

WEDDING AND SPECIAL EVENT GUIDE

Plan your unforgettable day in a 19th century historic mansion, where weddings have been a tradition since 1871!

If you have questions or concerns please don't hesitate to call **901.526.1469** or email Jennifer Cooper at **j.cooper@woodruff-fontaine.org**. We will be happy to answer any of your questions and schedule a tour of the venue.

BASIC VENUE INFORMATION

- The Woodruff-Fontaine House offers four unique venue spaces.
- A Wedding Party suite is available with every venue rental.
- Each venue space is available to rent separately or combined with multiple spaces.
- A Woodruff-Fontaine House representative is available onsite through the duration of the event. **This representative is not a wedding coordinator.**
- Street parking is available on Adams Avenue and Washington Avenue. Pay-to-Park is in effect Monday-Saturday 8am-6pm. The Woodruff-Fontaine House Museum has a small free parking lot located at the corner of Washington Avenue and Orleans Street.
- WiFi code: 2q4p3?i5bcd4
- Outdoor and indoor electrical outlets are available. **The Woodruff-Fontaine House does not provide extension cords.**
- **The Woodruff-Fontaine House does not provide table linens.**
- The Woodruff-Fontaine House does not provide staff for event set up and decorating. **Setting up the rented venue space is the responsibility of the Lessee.**

VENUE PACKAGE RATES

The Woodruff-Fontaine House offers a combined indoor and outdoor option for those that would like to have both a ceremony and reception or a large special event at our beautiful venue!

Carriage House, North Garden and Front Lawn (All large venue spaces)

\$4,700

Included in this rental:

- Indoor space and outdoor space
- Onsite tables and chairs
- Kitchen and restroom facilities
- Event clean-up
- Security (6 hours)
- Mansion Photography Session (Couple only with your photographer)

Woodruff-Fontaine House Museum

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- Wedding Party Suite

Carriage House and North Garden OR Front Lawn

\$4,400

Included in this rental:

- Indoor space and outdoor space
- Onsite tables and chairs
- Kitchen and restroom facilities
- Event Clean-up
- Security (6 hours)
- Mansion Photography Session (Couple only with your photographer)
- Wedding Party Suite

Gingerbread House and North Garden OR Front Lawn

\$1,750

Included in this rental:

- Indoor and outdoor rental space
- Maximum capacity 30 people (space can hold 30 seated for a ceremony and 15-20 for small reception with tables and chairs)
- Onsite tables and chairs
- Kitchen and restroom facilities located in the carriage house
- Event Clean-up
- Security (6 hours)
- Mansion Photography Session (Couple only with your photographer)
- Wedding Party Suite

North Garden and Front Lawn (both outdoor spaces)

\$2,100

Included in this rental:

- Outdoor rental space
- Onsite tables and chairs
- Kitchen and restroom facilities located in the carriage house
- Event Clean-up
- Security (6 hours)
- Mansion Photography Session (Couple only with your photographer)
- Wedding Party Suite

INDIVIDUAL VENUE RATES

The Woodruff-Fontaine House offers the ability to rent each venue space separately. This option is perfect for those that would like to host only a ceremony, a reception, or a special event at our location!

Carriage House

\$3,900

Included in this rental:

- Indoor space
- Maximum capacity 100 people (130 seated utilizing both rooms)
- Onsite tables and chairs
- Kitchen and restroom facilities
- Event Clean-up
- Security (6 hours)
- Mansion Photography session (Couple only with your photographer)
- Wedding Party Suite

Gingerbread House

\$1,150

Included in this rental:

- Indoor space
- Maximum capacity 30 people (space can hold 30 seated for a ceremony and 15-20 for small reception with tables and chairs)
- Onsite tables and chairs
- Kitchen and restroom facilities are located in the Carriage House with the rental of this space.
- Event Clean-up
- Security (6 hours)
- Mansion Photography session (Couple only with your photographer)
- Wedding Party Suite

North Garden

\$1,400

\$1,600 (with use of Carriage House tables and chairs)

Included in this rental:

- Outdoor space
- Event Clean-up
- Kitchen and restroom facilities are located in the Carriage House with the rental of this space.
- Security (6 hours)
- Mansion Photography session (Couple only with your photographer)
- Wedding Party Suite
- All rentals must be removed from outdoor spaces immediately after the event

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Front Lawn

\$1,400

\$1,600 (with use of Carriage House tables and chairs)

Included in this rental:

- Outdoor space
- Event Clean-up
- Kitchen and restroom facilities are located in the Carriage House with the rental of this space.
- Security (6 hours)
- Mansion Photography session (Couple only with your photographer)
- Wedding Party Suite
- All rentals must be removed from outdoor spaces immediately after the event

CLEANING

- Event clean-up is included with every venue rental. Each venue space offers kitchen and restroom facilities located inside the carriage house.
- All outdoor rentals (with the exception of a tent and dance floor) must be removed from rented outdoor venue space and stored indoors at the end of the event. **The WF House does not provide event staff, therefore the moving of all outdoor rentals to the indoor space is the responsibility of the Lessee.**

PHOTOGRAPHY

The interior of the Woodruff-Fontaine House Museum is available for photo opportunities for \$300 per session. **An interior photography session with the Lessee's photographer is included with each venue rental.** For additional interior photography sessions, a charge of \$300 will be applied per session. A photography session is scheduled for 2 hours in length.

The Woodruff-Fontaine House Museum is a historical site with a dignified image to uphold; therefore all photos taken on the premises must be of a respectable manner.

- Photoshoots must be scheduled with the Woodruff-Fontaine Event Coordinator and are scheduled with a two hour window.
- **Wedding photos inside the mansion are for the wedding couple only.** Wedding party photos and family photos are not allowed inside the mansion. Only the couple that is getting married will be allowed in the mansion during their photography session.
- In no way will any furniture, textiles, or accessions be used as any prop for the photography session. This includes sitting on or touching the furniture and collections.

ALLOTTED TIME

- Venue rental is for 12 hours the day of the scheduled event.
 - 10:00am - 10:00pm
- **Rehearsal time is included with the rental of the venue space. Rehearsal before the day of the wedding is not promised, but rehearsal will be scheduled the week of the event. The Woodruff-Fontaine Event Coordinator will schedule the rehearsal according to the availability of the venue. A 1.5 hour window will be allotted for the rehearsal.**
- The venue can be opened as early as 10:00am on the day of the event for setting up any outdoor spaces.
- Decorating and set up of the indoor space is allowed the day prior to the event if there is no scheduled museum function. **Decorating must be scheduled with the Woodruff-Fontaine Event Coordinator.**
- Decorations are encouraged to be removed after the event but keeping with the venue policy that the event must be finished by 10pm. Decorations may be removed the day following the event between the hours of 11:00am - 1:00pm if there is no scheduled museum function. The removal of decorations the following day must be approved by the Woodruff-Fontaine Event Coordinator.

All guests, wedding party, and vendors must vacate the property by 10:00pm, NO EXCEPTIONS.

Vendors must begin breakdown by 9:00pm and Wedding party send off must happen no later than 9:00pm.

EVENT RENTALS

- The Woodruff-Fontaine House Museum **does not** offer table linens.
- **The Woodruff-Fontaine Event Coordinator must be informed of the chosen event rental company.**
- All rental deliveries and pickups must be scheduled with the Woodruff-Fontaine Event Coordinator
 - Drop off - Wed-Sun, 10am-4pm
 - Pick up - Wed-Sun, 10am-4pm
- **Dance floors must be installed the day of the event and must be removed no later than one day after the event.**
- **Tents are allowed to remain on the property no later than one day after the event. Scheduled tent removal also depends on the Woodruff-Fontaine Event Coordinator. All tent installation and break down must be scheduled through the Woodruff-Fontaine Event Coordinator before the event.**
- **Tents can only be installed in the North Garden venue space AND MUST BE WEIGHTED DOWN, NOT STAKED.**

Woodruff-Fontaine House Museum

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The Woodruff-Fontaine House Museum offers tables and chairs with the rental of each indoor venue space. Tables and chairs are not offered with the rental of the outdoor venue spaces unless requesting the \$1,600 North Garden venue package or the \$1,600 Front Lawn venue package.

- 8 -- 60" round wooden tables (seats 8 - 10 people comfortably)
- 5 -- 6' rectangular plastic banquet tables
- 4 -- 3'x3' square plastic tables
- 5 -- 30" plastic bistro tables (bar top height)
- 8 -- 36" round wooden tables
- 1 -- 8' rectangular table
- 1 -- 48" round table
- 1 -- Portable bar
- 1 -- Wooden rectangular decorative table
- 100 -- Gold Chiavari chairs with ivory cushions

Carriage House Measurements:

West: 19.5' width, 42' length

East: 18' width, 31.5' length

Stage: 17' width, 13' length

Gingerbread House:

- 30 -- antique wooden chairs

CATERING & ALCOHOL POLICY

- The Woodruff-Fontaine House Museum allows outside catering on the property.
- All catering companies are encouraged to view the kitchen facilities and venue space prior to the event.
- The catering company of choice must provide proof of a business license and insurance 30 days prior to the event.
- The Lessee may serve all types of alcohol for their event as long as it is served by a licensed bartender.
- The Lessee must provide bartender's current certification and license to serve alcohol in the State of Tennessee 30 days prior to the event.
- We provide recycle bins for events so please make sure all recyclable materials are properly disposed of.

ENTERTAINMENT & VENDORS

- The Woodruff-Fontaine House is a historical property with many fragile and irreplaceable antiques. Sound volume and vibrations can easily affect the conditions of the property resulting in damage to the collections.
- All forms of entertainment (DJ, Band, etc.) must meet with the Woodruff-Fontaine House Event Coordinator prior to the event to view the rented venue space and decide on proper sound volume.
- The Woodruff-Fontaine House Museum has an image to uphold and is located in a residential area. **All music must be clean and not contain explicit profanity and lyrics. Failure to comply will result in immediate termination of the event with no refund.**
- **During the event the entertainment must comply with the agreed upon volume set by the Woodruff-Fontaine Event Coordinator. Failure to comply will result in immediate termination of the event with no refund.**
- **Speakers are not allowed on the south (front) side of the carriage house, no exceptions.**

SECURITY

- A security officer is included with the rental of the venue for an event.
- **Security is offered for 6 hours during the event and the requested time window must be scheduled with the WF Event Coordinator.** If the Lessee would like to hire the security officer for longer than the included 6 hour rental, an additional \$20 per hour will be added to the final venue balance.
- The Lessee is required, upon signing of the contract, to include the additional hours a security officer is needed. The additional fee will be included in the non refundable deposit due at signing.

SITE REGULATIONS

To reduce the risk of damage to properties, furnishings, and grounds, and to maintain an atmosphere in which a historic site can be fully appreciated, the following regulations apply to everyone visiting the Woodruff-Fontaine House Museum and property managed by the APTA, Memphis Chapter.

The Woodruff-Fontaine Event Coordinator reserves the right to deny admittance to any individual or members of any group which it has reasonable cause to believe has recently violated these regulations.

- The Lessee is responsible and will reimburse APTA Memphis Chapter for any property damaged or missing as a result of the actions of a guest, contractor, vendor, or employee of the Lessee.
- **No open flame is allowed inside any of the buildings on the property.**

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- **No sparklers, fireworks of any kind are allowed for the “send off” of the wedding party.**
- Should it be determined that a guest has arrived impaired, said guest will be denied entrance.
- **Children present at events must be accompanied by a responsible and sober adult at all times.**
- Smoking is allowed in designated areas only. No smoking is allowed inside the buildings.
- No firearms or weapons are permitted on the property.
- No pets are allowed on the property. Service animals allowed per per-approval of the Woodruff-Fontaine Event Coordinator.
- Accessing exterior fire escape stairs is strictly prohibited.
- **Smoke bombs and colored smoke bombs are not allowed on the property for the wedding send off, photography, or any use during the event.**
- **No fog machines, firelit lanterns or smoke machines are allowed on the property.**

BOOKING THE VENUE

- Viewing the venue is available by appointment only. Viewing hours are Wednesday-Sunday 12pm-2pm. To make an appointment please call **901.526.1469** or email Jennifer Cooper at **j.cooper@woodruff-fontaine.org**
- Venue dates are available and open until a deposit is paid to reserve a specific day. Viewing the venue for a specific day does not guarantee that specific day will remain available. The Woodruff-Fontaine Event Coordinator will continue to show the venue space until a nonrefundable 50% deposit is paid to reserve the requested date. A 50% non-refundable deposit must be paid and the contract signed to secure a specific event date.
- The nonrefundable deposit consists of 50% of the full balance of the following:
 - Venue space(s)
 - Additional security hours and/or additional security guard (if required)
- **A non-refundable 50% deposit of the full balance and a signed event contract is required to secure a date.** The balance of the venue rental is due, in full, 60 days prior to the event. Payments can be made in installments throughout the year or one lump sum as long as they are paid in full 60 days before the event. Cancellations are accepted up to 90 days in advance of the event and monies paid will be refunded minus the non-refundable 50% deposit fee. **Cancellations less than 90 days in advance of the event will not be refunded.** All payments are to be made in the form of cash, check, or credit card. Checks must be payable to “APTA Memphis Chapter”.
- The Woodruff-Fontaine House Museum obtains the right to forfeit the signed contract and cancel the event date if the venue balance payment is not received in full by the 60 day notice.

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- If the Lessee would like to reinstate the canceled date after missing the 60 day deadline, then the final balance must be paid in full along with a \$200 reinstatement fee.