



### **Payments.**

Q: Does the payment have to be made in full or can we use a payment plan?

A: We are happy to arrange a payment plan!

Q: How much is the down payment in order to secure a date?

A: We typically take a \$1,000 non refundable deposit to hold the date.

Q: What forms payments do you accept?

A: Credit card.

### **Access.**

Q: If the wedding is indoors, what access do I get to the Manor, and is there any access to the outside areas?

A: For indoor weddings, you will have access to the entire downstairs area for you and your guests as well as the bridal dressing room and the outdoor areas as well.

Q: If the wedding is outdoors, do we have any access to the inside of the Manor?

A: For outdoor weddings, inside access is available for guests to use the downstairs bathrooms, or grab a drink at the bar. In addition, the bridal and groom dressing rooms and kitchen will be available.

Q: What if I book an outdoor wedding and it rains?

A: If an outdoor event has to move indoors due to inclement weather, guests will be responsible for paying our rates for indoor use which is about 25% more than the outdoor event fee.

Q: What if we are renting the entire Manor in addition to the event?

A: If you are renting the Manor nightly in addition to the event, only the overnight guests will be able to access the entirety of the Manor while event guests will have access to limited areas.



Q: What if 6 hours is not enough time to set up, have the event, and tear down?

A: An additional \$200 fee per hour will be applied to events that go over 6 hours, but many guests choose to rent the Manor for the night before and after. This gives them lots of extra time to set up for the event and clean up afterwards.

Q: What time is check in and check out?

A: Check in is at 3:00pm, and check out is at 11:00am.

#### **Additional services.**

Q: Are tables, chairs, and linens provided in the event cost?

A: Yes.

Q: What about glassware, dining ware, and plates?

A: Except for what we have available for our overnight guests, we do not provide additional items for the event. Dishes and glassware are typically provided by the catering company or rental company.

Q: Can I get more information on the tables, chairs, and linens?

A: We have 15 white round tables that are 60 inches wide with folding legs and seat 8 people. White, round linens are provided to cover the round tables. We also have 4 rectangular tables that can be used for food set up or gift display. For seating, we have 110 white, folding, plastic wedding chairs.

Q: Will staff be available to help with set up and tear down?

A: Staff will **not be** provided for set up, tear down, or clean up. It's the responsibility of the guests to arrange set up, tear down, and clean up. However, staff will be made available to move the large furniture in the Manor before and after the event, and staff will be present during the event.



Q: Does the cleaning fee cover all clean up?

A: No, the cleaning fee is for “deep cleaning” only. In your contract, there will be clean up requirements listed.

Q: Does the number of attendees also include children, vendors, photographers, etc.?

A: Yes.

Q: Do you provide vendor options?

A: We can offer some vendor recommendations, but we do not offer any additional services ourselves at this point.

### **Logistics.**

Q: Can we tour the Manor before making a commitment?

A: Absolutely! We would love to set up a tour for you. Just let us know when you would like to come visit, and we will schedule the tour around the available calendar dates at the Manor.

Q: Is there parking at the Manor that can accommodate large numbers?

A: There is enough parking at the Manor for about 20-25 vehicles. For large parties, it is possible to park along Peters Rd. or in the culdesac at the end of Peters Rd. and walk up from there. We also have a great relationship with Door of Hope Church and can arrange to park in their parking lot if we give them notice. Guests can be shuttled up to the Manor from there.