

EVENT GUIDELINES

As part of your contract terms and conditions, violations will result in added charges of \$500 or more per occurrence.
Avoid undue stress and on-site fees by sharing these with EVERYONE helping to plan and execute your event!

VENUE ACCESS & USE

- Literally EVERY activity related to your event must take place within the Contracted Rental Period.
- Venue furnishings and décor cannot be tampered with or moved without authority or damages will be charged!
- Vehicles and other heavy equipment cannot block traffic or be parked on lawns or sidewalk at any point.
- Reserved parking is only available if you employ a valet parking service and/or security patrol.
- Outdoor functions with music will need to keep volume below 85 decibels will all music ending at 10:00 pm.
- Venues do not have strong or reliable WiFi connections and do not provide any audio-visual equipment.
- Rehearsals are optional by request, subject to availability weekdays before 7:00 pm.

DÉCOR & CELEBRATION ITEMS

- Décor must be free-standing (NO tape, glue, nails, etc.) and cannot block entry or exit doors.
- Flammable items are considered hazardous and are strictly forbidden.
- Confetti, petals of any sort, birdseed, rice, etc. constitute littering and fines will be assessed for unauthorized use.
- Outdoor signs need to be free-standing, cannot obstruct other signage, and must be removed the same day.

RENTAL ITEMS & VENDORS

- The Mansion and Linnaeus Gardens require [Party Perfect Event Rentals](#) for draping, décor, tableware, or upgrades.
- Venue does not provide staff to handle any rentals, food service, event coordination or additional labor on-site.
- Please submit a list of vendors with contacts and a timeline at least ten (10) business days before your event.
- You are responsible for making sure all items on each End of Event Checklist are completed.
- To avoid unwanted cleaning fees, have someone check out with the Venue Host at the end of the night before leaving!

FOOD & BEVERAGE

- Avoid damages to the hardwood, marble, and carpets by protecting floors from all spills, leaks and drag marks.
- All service and dining areas (kitchen, veranda, bar, and dressing rooms) must be cleared of food, spills, and trash.
- Security guards are venue staff and authorized to check for bartending licenses on-site. Please be prepared!
- Please consider giving any extra meals to our venue staff who work without a break. Thank you!

TABLES & CHAIRS

- Use and set-up of the venue's tables/chairs is included indoors with veranda ceremonies upon request.
- Availability and added labor for any other type of outdoor function or supplementing rentals is NOT included.
- Once set-up is complete, any changes including room resets (flips) will need to be done by you.

CLEANING & DAMAGES

- **Client is responsible for cleaning up every space inside and out, dressing rooms and ALL TRASH included.**
- There is ONE hour provided after the rental period ends for final cleaning and exit. Please Leave No Trace!

LEFT BEHIND ITEMS

- Our venues are open to the public for a variety of uses and back-to-back events, so overnight storage is not an option.
- We are not responsible for anything left behind for any reason. Fees to dispose of abandoned items may apply.
- Lost and found items can only be kept for ten (10) days. Food and beverage items will be disposed of right away.

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

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

Venues at Woodward Park

BARTENDING – END OF EVENT CHECKLIST

ALL teardown, clean-up and exits must happen within **ONE (1) HOUR** of event ending. *Please plan ahead!*

- Breakdown bar, remove and clean everything.
- Clean/remove all spills, stains and debris.
- Circle the premises (inside and out) to collect or dispose of any leftover items. Flashlights are available.
- Help bring tables and chairs in from outside if possible.
- **Please do NOT dump ice or liquids outside. This will kill the plants and cause tripping hazards!**
- Remove all trash and replace any bin liners.
- **When in doubt, thorough counts! Please ask questions and help the client avoid any damage or cleaning fees!**

Venues at Woodward Park

CATERING – END OF EVENT CHECKLIST

ALL teardown, clean-up and exits must happen within **ONE (1) HOUR** of event ending. *Please plan ahead!*

- Circle the premises (inside and out) to collect or dispose of any leftover items. Flashlights are available.
- Empty, spot-clean and turn off all ovens, stovetops, and hot boxes.
- Make sure everything (including ice/spills) is removed from cold storage.
- **Please do NOT dump ice or liquids outside. This will kill plants and cause tripping hazards!**
- Remove all trash/recycling and replace any bin liners.
- Wipe down counter tops and rinse out sinks (Do Not Dump Anything in the 100 Year Old Drains, Please).
- Sweep and mop kitchen and spot clean all service areas used for food and beverage (including cake).
- Help bring in any tables and chairs from outside if possible.
- **When in doubt, thorough counts! Please ask questions and help the client avoid any damage or cleaning fees!**

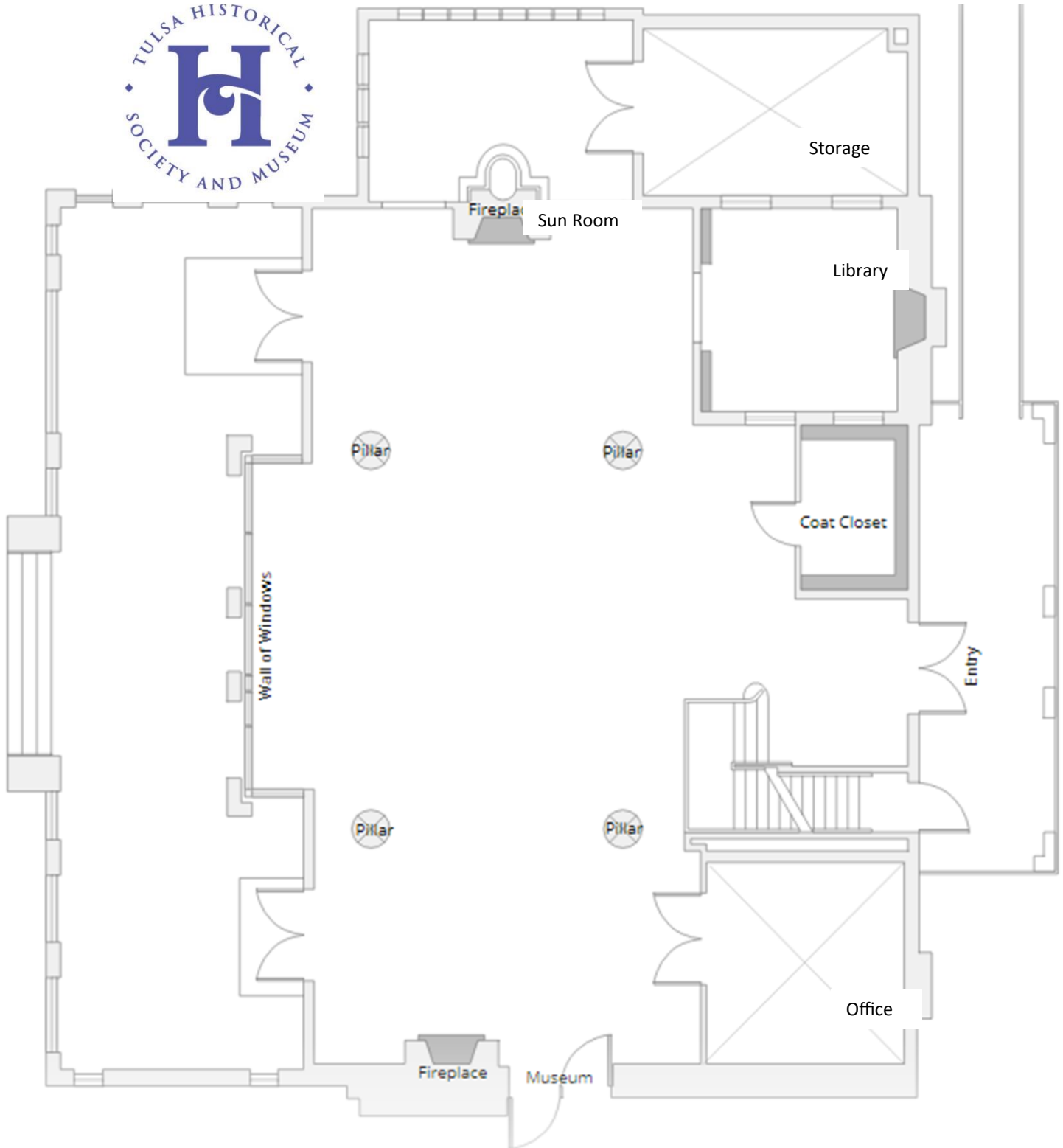
Venues at Woodward Park

ON-SITE COORDINATOR – END OF EVENT CHECKLIST

ALL teardown, clean-up and exits must happen within **ONE (1) HOUR** of event ending. *Please plan ahead!*

- Pack and stack all rental items for pickup, have all florals, décor, gifts and personal items removed.
- Circle the premises (inside + out) to remove any leftover debris or event items. Florals included.
- Please clean-up after any guests who smoked outside.
- Bring in any tables and chairs not provided by the venue.
- Clean up both dressing rooms, reset any moved furniture, remove all trash (don't forget food or beverages).
- Clear all restrooms of any personal or event items, extra messes, or overflowing trash.
- Spot sweep/mop any big spills or stains/potential problem areas and remove any extra debris left behind.
- **When in doubt, thorough counts! Please ask questions and help the client avoid any damage or cleaning fees!**

TRAVIS MANSION – FLOORPLAN



MAXIMUM CAPACITY – 150

Available Chairs

- 150 – folding, white
- 150 – metal, black (indoor use)

Available Tables

- 12 – 60" round
- 2 – 48" round
- 10 – 30" round adjustable

- 10 – 8' x 30 banquet
- 4 – 6' x 18" banquet
- 4 – 6' x 30" banquet
- 2 – 4' x 30" banquet