$200 per hour (limit three) or \$250 per hour after the 11:00 pm curfew (limit two).

Alcohol

- A state licensed bartender is required to serve all alcohol. Service cannot exceed five (5) continuous hours.
- Self-service stations must be used for non-alcoholic beverages only. City permits are required for cash bars.
- Kegs and ice chests must be leak-proof, not to be placed on carpeted or wood floors.
- Please refer to section 1.11 of your Rental Agreement terms for more information.

Cleanup

- Venue does not provide any cleaning services. If it's brought in for your event, it must be removed. Trash included, even from dressing rooms (we'll handle the restrooms). Cleaning supplies are provided to you or your vendors.
- Fees will be charged to you for any damage or messes left behind, so please remember to leave it like you found it.

Decorations

- Décor must be free-standing, draped or loosely tied. Items may be hung from the Reception Hall ceiling.
- Most venue furnishings and fixtures in and out stay put. Please ask about exceptions.
- Candles must be housed in containers. Taper candles should be dripleless with surface protection.
- NO propane, flammable, explosive, sharp or otherwise hazardous items.
- NO confetti, loose streamers, glitter, rice, fireworks, sparklers, silly string, colored powder, etc. Please ask about exceptions.
- Signs, balloons or banners may be tied or staked outside when not obstructing traffic and removed the same day.
- Equipment plans for lawns or gardens must be approved in advance.
- Please do not block any primary or secondary entrance/exit doors.

Deliveries

- Venue is not able to accept delivery or store rental items outside of the contracted hours for the event.
- No vehicles can be driven or parked on walkways, lawn or gardens at any time.

Floorplan

- Use of venue chairs and tables include a one-time indoor setup only. No outdoor use, seating charts or outdoor settings are included. Changes made after initial set-up need to be done by you or your vendors.
- Two meetings are included to finalize details for your events, available by appointment only. 24 hour notice required.

Food and Beverage Service

- Professional caterers must be licensed and provide proof of insurance. Catering Waivers are available for personal providers.
- Only warming, final preparation, plating, and bussing is allowed for food. No cooking or open flames.
- Kitchens are not equipped with any tools or equipment. Make sure your caterer covers all needs.
- Venue staff is on-site for the entire day without a break. We appreciate it if you will please include a meal for them!
- As with cleanup, all food items and trash must be removed and all areas wiped down/mopped before leaving.

Vendors

- The Mansion at Woodward Park requires use of their exclusive provider - Party Perfect Event Rentals (918-258-7368/www.partyperfectlinens.com) - for most event rental needs. Exceptions may be made within reason.
- If you need recommendations for some of our favorite vendors for your other event planning needs, just ask!

Thanks for helping us care for these iconic historic venues. We look forward to welcoming you soon.