

BRAGG-MITCHELL MANSION

RENTAL GUIDELINES AND POLICIES

TRAFFIC CONTROL

All events at Bragg-Mitchell Mansion require the hiring of Bobby English the **Bragg-Mitchell Mansion** traffic controller. Fees are based on guest count and specific needs. It is your responsibility to contact Bobby English at 251-454-8400, 3-4 months prior to your event.

ALCOHOL, DRINKS, BARTENDERS

Red wine may be served if an additional damage waiver is signed by the client and on file with the Bragg-Mitchell Mansion.

No self-serve containers are allowed for alcoholic beverages. **All alcohol must be served by a properly bartender.**

Anyone serving alcoholic beverages must provide Bragg-Mitchell Mansion with a **Certificate of Liability Insurance naming Bragg-Mitchell Mansion as an additional insured. Therefore, it is your responsibility to see that your caterer has this Certificate on file with the Mansion.** The Bragg-Mitchell Mansion is released from any and all liability concerning the presentation, consumption, and/ or distribution of any alcoholic beverages.

Lessee shall not allow beer, wine, or liquors of any kind to be sold, given away, or used upon said premises in violation of Alabama Law. Lessee is responsible for the amount of alcohol served to their guests and Bragg-Mitchell Mansion is absolved of any responsibilities pertaining to alcohol or the serving of same to guests of Lessee.

Bartenders must be approved by the director and must adhere to Bartender Guidelines. No cash bars or tip jars are allowed.

NO SMOKING/ SMOKING AREAS

There is to be no smoking of any type, including vapor-style cigarettes, in the Mansion by anyone. Smoking is allowed on the patio or the front lawn only and not on the porches or inside the Mansion. Lessee is responsible for damage to Bragg-Mitchell property due to guests smoking in undesignated areas.

CANDLES, OPEN FLAMES, LUMINARIES

All interior candles must be pre-approved by the director. Any candles used on the exterior of the Mansion must be supplied by the Lessee, and any flames must be covered by glass globes to stay in compliance with the Fire Code. Lessee is responsible for lighting prior to the event and removing these items after the event. Luminaries are allowed on Mansion grounds, but not on porches. Lessee is responsible for lighting prior to the event and removing these items after the event.

GOING AWAY TOSSES

Allowed items: ecofetti, fresh rose petals, bubbles, lavender, shakers, birdseed, glow sticks.

Not Allowed: Sparklers, any confetti other than ecofetti, confetti cannons, rice, or silly string-type products.

ALL TOSS ITEMS MUST BE APPROVED AT THE FINAL PLANNING MEETING.

FIREWORKS, SPARKLERS, MATCHBOOK FAVORS

No fireworks or sparklers may be used on the grounds. No matchbook favors may be given out at the Mansion.

MUSICIANS AND ENTERTAINERS

Musicians and entertainers must be approved by the director. All musician's or entertainer's equipment cases must be stored in an area designated by the Bragg-Mitchell management when performing inside the Mansion. Musicians are to provide their own tables for equipment and cloths to the floor to cover wires, etc. The musicians are not allowed to drive on the front lawn. All equipment must be unloaded and picked up by using the circular drive.

FLORISTS AND DECORATIONS

Florists must adhere to Florist Guidelines.

Lessee is responsible for removing flowers they intend to keep at the end of the contracted time or make arrangements with management for pick up at a later date. Any unwanted flowers may be left at the Mansion. All rental vases, columns, flowers are to be removed off the front lawn by the client or their representative for pickup by the florist at a later date. If there are a lot of florals on the front lawn, the florist is responsible for returning at the end of the evening to pick up all items on the front lawn.

INITIAL _____

CATERERS

Caterers must adhere to Catering Guidelines. Anyone providing catering services must provide the Bragg-Mitchell Mansion with a Certificate of Liability insurance naming Bragg-Mitchell Mansion as an additional insured. A copy of their business license is required; therefore, it is your responsibility to see that your caterer has the necessary documents on file before your event. The Bragg-Mitchell Mansion is released from any and all liability concerning the presentation and consumption of food items.

Small B&B plates and forks must be used for serving cake. No cake is allowed to be served on napkins. Clients must provide someone to be stationed at and cut each cake if caterer does not provide this service.

REHEARSALS

Wedding rehearsal times are arranged around the schedule of the Bragg-Mitchell Mansion.

DRESSING AREAS

The Mansion does not offer dressing rooms for men or entertainers; we ask that they come dressed.

An upstairs bridal suite is provided for the bride, her attendants, and mother(s) of the bride only. Guests and visitors are not allowed in this upstairs area.

WALK-THROUGHS AND FURNITURE RE-ARRANGING

Clients are required to meet with the Bragg-Mitchell director and all vendors for a "walk-through" at least six weeks prior to the event. At that time all furniture placement for the event will be decided and noted.

No furniture is to be removed from the Bragg-Mitchell Mansion, and no outside chairs are allowed inside. No inside furniture is allowed outside. Any re-arranging of furniture will be handled by Bragg-Mitchell staff **only** and with the permission of the director.

PORTABLE RESTROOMS

If you have a guest count exceeding 450, it is required that you rent portable restrooms.

TENTS/Lighting AND RENTALS

A tent is required for any event with 300+ guests. Before a tent is rented, all layouts and schedules must be submitted to the Bragg-Mitchell for prior approval. All lighting schedules must also be submitted to the Bragg-Mitchell and approved before final decisions are made.

It is the obligation of the Lessee to ensure someone is responsible for breaking down and removing all outside furniture. All rental furniture must be broken down and placed in designated area or left inside the tent before the end of contracted time. No chairs or tables are allowed to be left on the front lawn or veranda of the Mansion past contract time.

Prior arrangements may be made for rental items to be left on the premises in designated areas for later pick-up including tents. However, if an event is booked for the following day, all items must be removed. This may incur additional charges from rental companies.

Additional fees will be incurred if the set up including tents and lighting is required to start on Friday and left up until Monday. (See rental information rates)

Additional lighting on the front lawn and the mansion may only be placed by approved Bragg-Mitchell Mansion vendors.

PERSONAL ITEMS

All personal items brought to the Mansion by the Lessees and their guests must be removed the day of the event. Bragg-Mitchell Mansion is not responsible for any damaged, lost or stolen items brought into the mansion including the bride's area and grounds. Valuable items may not be left upstairs during the wedding and reception time. **No dogs will be allowed inside the mansion or on the grounds the day of the wedding.**

ADDITIONAL TIME BEYOND CONTRACTED TIME

Contract time **includes** set-up and break-down, therefore guests must leave one hour before contract ends. Lessee may **pre-arrange** to have additional time added to the contract for an additional charge. This must be paid in full prior to the day of the event. The rate is \$200 per hour (subject to change).

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