



### **Wedding Rentals—Information and Guidelines**

Congratulations on your big day! Thank you for thinking of Ashland as you navigate this exciting time.

Ashland provides outdoor rental space only, either on the back lawn or the Cottage lawn. Rental area must be approved by Ashland. Parking areas and clean indoor restroom facilities are available for all approved events.

#### **Rates—Maximum Guest Count is 150**

1 – 50 people: \$500  
51-100 people: \$1,500  
101-150 people: \$2,000

Friends of Ashland receive a 10% discount!

#### **COVID-19 Policies**

In these unprecedented times, Ashland strives to keep the safety and health of all guests and staff as our highest priority. We are social distancing, masking, and implementing all other Healthy at Work guidelines for events and gatherings. Staff will always be masked during events and will remain 6 feet away from guests as much as possible.

**We will discuss these parameters on a case by case basis with each rental party, but in general here is what we expect of guests:**

- For the Ceremony—Chairs must be grouped by household and spaced out at least 6 feet away from all other chairs.
- For the Reception—Guests must be assigned to tables by individual household and all tables must be placed at least 6 feet apart.
- Masks—Guests will wear masks at all times including when seated/standing at tables and not actively eating or drinking. Of course, masks may be removed when actively eating or drinking, but must go on again when you are finished. Anyone walking down the aisle during the ceremony does not need to be masked but will need to put it on after the ceremony concludes.

Again, we will discuss these procedures on an individual basis for all events. We understand that there may be special circumstances where these precautions may not be 100% necessary for all groups.

#### **Set-Up**

Access to the site will be granted the day of your event starting at 9:30 Monday-Saturday and 12:30 on Sundays. Deliveries from vendors can be made up to two days prior to your event and must be picked up no later than two days after your event. Due to limited lighting, we suggest all evening events conclude at dusk, however you may provide your own lighting if you wish to stay later. **Events must conclude by**

**10:00pm, clean-up included (this does not include pick up of rented items). All events exceeding the 10:00 pm cut off time will be subject to an additional \$250 charge per hour.**

### **Event Management**

An Ashland representative will be on site for the entirety of the event to safeguard the site, give instructions to vendors (if necessary), answer questions, and ensure that our policies are followed. Lessee is responsible for providing a wedding planner/coordinator who will take charge of the event, be the day-of contact, and will keep the event progressing and ending on time. This does not have to be a professional planner or coordinator, but they must be willing to take on these responsibilities in a professional way.

### **Tent**

Ashland provides a 20' x 30' tent which seats 40 people at no additional charge, provided the tent stays in its original location. There is a \$200 charge to move the tent to another area on site as well as a charge of \$125 to put up the tent walls. Groups wishing to rent a larger tent must first have approval from Ashland for tent placement and then are responsible for arranging for rental and setup by an approved rental company. **Note – maximum size for rented tent is: 40' x 60'.**

### **Reservations, Payment, and Cancellation**

To reserve the event date, a contract must be signed, and **50% payment** of the rental fee is due upon contract signing. The balance is due five business days prior to the event along with a **\$500 damages deposit**. Assuming no damage to the property and adherence to the contract terms, the damage deposit will be refunded within five business days after the event.

**If the lessee cancels the event within two months of the event date, a full refund will be applied. If the lessee cancels one month from the event date, the lessor will retain the rental deposit. If the lessee cancels within five days prior to the event, the lessor retains the full amount of the rental along with the damages deposit.**

**Ashland will operate on the understanding that the event will take place as planned or at a reduced capacity unless prevented from doing so by official Kentucky Healthy at Work guidelines for events. Should Kentucky Healthy at Work guidelines force a reduced capacity event or an event cancellation, Ashland will refund the lessee the difference in rental deposit fee or the full rental deposit.**

**If the lessee chooses to only have wedding photos done instead of the full event, the lessee must inform Ashland as soon as possible and a partial refund will be applied covering the difference in the rental deposit and the \$100 wedding photo fee.**

### **Rentals**

The lessee is responsible for rental of larger tent, tables, chairs, catering, decorations, music, etc. Ashland is not responsible for any rented items and provides the grounds only. There is no security provided for rented items. Leaving any items on site prior to the event is done at lessee's own risk. Ashland can provide a list of preferred rental vendors.

### **Decorations**

No decorations may be attached to any trees, buildings, or other structures on site. Free standing decorations are allowed in the designated rental area only. No confetti, glitter, or loose décor item is permitted. Open flame candles must be enclosed. Sparklers are permitted only when the ground is not

dry and an LFUCG burn ban is not in effect. Lessee must provide adequate receptacles and disposal of the use thereof.

### **Parking**

For groups over 50 people, the lessee is responsible for providing a parking attendant to be on site 30 minutes prior to the start of the event until 30 minutes after it has started. For an additional \$75 Ashland can provide a parking attendant for the event. Ashland will also provide reserved parking signs for the event if it is outside of regular operating hours. Should your event take place during regular operating hours, parking will be on a first-come, first-served basis with our regular tour guests and the wedding guests. The parking attendant is required to visit the site at least 24 hours prior to the event to go over parking regulations with an Ashland representative.

Please let us know if you plan to arrive via party bus or other special vehicle. We can reserve special parking in a designated area.

### **Photography**

Though no photographs are allowed in the mansion, you are welcome to take pictures anywhere on the grounds. Ashland reserves the right to use photographs and video on our website and social media accounts from events that take place on the grounds. Proper credit will be given to photographers and other vendors involved.

### **Music Regulations**

Because Ashland is located in a historic residential neighborhood, all music must be either acoustic or kept at a reasonable volume per the Ashland representative's guidelines and the legal limits of the City Noise Ordinance.

### **Food & Alcohol**

The use of a licensed and insured caterer is required. Selma's Catering & Events has the right of first refusal for all events booked at Ashland. If Selma is unavailable, you may choose another licensed caterer of your choice.

There are no kitchen facilities available on site. All food being served must be prepared off-site. The caterer providing your food services will be responsible for any clean up or trash removal of these items. Clean up and trash removal must be completed by 10:00pm. Ashland will provide up to three large herbies, but they must not be over-filled. Lessee or caterer must provide additional trash bags. Catering and rental equipment vehicles may be permitted to drive on the grounds according to ground condition, otherwise they will use the paved driveways and grass-crete areas.

Any alcoholic beverages must be served through a liquor license holding vendor and a copy of liability insurance and alcohol insurance must be provided (either by vendor or lessee). A copy of the bartender certification is also required. No person under the age of 21 is to be served alcohol under any circumstance. Ashland reserves the right to halt any event in violation of this and/or remove violating guests from the premises. As with catering, the vendor providing your bar services will be responsible for any clean up or trash removal of these items using the same herbies mentioned above and must also be completed by 10:00 pm. The bar will close 30 minutes prior to the end of your event.

**Formal Garden Policy**

Though you cannot rent the formal garden, it can be made available for your group's guests to visit while at Ashland. Bicycles, dogs, food, alcohol, and picnics are not allowed in the garden. Any children visiting the garden must be supervised by an adult.