



MOORELAND

7800 Clocktower Drive, Kirtland, Ohio 44094-5198
440-525-7306 • email:moorelandmansion.com

Frequently Asked Questions for Your Event at Mooreland

To ensure events function smoothly at Mooreland, please review the “Mooreland Facility Rental and Catering Policies and Procedures.” However, the following are frequently asked questions for your review.

Can a bridal shower, rehearsal dinner or baby shower be held at Mooreland?

Yes, Mooreland can host any social party including Weddings, Graduations, birthdays, anniversaries, proms, business gatherings and fundraisers.

How many guests can Mooreland accommodate?

Mooreland can comfortably accommodate a maximum of 156 guests inside using a combination of spaces, and an additional 50 guests on the South Verandah under an awning that is installed from Early May through late October. Rain flaps can be pulled down in case of inclement weather.

Will more than one event be held at the same time?

Yes, it is possible to host multiple events at Mooreland depending on the availability of the requested room/rooms.

Why should I purchase the Full House and Garden Facility Rental Package for my Wedding Ceremony and Reception?

The Full House & Garden package guarantees exclusivity of the mansion and gardens for your wedding reception. It guarantees that there will be no other scheduled events/facility rentals at Mooreland on your wedding day. It allows the client the most flexibility when scheduling floral, cake, DJ/entertainment set-ups and deliveries, and ceremony rehearsal on your wedding day. The full House and Garden Facility Rental Package is a value-added facility rental package, which includes the entire mansion and all gardens.

What time can I get into the mansion to do set-ups?

All logistical arrangements must be made in compliance with the “Mooreland Facility Rental and Catering Policies and Procedures.” All drop offs, deliveries and set-ups must be completed within the contracted facility rental time. Please advise your vendors of your contracted time so they may set-up and load-out on time.

What is the earliest that Mooreland is opened, and what time does it close?

The doors will open ½ hour prior to the start of the client’s rental time to accommodate set-ups, deliveries, etc. All events end promptly at 11pm or at the contracted time. The bar closes ½ hour prior to the end of the event. If extra time is needed, please check with your Event Planner. An additional charge may be applied to your account for additional time needed.

What does the room rental rate include?

Table & chair set ups are included with the space rental, along with linens, tableware, house lanterns and/or hurricane candle holders, an Event Planner and staff.

Who Provides the Food and Beverage?

Mooreland Executive Cuisine caters events at Mooreland and offers a variety of menu and beverage selections. The catering staff serves alcohol Monday through Saturday only, at the request of the host. *Please note that security services are required for the duration of the event for an additional charge when alcohol is served.*



MOORELAND

How can I contact Mooreland Executive Cuisine to start making food and beverage arrangements?

On your initial visit with your Mooreland Planner, you will receive a packet that includes menus and beverage options for your event. You may begin making arrangements for food and beverage 6 to 8 months prior to your event, but this process must be completed no later than 2 months prior to your event.

What is a Mooreland Executive Cuisine Catering Agreement, and how do I ensure that the timing of my event is followed according to my specifications?

The Catering Agreement is a document produced by your Planner outlining all of your food, beverage and alcohol specifications for the duration of the event. It also clearly communicates event timing, costs and other details important to the execution of your event. The Catering Agreement serves as the food and beverage service agreement and contract. Once you approve and sign this document, the information is transferred to a Banquet Event Order for the staff to follow under the direction of your Planner.

When are the set-ups, food guarantees and other arrangements finalized?

Logistics and guest counts must be finalized 14 business days prior to your event.

What if my guest count changes at the last minute?

Notify your Planner immediately of any changes to your event. The final guest count is due by 12:00pm, 14 business days prior to the event.

Who will be present from Mooreland during my event?

The Manager of Event Services and your Event Planner will be present during your Event. If alcohol is being served, a Lakeland Community College Police Officer will be present for the duration of the bar service and until all guests have vacated the premises.

Where does the Bridal Party head Table fit?

The maximum capacity of the mansion is 156 guests indoors and up to an additional 50 guests outside on the South Verandah. We recommend designating a round table as the head table in any one of our banquet spaces. The Oviatt Room and the South Verandah can accommodate round tables with up to 10 chairs each, the Restoration Room and Dunlap Room can accommodate round tables with up to six chairs each. A long Bridal party head table takes up more space than a round head table and may necessitate decreasing your guest count to fit into the banquet space.

Where can the Head Table, cake, DJ/Band and dance floor be set up?

The head table, cake, DJ/Band and dance floor can be set up in any of the rented spaces. Their location in each space depends on the client's preferences and final guest count.

What types of alcohol do you serve?

Mooreland Executive Cuisine carries top shelf brands of spirits. We also carry bottled beers, house wines, champagne and liqueurs. Please refer to your Bar Attachment Sheet in your Mooreland Executive Cuisine packet.

I am interested in a course or food item that is not noted on the Mooreland Executive Cuisine menu, what can I do?

Discuss your special request with your Event Planner. In most cases, the Chef can accommodate special requests if they are prearranged prior to the event.

How do I make sure my vegetarian guests have something to eat at my event?

Speak to your Event Planner about any special needs requests prior to your event.



MOORELAND

Do I need to include children in my guest count?

Yes, children are included in your guest count. Ask your Planner about the special children's menu.

Can we bring our own food and alcohol?

No, you may not bring your own food or alcohol. Mooreland Executive Cuisine is the exclusive caterer to Mooreland, and they offer a wide variety of menu options. Mooreland Executive Cuisine catering staff may serve alcohol Mondays through Saturdays. *Please note that security services are required when alcohol is served.*

Can we get married at Mooreland?

All our Reception Packages include the Grounds or any of the Mooreland Gardens for your ceremony. We do not rent the gardens for a ceremony only.

What if my wedding ceremony is outside and it rains?

We recommend that all outdoor ceremonies rent back up space off of the Mooreland premises in the event of inclement weather. The South Verandah is a covered outdoor area, which can be used as a rain back-up space.

Where can gifts and a cake be placed?

The gift table and cake table can be set up in any of the rented spaces. The exact location is up to you. Please consult your Event Planner for options.

Is there any information for my vendors in regard to use of the mansion?

Vendor guidelines are available upon request from your Event Planner.

Are centerpieces provided?

Your Event Planner can provide the specifications and availability for the limited supply of complimentary silk flowers, table lanterns and hurricane candle holders.

What colors can I choose for my napkins and table linens?

Out table linens come in Ivory, but we have a wide variety of colors and folds to choose from for your napkins. Please ask your Event Planner during your catering meeting.

Are guests able to go upstairs?

The second floor of Mooreland may be available for viewing if another client has not rented it at the same time.

Can Mooreland Provide music?

A complimentary 5 CD house sound system is available to transmit music in the rented rooms on the first floor of Mooreland. A wireless, hand-held microphone is also available to transmit audio. Mooreland is not equipped with an outdoor sound system. We recommend using a professional DJ for any announcements during your event.

Can I use Mooreland for my Wedding photographs only?

Mooreland will only offer photo opportunities to it's contracted brides.

Where is guest parking located?

Complimentary parking is available in the "Mooreland Visitor and Guest Parking" lot located down the path on the west side of the building. Handicap parking is also available there, as well as in the front circle of Mooreland and on the west side of the house.



MOORELAND

Is handicapped parking available?

Handicapped parking is located in the East Parking Lot, in the front circle of the mansion and on the side of Mooreland. A ramp is also located in the back of the mansion on the South Verandah for easy access.

Can I affix signs to Lakeland Community College property to direct my guests to Mooreland?

No, this cannot be authorized.

When are the payments due?

In accordance with the "Mooreland Facility Rental and Catering Policies and Procedures," a non-refundable deposit equal to the greater of 50% of the rental fee or \$300 is due at the date of contract. A second non-refundable deposit equal to 50% of the Food and Beverage contract is due within 10 days of receipt of the contract. The food and beverage contract must be completed no later than 60 days prior to your event. Full payment on the Facility and Food and Beverage contracts is due 14 business days prior to the event and is non-refundable.

To whom do I make the check payable?

Checks may be made payable to Lakeland Community College. Visa, MasterCard and Discover are also accepted for payments. Personal checks are not accepted for final payments. If you wish to pay by check for the final amount, a certified bank check is acceptable. A credit card needs to be placed on file no later than 14 business days prior to the event.

Does Mooreland have a web site?

Mooreland's web address is www.moorelandmansion.com.

Revised June, 2010