

Special Events at Mayowood
A Historic House Museum

Rental of the mansion for a special function includes the main level of the house, the tea house and grounds. The time your event can start is based on the day of the week and time of year, and all events conclude by 10:00 p.m. A non-refundable deposit of \$150 is required with the balance due two weeks before the event. The rental fee includes setup, accepting deliveries, cleanup and staffing. This fee is in addition to the caterer's fee.

-The dining room can be booked for a sit-down dinner. The room can hold 46-50 people with an additional 22 people in the Gallery.

Sit down served dinner: Maximum seating using the dining room and gallery is 68-72 people. Rental fee is \$700.00. Catering costs are additional.

-Buffet sit-down dinner. The dining room can hold 46-50 people with an additional 16-20 people in the Library. Rental fee is \$700.00. Catering costs are additional.

-Catering: Catering by Design is the preferred caterer for Mayowood. It is your responsibilities to contact the caterer well in advance of the event for their availability. Catering costs are separate from Mayowood rental fees and should be made payable to your caterer.

-Alcohol: Wine, champagne and beer may be served before and during dinner. The caterer provides and serves all alcohol. For the safety of our guests, alcohol service concludes with the end of dinner.

-Music: Live or taped music is allowed at events. Please consult with the special event coordinator for approval of musical entertainment. The piano or organ may be played with prior approval.

-The client is responsible for rental of audiovisual equipment and the power supply necessary to operate it.

-Parking at Mayowood is limited to 50 vehicles. You may wish to consider group transportation

-Table and chair seating is required when food is served.

-Mayowood staff provides visitor information, supervision and security at all events.

-Payments: Separate payments are involved when you have an event at Mayowood:

A nonrefundable deposit is required to hold your reservation. The deposit is \$150.00 and is due when you make your reservation, along with the signed Waver of Liability agreement.

The balance of the rental fee is due two weeks before your event. We accept Visa and Master Card. Checks should be made payable to Mayowood.

Other costs that are separate from Mayowood charges: Caterer, flowers, music, any other items.

- Mayowood Policies: No smoking, gum, strollers or backpacks are allowed inside the house.
- Only votive candles on the tables are allowed for dinners.
- Professional photography is allowed at special events.
- Children must be under adult supervision at all times.
- Food and beverages will be restricted to the areas where they are served.
- Guests will be restricted to the areas where the event is being held.
- Objects from the Mayowood collection cannot be moved by members of your party. Mayowood staff is available to assist with any collection concerns.
- For further information call The History Center of Olmsted County at 507-282-9447, Tuesday-Friday 9:00 a.m. – 5:00 p.m. e-mail businessoffice@olmstedhistory.com

A Wedding at Mayowood

We know your wedding day is very special and we will make every effort to comply with your requests. However, Mayowood is an historic house museum and we must be concerned with our collection.

Mayowood's Teahouse or Living Room may be rented for wedding ceremonies. The time your event can start is based on the day of the week and time of year. Mayowood can hold 50 for a wedding. The rental fee is \$700.00. With a reception the fee is \$800.00.

- The teahouse holds 50 chairs for guests to sit. Chair rental, delivery, setup and removal must be provided by you at your expense.
- The Living Room holds 60-65 guests. Due to space constraints the guests stand during the ceremony. Up to 10 chairs may be set up to accommodate guests needing to be seated.
- Brides are welcome to get dressed at Mayowood. Because facilities at the house are limited, it is recommended that hair and makeup be done at home. We suggest that the other wedding party members arrive dressed for the ceremony.
- Candles may not be used inside the house.
- The throwing of confetti, rice or litter of any kind is not allowed.