

Historic Elmwood

Thank you for choosing Historic Elmwood for your special event. It is our pleasure to make it available for your use and we hope that you enjoy the surroundings. One of the board members will be your contact person. They will unlock the gate and doors prior to your arrival, help find the equipment you need, advise on set up and lock up when you are finished. We ask that you and your guests sign the Guest book. Ask any questions and follow the guidelines below;

*We request your cooperation in making sure the house is ready for the next group to use it and simply ask you to leave the house in good order.

*No smoking is allowed inside the house and cigarettes remaining from outside smoking must be totally extinguished and placed in a garbage container.

*Please supervise children. Running through the house could result in damage and breakage to items donated by others for use and display.

*The fireplace is not to be used as it is not functional.

*The attic and basement are used for storage. Do not enter these areas.

*A handicap ramp is available on the east side of the house.

*Equipment included; refrigerator, stove, microwave, large coffee makers (allow 1 hour), two 24 cup pots and an 10 cup. Dishes, glassware and silver flatware are available. Please wash and put away any dishes used. Take care not to accidentally throw flatware pieces away.

*We provide dish cloths and towels, soap, paper towels and garbage bags. You are to provide your own napkins and other paper products you wish to use. We ask that you bag up your garbage and take it with you. Leave the wet dishtowels in the in the kitchen and any used bathroom towels. A board member will pick up.

*There are seven (7) square tables with chairs which will seat 28 guests. Up to ten (10) can be seated at the dining room table. Other table and chairs may be brought in although the rooms will become crowded. We will help you set up tables. Tablecloths are available, for a laundry fee and should be discussed with a board member. If the board member is not present when you are cleaning, we ask that you leave the cloths on the tables.

*The bedrooms upstairs contain some antique pieces and may be viewed by your guests. The upstairs bathroom is available for use, please make sure the toilet is flushed and towels brought to the kitchen.

*No Pets allowed on the grounds or in the house.