



### **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. \*\*Please note that formal garden is not available for events or weddings.

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

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

Special Mansion Tour: Additional \$250

Friends of Ashland receive a 10% discount!

#### **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 50' tent located on our café patio which seats 45 people. You may rent walls from local rental companies. 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.**

### **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 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.

### **Optional Mansion Tour**

The mansion may be made available for touring but will only be available during the first hour of the event. For large groups of 50 or more guests, the charge is \$250 and touring will be done in an open house format with docents available to answer questions throughout the house. For smaller groups, individual private tours prior to your event start time may be arranged for \$15 per person. You must contact Manager of Visitor Services, Phil Janes, ([pjanes@henryclay.org](mailto:pjanes@henryclay.org)) at least two weeks in advance to make arrangements. Food, drink, and flash photography are not allowed in the mansion.

### **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.