



WEDDING & SPECIAL EVENT GUIDE

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

If you have questions or would like to schedule a venue tour please contact the Venue Director:

Jennifer Cooper

j.cooper@woodruff-fontaine.org

Office: 901-526-1469

Cell: 662-671-3251

BASIC VENUE INFORMATION

- Viewing the venue is available by appointment only.
- Max property capacity is 150.
- Weddings and special event bookings are available Thursday - Saturday during the week. Bookings are not available on major holidays.
- A Woodruff-Fontaine House representative is available onsite throughout the duration of the event. **This representative is not a wedding coordinator.**
- The Woodruff-Fontaine House does not provide event staff. Security and the Venue Director are the only representatives on the property.
- **Street parking is available on Adams Avenue and Washington Avenue. Pay-to-Park is in effect Monday - Saturday, 8am-6pm. The Woodruff-Fontaine House has a vendor lot located at the corner of Washington Avenue & Orleans Street.**
- The Woodruff-Fontaine House does not provide table linens.
- See "Site Regulations" section of the Wedding & Event Guide for more of our policies and procedures regarding booking a wedding or special event.

VENUE RATES

The Woodruff-Fontaine House offers both an indoor and outdoor setting for a beautiful wedding or special event.

**A "special event" is categorized as anything other than a wedding.*

Front Lawn + Carriage House + North Garden

\$5,000

Included in this venue package:

- Two outdoor spaces and one indoor event space
- Onsite tables and chairs
- Kitchen and restroom facilities
- Event Clean-up
- Security (6 hours)
- Mansion Photography Session (Couple only with your photographer)
- Get-ready rooms

North Garden + Carriage House

\$4,700

Included in this venue package:

- One outdoor space and one indoor space
- Onsite tables and chairs
- Kitchen and restroom facilities
- Event Clean-up
- Security (6 hours)
- Mansion Photography Session (Couple only with your photographer)
- Get-ready rooms

*The front lawn of the property is to be used as a **ceremony space only** (A tent or flooring is **not allowed** on the front lawn).

*The Gingerbread Playhouse can be added on to any wedding or special event rental for the rate of \$1,000. (No restroom or kitchen facilities located inside the playhouse).

*The mansion photography session and get-ready rooms are only available for a wedding rental. If renting the space for a special event these amenities are not offered.

ALLOTTED TIME

- A venue rental booking is for 12 hours the day of the scheduled event.
 - 10:00am – 10:00pm
 - **Send-off, bar and music strike must happen by 9:00pm**
 - All guests, wedding party, and vendors must vacate the property by 10:00pm, NO EXCEPTIONS.
- The venue will open at 10:00am on the day of the event for set up.
- Decorating and set up of the indoor space is allowed the day prior to the event if there is no scheduled museum function. Decorating the day before the event must be scheduled with the Woodruff-Fontaine Venue Director.

- Ceremony rehearsal time is included with the rental of the venue space for a wedding (**Note this says ceremony rehearsal NOT rehearsal dinner**) A 1.5 hour window is allotted for the ceremony rehearsal time the day before the event and the rehearsal time must be scheduled with the Woodruff-Fontaine Venue Director.
- Decorations are encouraged to be removed after the event, but keeping with the venue policy that the event must strike by 9pm and everyone off the property by 10pm, decorations may be removed the day following the event between the hours of 11am - 1pm. The removal of decorations the following day must be approved by the Woodruff-Fontaine Venue Director.

*For Special Event Rentals: Decorating and set up of the indoor space is allowed the day prior to the event and follows the rules above. No rehearsal time is offered for Special Event rentals.

PHOTOGRAPHY

An interior photography session with the Lessee's photographer is included with each **wedding venue rental**. Renting the venue for a special event does not include a photo session inside the mansion. The Woodruff-Fontaine House is a historical site with a dignified image to uphold; therefore all photos taken on the premises must be of a respectable manner.

- Wedding photos inside the mansion are for the wedding couple ONLY. The wedding party and family photos are not allowed inside the mansion.
- 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.
- No food or drink allowed inside the mansion during the photography session.

EVENT RENTALS

- The Woodruff-Fontaine does not offer table linens.
- The Woodruff-Fontaine Venue Director must be informed of all event rental companies hired for the event.
- All event rental deliveries and pickups must be scheduled with the Woodruff-Fontaine Venue Director
 - Drop off - Thurs - Sat, 11am - 3pm
 - Pick up - Wed, 11am - 3pm (the Wednesday following the event date)
- Dance floors and tents are not allowed on the front lawn. All dance floor and tent installations must be scheduled with the Woodruff-Fontaine Venue Director.
- Tents must be WEIGHTED, NOT STAKED.

The Woodruff-Fontaine House offers tables and chairs:

- 10 - 60" round wooden tables (seats 8 - 10 people comfortably)
- 8 - 36" round wooden tables (seats 4 - 5 people comfortably)

- 6 – 30” round plastic bistro tables (bar top height)
- 1 – 48” round plastic table
- 5 – 6’ rectangular plastic banquet tables
- 1 – 8’ rectangular wooden table
- 1 – antique wooden decorative table
- 1 – portable wooden bar
- 100 – gold chiavari chairs with ivory cushions

Carriage House Measurements:

West Side: 19.5’ width, 42’ length

East Side: 18’ width, 31.5’ length

Stage: 17’ width, 13’ length

Garden Measurements: 30’ x 45’ (courtyard concrete)

Best tent sizes for the garden: 30’ x 40’ which covers walkways or a 20’ x 40’ which leaves the walkways open

CATERING & ALCOHOL POLICY

- The Woodruff-Fontaine House allows outside catering on the property.
- All catering vendors are encouraged to view the kitchen facilities and venue spaces prior to the event.
- **The catering company of choice must provide proof of a business license and insurance 30 days prior to the event.**
- Catering is required to bus tables and empty trash bins throughout the duration of the event and at the end of the event.
- All alcoholic beverages must be served by a licensed bartender.
- **Proof of bartender’s valid ABC license must be provided 30 days prior to the event.**
- Bartenders must clean the bar and empty their trash bin at the end of the event.
- Any food stations that involve open flame must be placed outdoors.

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.
- The Woodruff-Fontaine House has an image to uphold and is located in a residential area. **All music must be clean and not contain explicit profanity and lyrics (CLEAN VERSION ONLY). Failure to comply with this policy will result in immediate termination of the event with no refund.**
- Speakers are not allowed on the south side (front) of the carriage house, no exceptions.
- All vendors must comply with all Woodruff-Fontaine SITE REGULATIONS throughout the event

SECURITY

- A security officer is included with the rental of the venue for an event.
- Security is offered for 6 hours during the event. If the Lessee would like to hire the security officer for longer than the included 6 hour rental, an additional \$35 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.

CLEANING

- Event clean-up is included with every venue rental. Kitchen and restroom facilities are located inside the carriage house.
- All rentals placed outdoors (with the exception of a tent) must be stored inside the carriage house at the end of the event for safe keeping.
- All trash must be disposed of at the end of the event either by catering staff or the Lessee.

SITE REGULATIONS

To reduce the risk of damage to properties, furnishings, 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 Venue Director 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 (Woodruff-Fontaine House Museum) 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.
- No illegal drugs are allowed on the property.
- No sparklers, or fireworks of any kind are allowed for the “send off” or during the event festivities.
- Cold sparklers are not allowed on the property.

- Should it be determined that a guest has arrived impaired, said guest will be denied entrance on the property.
- 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 preapproval of the Woodruff-Fontaine Venue Director.
- Accessing exterior fire escape stairs is strictly prohibited.
- Smoke bombs and colored smoke bombs are not allowed on the property.
- No fog machines, firelit lanterns, dry ice, or smoke machines are allowed on the property.
- No confetti, glitter bombs, or fake flower petals 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 contact Jennifer Cooper:
 - j.cooper@woodruff-fontaine.org
 - Work: 901.526.1469
 - Cell: 662.671.3251
- Venue dates are available and open to anyone 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 Venue Director will continue to show the venue space for any available day until a non-refundable 50% deposit is paid to reserve the requested date. A 50% non-refundable deposit must be paid and a contract signed to secure a specific event date.
- The non-refundable deposit consists of 50% of the full balance of the following:
 - Venue space(s)
 - Additional security hours and/or additional security guard if requested
- 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 prior to the event.

- If Lessee signs a contract for all the venue spaces then the contract cannot be changed; the booking is final. Meaning, if all three venue spaces are booked during the initial signing of the contract, then you decide you no longer need the extra venue space, you cannot remove the venue space from your rental contract.
- Cancellations are accepted up to 6 months in advance of the event date and monies paid will be refunded, excluding the non-refundable 50% deposit fee. Cancellations less than 6 months 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 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.
- 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.