

EVENT GUIDELINES

To avoid extra charges later, please follow these guidelines and plan to “leave it like you found it” (*or better*)

ACCESS & USE

- Venue is only open for use during the contracted Rental Times, including vendor load-in/set-up or hair & makeup.
- Additional time can be purchased for early arrival or late departures. Overages on the day will be charged double.
- Outdoor plans require advance approval. No loud dance music allowed. All outdoor music must end at 10:00 pm.
- Vehicles and other heavy equipment cannot block traffic or be parked on lawns or sidewalks at any time.

CLEANING

- **Client is responsible for ALL clean-up (trash included), inside and out, regardless of who provides the service.**
- Removal of everything brought in for the event must happen within the contracted Rental Times.
- Please plan for one (1) hour after event ends (guests depart) for breakdown, cleaning and final exit.
- Cleaning supplies are available on-site for trash removal, wiping counters, and sweeping/mopping up any big spills.

DECORATIONS

- All Décor must be free-standing (NO tape, glue, nails, etc.) and cannot block entry or exit doors.
- Existing furnishings and décor stay in place, both inside and out.
- Candles must be housed in shatterproof containers. Protect all surfaces to avoid any damages or extra fees!
- NO flammable, explosive or sharp/hazardous items (including sparklers - see below) inside or on the grounds.
- Celebration items are strictly prohibited except for bubbles, “cold” fireworks, anchored streamers or glow sticks.
- Signage placed outside must be free-standing, not to obstruct other signage, and must be removed ASAP.
- Use a separate trash bag to dispose of and remove all linen and décor packaging prior to the start of the event.

DELIVERY AND STORAGE

- Venue has limited storage options. Deliveries outside of the contracted Rental Times will not be accepted.

EXCLUSIVE PROVIDERS

- The ***Mansion at Woodward Park*** requires Party Perfect Event Rentals for all Décor, Draping and Tableware rentals.

FOOD AND BEVERAGE

- Professional caterers are required to be fully licensed. Personal catering must follow all Catering Guidelines.
- For any “drop-off” catering where a representative does not stay, Client will need to arrange all bussing/cleaning.
- When kitchens are used, they must be fully cleaned of all food and debris by the caterer or client.
- Please consider giving any extra meals to our venue staff who work without a break. Thank you!
- A state licensed bartender is required and service must comply with all state and local laws outlined on the next page.
- Make sure to protect floors from all food or beverage spills and leaks (including ice) to avoid damages and fees.
- Fundraising/public events may require permits for cash bars. Please check first!

SET-UP

- Venue will provide their tables + chairs for indoor use based on the client’s event layout, subject to Venue approval.
- Outdoor fees apply to the placement of ceremony chairs on the terrace only. Added fees required for all other set-ups.
- Changes to any set-up once on-site, including room re-sets (flips), will need to be done by the client.

These guidelines are not all encompassing. When in doubt, please ask.

Thanks for helping us care for these important historic buildings and happy planning!

BARTENDING GUIDELINES

- Bartenders need to have a copy of their ABLE license on hand.
- Bartenders cannot be a member or guest of the event and are not allowed to consume alcohol while working.
- Self-service is strictly prohibited, including stations, carafes/bottles on tables or champagne walls/fountains.
- Kegs are not allowed on carpet or wood and must be in leak-proof containers, removed right after the event
- Service must cease after 5 hours. Venue reserves the right to close the bar at any point if deemed necessary.
- Oklahoma State Law Strictly Prohibits the service of alcoholic beverages to persons less than 21 years of age.
- No open containers are allowed beyond venue premises unless by client or vendor at the end of the event.
- If left behind, all beverages will be disposed of immediately.
- Client is fully liable for all consequences of alcohol use due to their event, per contract terms and conditions.
- Bartender is expected to set-up + clean station and remove all trash/empty containers prior to their departure.
- Breakdown, cleaning and exit must take place within ONE (1) HOUR of the event ending. Please plan ahead.
- Additional duties within reason may be requested during the event and extra service/support is appreciated.
- Cleaning supplies are available on-site. Please help client avoid extra fees and leave the venue like you found it!

CATERING GUIDELINES

- Professional caterers must have on file, or provide proof of, general liability coverage with the venue.
- A Professional Catering Liability Waiver is required for any personal caterers, pending approval.
- Delivery, set-up, teardown and pick-ups can only take place during contracted Rental Times.
- Food trucks are not permitted to park on sidewalks or lawn and cannot block traffic at any time.
- Cooking or open flames (other than sterno for buffets) are not allowed. Electric coil hot plates are allowed.
- NO serving tools, ice chests, takeout containers or other items are provided (there is an Ice Machine available).
- Do NOT dispose of any foods or grounds in the sinks. They clog easily and repairs will cost the client!
- Dispose of liquids and ice only in kitchen sinks. Do NOT dump on lawns, flowerbeds or walkways.
- The ***Mansion at Woodward Park*** requires use of Party Perfect Event Rentals for all linens and tableware.
- Please follow instructions provided with all rental items for re-racking during bussing and clean-up.
- All rental items must be stacked/stored in the kitchen or foyer of the Reception Hall.
- Cleanup includes all bussing and removal of all trash, food, debris and spills. Replace liners and don't stack cans.
- Remove all materials used for service including empty containers, linen hangers and dry cleaning bags.
- At least one catering representative MUST remain until the event is over when service is being provided.
- Venue does not provide for any bussing or cleanup of "drop-off" catering.
- Additional duties within reason may be requested during the event and extra service/support is appreciated.
- Breakdown, cleaning and exit must take place within ONE (1) HOUR of the event ending. Please plan ahead.
- Cleaning supplies are available on-site. Please help client avoid extra fees and leave the venue like you found it!

Give These to Vendors or Responsible Party to Help Your Event Run Smoothly!

Venues at Woodward Park BARTENDING – END OF EVENT DUTIES

Event ends at _____. ALL teardown, clean-up and exits must happen within **ONE (1) HOUR** after this.

Please plan ahead!

In addition to your serving and bussing duties for the event, please make sure to cover the following:

- Circle the premises (inside and out) and finish disposing of any leftover containers
- Help bring tables and chairs in from outside whenever possible
- Make sure all service items are removed (anything left behind stays behind)
- Kegs must be removed from the building at the end of the event
- **Please do NOT dump ice or liquids outside. This will kill the plants and cause tripping hazards!**
- Pull and take out all trash from your area and re-line (don't stack) the bins
- Wipe down the bar, and sweep + mop the entire serving area of any spills
- When in doubt, thorough counts! Please ask questions and help the client avoid any damage or cleaning fees!

Thanks for Helping Keep Our Venue Clean and The Clients Cared For!

Venues at Woodward Park CATERING – END OF EVENT DUTIES

Event ends at _____. ALL teardown, clean-up and exits must happen within **ONE (1) HOUR** after this.

Please plan ahead!

In addition to your serving and bussing duties for the event, please make sure to cover the following:

- Circle the premises (inside and out) to pick up, rinse and rack all final rental items
- Empty, spot-clean and turn off all ovens, stovetops and hot boxes
- Make sure everything (including ice/spills) is removed from cold storage (anything left behind stays behind)
- **Please do NOT dump ice or liquids outside. This will kill plants and cause tripping hazards!**
- Remove **ALL** trash/recycling from entire venue and re-line (don't stack) all bins (restrooms n/a)
- Wipe down counter tops and rinse out sinks (Do Not Dump Food in 100 Year Old Drains Please)
- Sweep and mop kitchen and all service areas where food and beverage was served (including cake)
- Help bring in any tables and chairs from outside whenever possible
- When in doubt, thorough counts! Please ask questions and help the client avoid any damage or cleaning fees!

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Venues at Woodward Park ON-SITE COORDINATOR – END OF EVENT DUTIES

Event ends at _____. ALL teardown, clean-up and exits must happen within **ONE (1) HOUR** after this.

Please plan ahead!

Please make sure to cover the following:

- Circle the premises (inside + out) remove any debris or event items, **INCLUDING FLORALS**
- Please clean-up after any guests who smoked outside
- Bring in any tables and chairs from outside
- Pack-up rental linens and remove all florals, décor, gifts and other personal or rental items
- Clean up both Dressing Rooms, reset any moved furniture, take out all the trash (don't forget the fridges)
- Clear EVERY restroom of personal belongings and extra messes or overflowing trash
- Spot sweep/mop any big spills or stains/potential problem areas and remove any other trash left behind
- When in doubt, thorough counts! Please ask questions and help the client avoid any damage or cleaning fees!

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