



# *Barker Mansion Rental FAQ*

## Mansion Occupancy/Room Availability/General Information

1. **How many guests can the Mansion accommodate?**
  - a. **Indoors:** The Mansion can accommodate up to 50 people sitting at tables and chairs in our Drawing Room, this is per our Fire Code. If the guests are sitting in rows we can accommodate up to 70 guests in our Drawing Room.
  - b. **Outdoors:** The Mansion can accommodate up to 70 people, this is under our pergola or in the grass.
2. **What rooms are available for use?**
  - a. The rooms available for rentals are the Drawing Room on the first floor and the Ball Room on the third floor. Note, there is not a stair lift for handicapped individuals to use for our upper floors.
  - b. Our outdoor rentals are held in the garden with use of the pergola and upper deck, off our Library.
3. **Do you have preferred vendors?**
  - a. **Catering:** Great Lakes Catering, 219.898.1502, ask for John
  - b. **Photography:**
    - i. Toni Jay Photography, [www.tonijay.com](http://www.tonijay.com)
    - ii. Lundmark Studios, 872.225.2781
    - iii. Deborah Johnson Photography, 219.322.0493
  - c. **Flowers:** Wrights Flowers, 219.873.1111
  - d. **Make-up:** Beth Feral Makeup, 219.393.4430
4. **What if it rains?**
  - a. If it rains we have our indoor spaces to use (i.e. the Drawing Room and the Ball Room)
  - b. We only book one event per day so you can move your event indoors, but this decision must be made 24 hours before the event. Our staff is unable to move the furniture the day of the event.
5. **Is the mansion climate controlled?**
  - a. We are heated in the winter to 65 degrees, which is a bit cooler than your own home.
  - b. While we do have air conditioning in the summer, the mansion still stays quite warm depending upon how the HVAC system keeps up with cooling the 35 000 square-foot historic home.
6. **Who should I contact if I have further questions, or want to schedule a site visit?**
  - a. You can contact our Rental Liaison Amanda Brown at [amandab@emichigancity.com](mailto:amandab@emichigancity.com) or 219.873.1520.

**7. What time of day are weddings and rentals allowed?**

- a. Weddings and rentals are allowed around four times. For that information please email us or call us for our seasonal tour times.

**8. Is the Mansion handicap accessible?**

- a. We do have a ramp at our back entrance to help those in need of assistance. We do not have stair lifts to assist to our 2<sup>nd</sup> and 3<sup>rd</sup> floors.

**Fees/Hours of Use/Contract Information**

**9. What are the rental fees?**

- a. Non-Profit meeting: \$25
- b. Social Club Meeting: \$50
- c. Party: \$450
- d. Wedding Ceremony: \$600
- e. Wedding Ceremony & Reception: \$1100
- f. Photo Shoot Time: \$150

**10. How many hours do we get?**

- a. Wedding Ceremony: 3 hours + 1 hour for Rehearsal
- b. Wedding Ceremony with Reception: 6 hours + 1 hour Rehearsal
- c. Bridal/Baby Showers/Parties: 3 hours
- d. Non-Profit Meeting: 2 hours
- e. Social Club Meeting: 2 hours
- f. Photo Shoot: 2 hours

**11. Can we have additional time?**

- a. Additional time can be added, at an additional cost of \$100 per hour. This must be done one month prior to the event. *See our list of rental fees for details.*

**12. Can our guests take tours of the Mansion during the event?**

- a. Yes! We would love to show your guests around. Tours must be pre-arranged, however, and a reduced fee of \$5/person applies.

**13. Do you require a contract to rent at the Mansion?**

- a. Yes, we do require a contract to rent at the Mansion. You can contact our Rental Liaison Amanda Brown at [amandab@emichigancity.com](mailto:amandab@emichigancity.com).

**Tables/Chairs/Dishware**

**14. How many chairs are available, for rental use?**

- a. 70 chairs are available.

**15. How many tables are available for rental use?**

- a. 4' – Round Tables – 10 available
- b. 6' – Rectangular Tables – 1 available
- c. 8' – Rectangular Tables – 3 available
- d. 3' – Square Card Tables – 4 available

**16. How many do the round tables seat?**

- a. The round tables seat 6 most comfortably.

**17. What color are the table cloths?**

- a. Our table cloths are Ivory in color. If you want a different color you can rent them from General Rental, 219.872.9177.

**18. Do you have dishware?**

- a. We do not have dishware, this you must provide yourself or if you choose to use a caterer you can ask if they supply dishware. We do, however, rent out our tea pots (12) and tea cups (70) for your use. A \$50 fee applies.

**Food/Alcohol/Kitchen/Clean-up**

**19. Is alcohol allowed?**

- a. Alcohol is allowed, but only through a licensed caterer, and there is a 2-drink limit. Also, an armed police officer must be present during the event, this is an additional fee of \$35/hour, that must be paid to the police department. The form can be obtained from the police station. Please note that we do not allow glass beer bottles.

**20. Are we responsible for clean up?**

- a. Yes, you must clean up after your event. Our Mansion staff will put away the tables, chairs, and wash table cloths.
- b. You are responsible for any trash and washing any dishes you use (yours or the mansion's).

**21. Are there any restrictions on food/drink?**

- a. Any red foods or drinks are prohibited at the mansion. This is very difficult to remove from table cloths and carpets.

**22. Can we use sterno burners to keep our food hot during the event?**

- a. Renters are not allowed to use sterno burners unless attended to by a licensed caterer.

**23. Can we use the kitchen to prepare our food?**

- a. Renters can use the kitchen to prepare the food for their event.

**24. Do you have an oven?**

- a. We do not have an oven, we do have two microwaves and plenty of plug-ins for crock pots in the kitchen.

**25. Do you have places to keep our food cold?**

- a. We have two regular-sized refrigerators and freezers that are available for use.

**Wedding Specifics**

**26. Do you have a room for the bride to get ready in?**

- a. Yes, we have a bride's room on the 2<sup>nd</sup> floor of the mansion. Unfortunately, we do not have a groom's room.

## Decorations/Decorating Times

### **27. When can the party arrive to decorate?**

- a. The party can arrive up to two hours before the party to set up. If extra time is needed additional hours can be added for an additional fee. You must coordinate your arrival time for set up two weeks prior to the event.
- b. *Note: Our Mansion staff will set up tables and chairs for you.*

### **28. What decorations can we use?**

- a. Only free-standing decorations are allowed. Renters and guests are not to move any items that are in the mansion. Nothing can be attached to the walls. Balloons are allowed but only if tethered. No candles are allowed. Glitter and confetti are not allowed. Bird seed and rice cannot be thrown out doors. Finally, fake flower petals are not allowed.
- b. *Unity Candle Ceremonies are an exception to the no candle policy.*

## Garden Information

### **29. What does the garden look like?**

- a. Our garden is being restored to look like the plans of the 1910 garden envisioned by the Barker family. With that being said, it is a historic garden and our flowers are chosen to reflect that vision of the 1910 garden. We have beautiful rose bushes, otherwise the garden is primarily greenery.

### **30. What will be blooming in the garden?**

- a. Our garden, though focused on greenery, blooms at various times of the year with, roses, lilacs, wisteria, irises, peonies, phlox, dianthus, and pots filled with annuals.

## Music & Photography

### **31. Can we have music?**

- a. Yes! Music is allowed inside with no dancing. Or outside dancing is allowed.

### **32. Can we take pictures in the Mansion?**

- a. You may take pictures in the Mansion, but only of your guests. Flash photography is prohibited in the Mansion.
- b. Guests are not allowed to take pictures of the artifacts in the mansion this is per our insurance policy.

Photos by Toni Jay Photography

