

Mooreland Mansion

At Lakeland Community College

7800 Clocktower Drive, Kirtland, OH 44094

440.525.7306. moorelandmansion.com

Frequently Asked Questions

How many guests can Mooreland accommodate?

Mooreland can accommodate various styles of catered events using a combination of spaces. The maximum capacity is 200 guests, however, there is some flexibility depending on the service style and event set up.

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

While it is possible to host multiple events at Mooreland depending on the availability of the requested rooms, the first floor is booked for one event, while the second floor is composed of smaller meeting spaces that can host multiple meetings/events at one time.

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.

Where is handicapped parking located?

Handicapped parking is located in the Mooreland Visitor and Guest 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, there are signs on campus directing guests to Mooreland.

What does the facility rental include?

Included in the rental of Mooreland are tables, chairs, china, glassware, flatware, ivory house linen (with napkin color selection), hurricane centerpieces, votive candle holders, silk flower arrangements, and event staff (may be subject to additional labor charges depending on service style).

Is Mooreland flexible regarding event floor plans?

Your event planner will provide recommended configurations for your event, but Mooreland is very open to creating custom floor plans to fit the client event vision.

When will I and or my vendors have access to the mansion for set up?

Typically clients and vendors can access the mansion for set up one hour prior to the contracted event time. If additional time is needed, speak to your event planner to coordinate. The event planner will connect with all vendors regarding deliveries, set up, and pick up.

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

Clients need to confirm all vendor contact information with the event planner. Should a client select a vendor that is new to the mansion, it is recommended that they schedule a site visit in advance of the scheduled event.

Who will be present the day of my event? Who is my day of contact?

An event coordinator 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. *If you arrive onsite at your contracted time and the mansion staff is not present, you can contact the Lakeland Police Department at 440.525.7241.*

Who provides the food and beverage?

Lakeland Catering at Mooreland Mansion provides catering services and offers a variety of menu and beverage selections. **Clients are not able to bring in food or alcohol to the mansion.** The only exception is specialty items (i.e. wedding cake, specialty bakery). Alcohol service is permitted Monday through Saturday and Lakeland security services are required for the duration of the event for an additional charge when alcohol is served.

I am interested in a course or food item or have an alcohol preference that is not noted on the Lakeland Catering menu, is Mooreland open to customization?

Discuss your special request with your event planner. In most cases, the chef can accommodate if prearranged prior to the event. For bar services, all alcohol must be procured from a Mooreland purveyor; your event planner can check availability and pricing.

Can Mooreland accommodate guests dietary restrictions?

Speak to your event planner about any special requests prior to your event. Lakeland Catering provides specific menu selections for most dietary restrictions.

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.

When are the setups, food guarantees and other arrangements finalized?

Logistics and guest counts must be finalized 15 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 noon, 15 business days prior to the event and this is the guaranteed guest count; guests can be added, but not removed. Any changes made after this point may be subject to a surcharge.