

# Mooreland Bridal Facility Rental Packages

## General Wedding Ceremony and Reception Information

Mooreland Executive Cuisine caters all food, beverage and alcohol service.

- All events including wedding ceremonies and receptions end promptly at 11:00 p.m.
- Space rental rates include set up and break down of tables, chairs, buffets, and dance floor, if reasonable and customary.
- Space rental rates also include the crystal, silverware, tables, chairs, and linens. The Catering Manager can provide additional information on table linen specifications.
- All alcohol service ends 1/2 hour prior to the end of rental time.
- The Mooreland piano rental fee is also included in the package price. This is a \$70.00 value. The piano is 100 years old and shall not be moved from the Living Room.
- The Living Room is an ideal location to display the wedding cake. Any other food or beverage service is not permitted in the Living Room.
- A 6.25% tax will be added to the Facility Rental Package price.
- Exclusive use of the mansion during designated rental time.
- A 20% service charge will be applied to all food and beverage costs.
- Lakeland Community College and Mooreland Mansion are non-tipping facilities. Any gratuities offered will be donated to the *Lakeland Community College Foundation Fund*.

## Facility Accomodations

### The Rose Garden

*Full Mansion and Gardens Rental: 8:00 a.m.–11:00 p.m.*

- Entire Mansion and Gardens - Includes all spaces in the mansion on the first and second floor, and all of the gardens.
- Dance Floor Rental, set-up and break-down.
- Piano rental.

*(Weekday Facility Rental Price - \$2,500 • Saturday or Sunday Facility Rental Price - \$3,000)*

### The Verandah

*Garden Wedding Ceremony & Reception: 3:00 p.m.–11:00 p.m.*

- One Garden for Ceremony, Living Room, Oviatt Room, Restoration Room, Dunlap Room, South Verandah, and One Bridal Ready Room on the second floor.
- Dance Floor Rental, set-up and break-down.
- Piano rental.

*(Weekday Facility Rental Price - \$1,700 • Saturday or Sunday Facility Rental Price - \$2,200  
For Reception Only Deduct \$200.00)*

### The Mansion

*Wedding Ceremony & Reception: 9:00 a.m.–1:00 p.m.*

- One Garden for Ceremony, Living Room, Oviatt Room, Restoration Room, South Verandah, Dunlap Room (used for the buffet), and One Bridal Ready Room on the second floor.
- Dance Floor Rental, set-up and break-down.
- Piano rental.

*(Weekday Facility Rental Price - \$800 • Saturday or Sunday Facility Rental Price - \$800)*

# Mooreland

## Facility Rental and Catering Policies & Procedures

To assure your event functions smoothly at Mooreland, please review the following policies and procedures. The Mooreland Conference Coordinator will handle scheduling and act as the liaison between the client and the Mooreland staff.

### RESERVATIONS

Requests to reserve space for a special event at Mooreland are accepted up to two years in advance of the event date. The requested date can be reserved for ten days at which time the signed Event Order, signed Facility Use and Service Agreement and non-refundable deposit are due. If the executed Event Order, Facility Use and Service Agreement, and non-refundable deposit are not received by the end of the ten-day period, the date cannot be guaranteed. If a request is received from a potential customer for the reserved date prior to the expiration of the ten-day "reservation" period, the client will be notified for a final decision. At that time, the signed Event Order, signed Facility Use and Service Agreement and non-refundable deposit will be required within three working days.

### RENTAL RATES

Rental rates include event spaces, tables, chairs, linens, and the guest service staff. Weekday and Weekend/Holiday rates for each space are listed on the information sheet and do not include tax. There is no rental fee for set-up and break down times if they are reasonable and customary. If necessary, a set-up and break down fee may be added. Tax-exempt status will be granted by supplying the appropriate documentation.

In certain circumstances, a security deposit will be required and noted on the Event Order. The security deposit will be refunded after the event, less the amount for any additional rental, cleaning, restoration of damage, etc., caused by the event. Lakeland Community College requires protective services at all events where alcoholic beverages will be served. A \$200.00 flat rate charge will be applied to your catering contract for police coverage.

### GRATUITIES

In compliance with Lakeland Community College policy, Mooreland staff is not permitted to accept gratuities. In addition, a gratuity charge will not be added to the bill, thereby passing the savings on to the client. If a gratuity is offered, the full amount will be donated to the Lakeland Community College Foundation Fund.

### AVAILABLE EQUIPMENT

Mooreland provides certain items such as audiovisual equipment and a dance floor, which are available on a first-come, first-serve basis for events. The available equipment and their rental rates are listed on the 'Equipment Rates' information sheet.

### NOTIFICATION

Immediate written notification is requested if a scheduled event needs to be cancelled.

### FOOD & BEVERAGE CATERING

Mooreland Executive Cuisine caters events at Mooreland and the Catering Account Executive can be reached at 440.525.7306. Food and Beverage rates are listed on the catering menus, are subject to change, and are not guaranteed until 90 days prior to the event date. Menu selections may be made at any time, but are required a minimum of 60 days prior to the event date. The final meal count is due by 12:00 p.m., 14 business days prior to the event. The meal guarantee establishes the minimum number to be billed, regardless of the actual meal attendance. The caterer is always prepared to serve 5% more than the guaranteed number.

Alcoholic beverages may only be served by Mooreland Executive Cuisine Monday through Saturday. Guests cannot bring alcoholic beverages onto the premises and must be at least 21 years of age for consumption. Alcoholic beverages are not permitted to leave the premises after an event. Police coverage is required at all events where alcohol is served.

### ON-SITE MEETING

A final on-site meeting should be held at least three weeks prior to the event with the Catering Account Executive to discuss logistics, procedures and any equipment or materials necessary for the event. At that time, the payment schedule will be reviewed and the estimated food, beverage and/or space rental costs will be provided.

### DEPOSIT & FINAL PAYMENT SCHEDULE

TIME	AMOUNT
At date of contract	Non-refundable deposit equal to the greater of 50% of rental fee or \$300.00
Minimum of 60 days prior to event date	Non-refundable deposit equal to 50% of the estimated food, beverage and bar cost
14 business days prior to the event date	100% of estimated final bill, non-refundable. This is Full Payment

## DEPOSIT & FINAL PAYMENT (cont.)

- 1.) A non-refundable deposit equal to the greater of 50 percent of your rental fee or \$300.00, credited toward the total rental cost, is required with the signed contract.
- 2.) A non-refundable deposit equal to 50 percent of the estimated food, beverage and bar cost, is due a minimum of 60 days prior to the event date.
- 3.) Payment in full for your Total Estimated Balance of Space Rental, Food, Beverage and Bar Cost is due no later than 14 business days prior to your event date, and is non-refundable. **Credit card or certified bank check ONLY are required for final payment.** VISA, MasterCard or Discover will be accepted as payment.

A valid MasterCard, VISA or Discover account number and authorized signature is required to be on file 14 business days in advance of your event. **The credit card account will be pre-authorized for an amount determined by the Mooreland Business Operations Manager.** This credit card account will be charged after the event if there are any additional charges incurred during your event that were not accounted for on your Total Estimated Final Bill.

All payments are NON-REFUNDABLE and a timely payment is due on or before the due date shown on your Event Order and Catering Contract.

A final adjusted invoice will be issued after the event and will include tax and a 20% service charge. All prices are subject to change without notice. Payment methods include checks made payable to Lakeland Community College or VISA, MasterCard or Discover. One payment may be made for both space rental and catering costs. A refund check will be issued after the event if applicable.

## MATERIALS/EQUIPMENT

Mooreland staff is not responsible for moving, setting up or taking down any materials or equipment brought in by the client for the event. All items such as rental equipment, tables, chairs, etc. Must be removed immediately following the event. Mooreland is not responsible for damaged or lost items.

## SET-UP TIMES

All set-ups for day and evening events should be coordinated with the Conference Coordinator. Every consideration will be made to accommodate appropriate set-up times. Mooreland staff is not responsible for setting up equipment brought in by the client.

## BREAK DOWN & CLEAN UP TIMES

Break down and clean up must be completed 45 minutes after the completion of the event. The client is responsible for the removal of all personal property including decorations and flowers, an equipment brought in within that time unless other arrangements have been made in advance with the Conference Coordinator. Mooreland staff is not responsible for the break down of any materials or equipment brought in by the client. If Mooreland staff support is requested, an additional fee will be charged.

## PROMOTIONAL MATERIALS

Mooreland must approve, for technical and factual accuracy, all promotional materials mentioning Mooreland produced for the event (including invitations, programs, etc.) at least two weeks before they are printed or broadcast.

## DELIVERIES

All deliveries and removal of materials and equipment should be prearranged with the Conference Coordinator at least one week prior to the event. The client is responsible for all expenses related to the shipping and receiving of materials for the event.

## DECORATIONS

Plans for decorations, entertainment and layout for the event must be submitted at least three weeks in advance of the event date. The use of any combustible materials is strictly prohibited. For safety reasons, candles must be enclosed in either hurricane glass globes or votive glass containers. The affixing of materials to the walls, doors or ceiling with nails, staples or adhesive is prohibited. Only freestanding decorations are permitted. The client is responsible for the removal of all decorations immediately following the event.

## PROTECTIVE SERVICES

Mooreland and Lakeland Community College reserve the right to inspect and control all private events. If Protective Services is required to maintain order due to the size and nature of a function, the client will be required to pay for a uniformed or non-uniformed Lakeland Community College police officer or officers at a rate quoted at the time of contract. Mooreland reserves the right to limit noise volume in its function rooms and spaces for the consideration of other guests. In addition, a police officer is required at events where alcoholic beverages are served and will be charged at the standard flat rate price.

## **SMOKE-FREE FACILITY**

Mooreland is a smoke-free facility. No smoking is permitted in the building or on the verandahs. A smoking area is provided between Mooreland and the East Parking Lot.

## **USE OF FACILITY**

Failure by the client and guests to adhere to the policies and procedures or to any applicable policy of the Lakeland Community College District shall be sufficient cause for the denial of further use of the facilities.

## **PARKING**

Mooreland provides a complimentary East Parking Lot for guests, which is conveniently located within walking distance. For the unloading and loading of equipment, a loading dock and ramp is available on the West side of Mooreland. Vehicles must be moved out of this area as soon as the unloading/loading is complete. Valet parking is available through a third party vendor, and is the responsibility of the client to arrange.

## **PERMITS & LICENSES**

The client is responsible for the procurement of all applicable licenses and permits when necessary. Mooreland is licensed to sell alcohol Monday through Saturday.

## **CERTIFICATE OF INSURANCE**

In compliance with Lakeland Community College policy, mooreland may require a Certificate of Insurance as evidence of Commercial General Liability Insurance. If requested, the client will provide a Certificate of Insurance confirming that this insurance is in force and with the Limits of Liability that are requested in the amount of \$1,000,000 per occurrence. Further, the Certificate of Insurance must show that "Lakeland Community College District" is made an ADDITIONAL INSURED for the term of the event. The Certificate of Insurance must be provided at least one month prior to the event.

## **LIABILITIES**

Mooreland shall be held harmless from all claims arising out of the client's use of the facility or property. The client agrees to pay the cost of repairs, restoration or replacement of any damage to Mooreland, its equipment or furnishings. The client assumes full responsibility for theft, loss or damage to any materials and equipment brought to Mooreland by the client and the client's guests, subcontractors, vendors, or agents. Mooreland is not responsible for any damage to or loss of materials and equipment placed in Mooreland prior to, during or following an event. Client contracts with vendors are solely between the client and vendor. The client will ensure that all vendors review and agree to comply with the requirements established by Mooreland.

## **EMERGENCY CLOSING**

In the event that Lakeland Community College closes due to snow or other act of nature, the Manager of Mooreland, in conjunction with school officials, will determine whether the emergency closing necessitates a forced cancellation of the scheduled events at Mooreland. Determination of cancellation of the vent will be based on, but not limited to, the nature of the emergency closing. A complete policy and procedure regarding Mooreland emergency closing is available upon request.



# Mooreland Wedding Menus



Mooreland Executive Cuisine is pleased to present the Wedding Menus! Each Wedding Menu offers exciting flavors, textures and presentations specifically developed for exclusive wedding service at Mooreland. Mooreland Executive Cuisine's Executive Chef is committed to preparing unique dishes that are classic, elegant and simply delicious!

## CATERING

Mooreland Executive Cuisine is the exclusive caterer of Mooreland. We are dedicated to providing high-quality, full-service catering for every occasion.

A representative of Mooreland Executive Cuisine would be happy to personalize and customize a special menu for your specific needs.

Mooreland Executive Cuisine provides all food and beverage service at Mooreland other than wedding cakes. Food and beverage may not be brought into Mooreland by any other means.

Meal functions may also be set up outside on the grounds, for an additional charge.

## GRATUITIES

In compliance with Lakeland Community College policy, Mooreland staff is not permitted to accept gratuities. We pass the savings along to you! Lakeland Community College and Mooreland Mansion are non-tipping facilities. Any gratuities offered will be donated to the Lakeland Community College Foundation Fund.

## WEDDING CAKES

Mooreland Executive Cuisine cannot provide specialty cakes. All cakes for Mooreland events must be cut and served by Mooreland Executive Cuisine catering staff.

Cake cutting fee of \$1.00 per person will be charged.

## BEVERAGES

Mooreland Executive Cuisine is proud to offer exclusive house wine. Mooreland must supply all alcoholic and non-alcoholic beverages. No beverages may be brought on Mooreland premises. Guests must be at least 21 years of age to consume alcoholic beverages. Mooreland reserves the right to check I.D. Mooreland does not allow the sale or service of alcoholic beverages at events held on Sundays.

We reserve the right to refuse service to any guest we feel is not drinking responsibly. We also reserve the right to close any bar and cease alcohol service at our discretion. It is Mooreland policy to have a police officer present during all events serving alcoholic beverages.

A Mooreland Event Planner will schedule an officer for your event. A \$200.00 flat rate charge will be applied to your catering contract for police coverage.

## GUARANTEES

Food and Beverage rates, listed on the catering menus, are subject to change and are not guaranteed until 90 days prior to the event date. Menu selections may be made at any time, but final menu selections are required 60 days prior to the event. The final guest count is due 14 business days prior to the event by 12:00 p.m. The guest count guarantee establishes the minimum number to be billed regardless of the actual attendance. The caterer is always prepared to serve 5 percent over the guaranteed number.

## PAYMENT SCHEDULE

- 1.) A non-refundable deposit equal to the greater of 50 percent of your rental fee or \$300.00, credited toward the total rental cost, is required with the signed contract.
- 2.) A non-refundable deposit equal to 50 percent of the estimated food, beverage and bar cost, is due a minimum of 60 days prior to the event date.
- 3.) Payment in full for your Total Estimated Balance of Space Rental, Food, Beverage and Bar Cost is due no later than 14 business days prior to your event date, and is non-refundable. Checks made payable to Lakeland Community College. VISA, MasterCard or Discover will be accepted as payment.

A valid VISA, MasterCard or Discover account number and authorized signature is required to be on file 14 business days in advance of your event. The credit card account will be pre-authorized for an amount determined by the Mooreland Business Operations Manager. This credit card account will be charged after the event if there are any additional charges incurred during your event that were not accounted for on your Total Estimated Balance of Space Rental, Food, Beverage and Bar Cost.

All payments are NON-REFUNDABLE and a timely payment is due on or before the due date shown on your Event Order and Catering Contract.

Non-profit organizations are exempt from state sales tax with proper tax exemption documents. State and local taxes will be applied to the Total Estimated Balance.

In compliance with the Mooreland "Facility Rental and Catering Policies and Procedures," a space rental fee will be applied to all functions held at Mooreland.

## NOTIFICATION

If the need to cancel your event should arise, we request immediate written notification.

*We look forward to serving you! If you have any questions please call 440.525.7306.*