



## POLICIES

*The historic Harwelden Mansion is a recorded Oklahoma Historic Landmark and is listed on the National Register of Historic Places The beautiful Mansion is very unique and for this reason we ask that special care be taken when utilizing the facility.*

- The Harwelden team wants the Mansion to serve as a perfect backdrop for your event, but the nature of historic homes means that there may be construction or maintenance work ongoing on certain parts of the Mansion at the time of your event. Every effort will be taken to minimize impact.
- Certain rooms and outdoor spaces in the Harwelden may not be accessible to guests with mobility issues; every effort to make accommodations will be made, though the historic nature of the Mansion makes it impossible to render every space accessible.
- All plans for décor are subject to approval and are limited to the designated event spaces. Nothing may be affixed to any interior or exterior surface of the Mansion without advance approval. No signage or banners may be placed on the Mansion's grounds. All decorative items must be fireproof.
- Smoking is not allowed anywhere indoors or outdoors on the Mansion's grounds.
- No lanterns, torches, candelabras or any other items requiring open flame are permitted within the Harwelden property. Please consult with your event planner on minimal use of candles during your ceremony.
- LED or other battery-powered candles are an acceptable option, so long as they do not use halogen or other high-heat bulbs.
- Children must be supervised by an adult at all times.
- No weapons or firearms are allowed on Harwelden property.
- Application of hairspray, cologne, perfumes, aerosol sprays, and make-up is allowed only in designated dressing rooms (if provided for your event), the public restrooms located on the basement floor of the Mansion, or by stepping outdoors.
- The setup will be done as you described and drew it. Any changes are your responsibility. Once submitted, you agree to not alter the rental time or diagram

- The event start and end times outlined in the contract must be adhered to.
- Early entry or late exit will be subject to additional fees.
- The historic piano is not to be moved and cannot hold heavy objects.
- No bands or DJs on any carpeted areas.
- No amplified music outside the facility for more than the length of a ceremony.
- Dancing shall be restricted to the uncarpeted rooms. A dance floor can be rented for the foyer.
- All drinks should be served from an uncarpeted area but consumed anywhere.
- A licensed, insured bartender must be present. No cash bars.
- Glitter is never allowed, either by itself or on décor of any kind!
- Real flower petals can only be used outside of the mansion and must be picked up.
- No rice, confetti, birdseed, potpourri, etc. is allowed
- No exterior decorations adhered to the Mansion.
- Interior decorations must be minimal and free-standing or draped.
- All food and other waste must be gathered and disposed of in the trash bags provided.
- Trash bags must be removed from the kitchen and placed in the dumpster located in the fenced-in area behind the Mansion.
- The Harwelden Mansion is not responsible for lost or broken property of its guests or clients.
- Any items brought in must be removed by the end of your contract time.
- Rented items can stay in the kitchen for the rental company to pick up.
- No parking in the adjacent private lots, and make sure to notify your guests of restrictions. Street parking on the Mansion's side is OK.

**Thank you for choosing the Harwelden Mansion.  
We value your patronage and desire to exceed your expectations!**