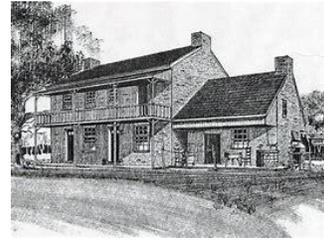


# Clayville Historic Site FAQs



1. **How many guests will the Barn and Pavillion hold?** The facility can accommodate a maximum of 180 guests. To fit comfortably, and to have room for areas such as a bridal party table, dance floor, buffet line, etc., we recommend less than 180 guests.
2. **Are there tables and chairs available?** YES. We have 180 chairs and plenty of tables. The tables and chairs are there for use inside of the Barn and Pavillion. The chairs may be moved outside for a wedding ceremony, but must be returned inside during clean up. We have 11, five-foot round tables that seat up to eight (8) people; 25, six-foot rectangular tables; 2, eight-foot rectangular tables; and four (4) pub top tables with bar stools. Tables can be set up for catering, buffet lines, head tables, etc.
3. **Does Clayville provide linens?** We do not provide linens for events.
4. **Does Clayville set up the tables and chairs for my event?** NO. It will be your responsibility to set up the tables and chairs for your event.
5. **If we do host our wedding at Clayville, what do we do about arranging for a rehearsal?** When you reserve Clayville for a wedding, you have access to the venue for two (2) consecutive days from 8 a.m. until 11:59 p.m. You may use the first day of rental for decorating, wedding rehearsal, etc. If bar service is requested for the wedding rehearsal, service may be available, with up to two bartenders, for an additional fee.
6. **Can I have whomever I want to cater my event?** YES. However, you must obtain pre-approval from Clayville for the caterer before signing a contract with the vendor. Clayville is not responsible for any costs incurred for a caterer that you paid for without approval. Clayville has the right to deny access to the site for any non-approved caterer.
7. **Can I have whomever I want for bar service?** NO. Clayville offers bar services that includes a traditional pour list featuring a selection of soda, water, standard beer, wine, and mixed drinks. You may also rent a frozen margaritas/slushy/frozen lemonade machine from Clayville for an additional fee. **Outside alcohol is NOT permitted on Clayville's property and will terminate your event immediately with no refund.**

8. **Can I have whomever I want for entertainment?** YES. However, you must obtain pre-approval from Clayville prior to signing a contract with the entertainment/DJ/band. Any cost and/or issues associated with non-approved vendor will solely be on you for failing to get the vendor approved before the Event. Clayville has the right to deny access to the site for any non-approved vendor.
9. **Can I cook on the Clayville grounds?** NO. If part of the rental agreement includes the kitchen facility, it is to be used as a preparation area only. Use of the oven is not allowed. No frying, cooking, or baking is allowed. All outdoor grills/smokers/griddles etc. must be pre-approved in writing by Clayville before use, and then operated in a safe manner at least 25 feet from all structures. All state and local food laws must be followed and food permits, if required, must be obtained by you.
10. **Can I have an open flame at the Clayville site?** NO. Although there are operational fireplaces in Clayville's facilities, you are not permitted to have a fire in any fireplaces, outside fire pits, or bring outdoor fire pits. Fireworks, lanterns with flames, or candles with flames are also not allowed. **Sterno cans or similar open-flame food warmers can only be used outdoors or in buildings with concrete floors.**
11. **When are we allowed to set up for our event and is time provided for that outside of our designated time?** If you reserve the facility for a wedding, you will have access to the facility for two (2) consecutive days from 8 a.m. until 11:59 p.m. All rentals end at 11:59 p.m., or sooner, on the last night of the rental agreement and are to be cleaned by such time. All other events will have access to the facility for one (1) full day, ending at 11:59 p.m., or sooner, on the last night of the rental agreement and are to be cleaned by such time. Additional access to the facility for set up/clean up can be purchased for an additional fee, as long as the date and times requested are available.
12. **Who is responsible for cleaning up my event at the end of the night?** The grounds and building are in constant use and must be promptly returned to the proper condition and made available for other activities by the end of the approved rental period (i.e., 11:59 p.m. the day of the event). You must remove any leftover items from the event (e.g., food, beverages, decorations, flowers, vases, balloons, utensils, or other equipment, etc.) by the end of the event time scheduled. All floors must be swept and mopped, as appropriate. All chairs and tables must be reset in the manner found prior to the event. You are responsible for removing trash from the facility at the conclusion of the event. All trash shall be taken to the dumpster located in the parking lot.

13. **Are we allowed to use decorations for our event?** Screws, nails, staples, etc. WILL NOT be used when decorating the building(s). Please note that lanterns and/or candles with flames are also not allowed. Clayville will not provide any lifts, ladders, etc. to hang decorations.
14. **Will a Clayville representative be on site during my event?** A binder will be available at the facility that provides basic information regarding the locations of lights, fans, equipment, etc. If you have reserved bar service, then bartenders will be on site during the required hours. If assistance is needed at any other time during your event, you would contact the Event Coordinator.
15. **Does Clayville offer discounted rates for non-profit organizations?** Please contact the Event Coordinator for information regarding non-profit organizations.

**Thank you for your interest in the Clayville Historic Site. We look forward to working with you for your special occasion!**

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