

## Tibbetts Creek Manor Frequently Asked Questions

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### What types of events are held at the Manor?

The Manor is a great facility for wedding ceremonies, receptions, banquets, corporate events, seminars, trainings, meetings and celebrations.

**What is the Manor's capacity?** 175 fire code maximum in the summer (utilizing the inside and outside), and 130 in the winter.

### What parts of the facility are included in my rental?

- Two Changing Rooms Upstairs
- Catering Space
- Great Room: 1,200 sq. ft. / 37'x 33' (It can accommodate up to 100 guests)
- Parlor: 400 sq. ft. / 20'x 20' (It can accommodate up to 40 guests)
- Two rooms in the front of house: Great space to set up a buffet, bar, gift table, or mingling space.
- Tented Deck: 800 sq. ft. / 20' x 40' (It can accommodate up to 80 guests seated or 120 guests for a ceremony)
- Grass Lawn: (It can accommodate up to 175 guests for a ceremony)

**How much parking is available?** 75 cars (front and back lots included). 3 are disabled spaces. There is a park n' ride one block away at Newport Way.

**When is the best time to visit the Manor?** Tours are scheduled by appointment only.

**How early & how late can we rent the Manor?** The facility can be rented as early as 7 a.m. and as late as 12 a.m. upon availability. Please see Rental Office for availability. Saturdays during the busy Summer months offer 2 bookings per day so times are pre-set.

### How far in advance can I reserve the Manor?

If your event is between the months of January 2010-June 2010 you are able to book as early as January 2, 2009. If your event is between the months of July 2010-December 2010 you can book as early as June 1, 2009.

### When can I book a rehearsal?

You can book a rehearsal date three months before your event. If you wish to have a Friday rehearsal you must wait 30 days before your event date to book.

### If we are planning an outdoor ceremony/event, how last-minute must we confirm our plan to accommodate the weather?

You will need to provide ahead of time a Plan A and a Plan B for your event, if you are planning outdoor activities. Once the Manor staff arrives they will begin set up for the plan that best fits the weather and protects the facility equipment.

### When are the sidewalls on the tent?

The sidewalls are put on the tent in the middle of October and stay up until the middle of May. The sidewalls are not an option during the summer months.

**How many guests can fit under the tent for a ceremony?**

The tent can fit up to 120 guests when the alter is set up on the 40' side of the tent. When the alter is set up on the 20' side, the tent can accommodate up to 100 guests.

**How many guests can fit under the tent for a reception?**

The tent can fit up to 8- 60" rounds that accommodate 8-10 guests per round.

**What happens when the ceremony and reception are under the tent?**

After the ceremony the guests will need to go inside for a social period. The Tibbetts Creek Manor staff will set up the tables under the tent and arrange the chairs. Your designated decorator will need to set the tables.

**Would we share the facility with another group?**

No, when you rent the facility you rent the entire facility.

**Will we have Manor staff on-site to assist us?**

Yes – a facility staff member will be on-site throughout the duration of your rental period.

**What are the Manor's facility staff responsible for?**

Our staff are responsible for unlocking & locking the facility, set-up & tear-down of facility-owned equipment needed for your event, garbage emptying, restroom supply restocking / cleaning, equipment transitioning of facility-owned equipment, supervision of group decorating & supervision of guest behavior. Think of them as "security custodians."

**Is the Manor going to be set up with tables & chairs before I get there?**

The staff shows up prior to your event to set up the facility owned equipment. By the time you arrive the equipment should be near completion.

**How long will it take for your staff to set up the facility equipment?**

This is dependent on how much equipment is needed.

**Do you decorate the facility for us?**

No, decorating is the responsibility of the renter, although the Manor has so much character of its own, not much decorating is necessary. Many have friends and family assist with decorating. Some contract with their caterer or florist to decorate, and others hire professional event coordinating assistance.

**Can we hire your staff to decorate for us?**

No, unfortunately our staff cannot be hired by the renters for additional assistance beyond what the City has hired them to do.

**Can we hang decorations inside the Manor?**

Yes, as long as you do not use tape, tacks, glue, or any type of adhesive. Zip ties, S hooks, Shower hooks, window suction cups, toole, etc... have been used to hang decorations without causing damage. Freestanding decorations work best.

**How many tent poles are there?**

There are 15 tent poles that are 8' high. They are spaced 10' apart.

**How do people usually hang things in the tent?**

Zip ties and bendable shower hooks have been the most successful items used by renters to hang decorations in the tent.

**Do you provide ladders for us to use?**

The Manor has one 8ft. ladder and one 3ft. stepstool that are available for your use.

**Are the lights on dimmers?**

Above the dance floor and the rooms in the front of the house have dimmer switches. The rest of the lights are on staggered switches. They allow you to darken or lighten the different rooms.

**How much time do I have to decorate?**

The Tibbetts Creek Manor offers 7 hour time blocks to rent on the weekends. It is recommended a ceremony take place 1-1/2 to 2 hours after your "contract time begins." Two months before your event date, if hours are available then you may purchase additional hours for \$150 per hour.

**Can we rent the facility past Midnight?**

No. The staff is scheduled to go home at a certain time and your Event Insurance is valid up until Midnight.

**Can we purchase additional hours the day of our event?**

No. Additional hours must be purchased through the Tibbetts Creek Manor office ahead of time.

**Do I need to clean the Manor when my event is over?**

Your responsibility will be to remove all personal belongings/decorating materials/equipment brought in for your event. If you do not hire a caterer then there will be additional responsibilities with the clean up.

**Where can we dispose of garbage/recycle items? Who handles the garbage?**

There are dumpsters for the garbage in the back parking lot. There are blue waste bins in front of the garage for recycle items. Manor staff will empty your garbage & recycling bins throughout the event. Larger packaging is your responsibility to haul out to the dumpster or recycle bins. Please break down all boxes to condense space used. Garbage cans & liners are included in the rental.

**What equipment does the Manor have for us to use?**

Please review the current equipment list in the rental packet for a detailed list.

**Does the Manor provide storage space for our supplies and rental equipment?**

The garage can be used to store items during your event. All items that were brought in for your event must be removed by the end of your rental.

**When can my supplies / rental equipment be delivered?**

Deliveries can be made at the start of your rental time. It is recommended that you have your rental company deliver items to your home or to your caterer and you or your caterer deliver the items at the start of your contracted rental time the day of your event.

**Do you provide linens, dishes, glassware, serving pieces, etc. for my event?**

No, you or your caterer will need to supply these types of items.

**Can our flower girl throw flower petals down the aisle during the ceremony?** Yes, outdoors they must be live petals and indoors they must be silk. You are responsible for picking them up, not our staff. Please do not pre-coat or line the aisle with petals as part of your decoration.

**Can we bring in rice/birdseed/confetti/glitter/sparklers, etc.?**

We do not allow rice, birdseed, confetti, glitter, or sparklers inside or outside the facility. Use of bubbles "must be used outside only."

**Can we decorate with candles?**

Yes, we allow candles as long as they are in a decorative holder that is as tall as the candle and its flame. Floating candles are okay. Candelabras can be used during a ceremony as long as they are lit just prior to the ceremony & extinguished immediately after by someone in your group. Please see the Candle Allowances sheet provided in the rental packet.

**Can I move existing furniture/pictures in the Manor?**

Regretfully, moving any of our furniture, upstairs or downstairs, is not allowed. Pictures on walls are purchased artwork and "cannot be moved by anyone in your party." Please ask in advance of any special requests.

**Can we have music outside?**

Yes, our staff will monitor the music during the event. The staff will let the DJ/Band know to turn it down if there is a problem.

**Is there a dance floor?**

There is a "tiled dance floor" inside the Manor that is 13'x 21'. The DJ can be set up adjacent to the dance floor because there are multiple circuits to plug in to. It is not recommended to use the deck as a dance floor unless there is a rented dance floor laid on top of it.

**How much are the white padded chairs?**

We offer white padded folding chairs for an additional charge if your event is held in 2009. Based on your attendance noted on your contract, we will charge:

75 chairs: \$100

150 chairs: \$200

300 chairs: \$300

*You may still rent white chairs through a rental company if that is your preference.*

\*2010 rentals: the white chairs are included with your rental fee.

**What are your catering rules and regulations? Can we provide our own food? Can we have a pot-luck?**

We have an open door catering policy. We allow you to hire the caterer of your choice to fit your needs, budget and taste. However, all food service must be under the supervision of a Licensed Caterer. All caterers should have a current Health Certificate, Business Licenses, and Commercial Liability Insurance. Food must be prepared in a Commercial Kitchen, purchased from a store or delivered from a restaurant and all servers must have a current Washington State Food Handlers Permit. Our facility does not have the accommodations to allow on-site cooking and does not allow privately prepared food such as a "pot-luck."

**Does the Manor have a kitchen?**

Yes, but it is not a Commercial Kitchen, so you cannot cook on-site. It is considered a warming kitchen, so your caterer can re-heat items before serving. It has a two basin sink, household refrigerator with freezer, microwave and two ovens. One oven has 2- 23" racks and the other has 2- 17" racks. Please inform your caterer of the equipment on-site so they can plan a successful menu.

**Can the caterer BBQ on-site?**

Yes, per approval. They will need to lay down a tarp on the concrete outside the garage and use a parking space as their barbeque station. If a pop-up tent is needed over the barbeque it must be sand-bagged.

**Is alcohol service allowed at the Tibbetts Creek Manor?**

Yes, alcohol is allowed at the Manor as long as the Rules & Regulations regarding alcohol service & liability are followed and paperwork is approved by the Rental Division prior to your event.

**What type of alcohol can we have at our event?**

All types of alcohol can be served at the Tibbetts Creek Manor-beer (including kegs as long as they are set up on a tiled surface or on the deck), white/red wine, champagne, and hard alcohol.

**Do we need a bartender?**

Yes, all alcohol must be served by a Washington State Licensed Class 12 Bartender. No self-serve of any type is allowed during your rental. Personal use of privately provided alcohol, including flasks, is not permitted. The Bartender will need to have his/her license on-site while serving.

**When and where can alcohol be distributed?**

Alcohol service is allowed during your rented event hours as long as it is served by a Licensed Bartender. Alcohol service must end 1 hour prior to your contractual end time. For example, an event ending at 12 a.m. will do last call at 10:45 p.m. and close the bar by 11 p.m. All alcohol must be consumed within the Manor, on the deck or back grass lawn. No alcohol in front of the Manor or in parking lots.

**Who is responsible for the alcohol at my event?** The legal responsibility for any guest's consumption of alcohol rests with the individual signing the rental contract. *The Alcohol Rules & Regulations are required for your protection!*

**Do you require Event Insurance? What does this involve?** Yes, most events will be required to provide or purchase insurance. Please see the Rental Office for the requirements and rates that fit your event.

**When must I apply for the Event Insurance if I need to purchase it?**

If you are applying for our Special Event Insurance, you must submit your application at least 1 month prior to your event. Your Event Insurance Certificate will be emailed to you and to the Tibbetts Creek Manor office immediately after purchasing on-line. We will supply instructions on how to purchase the insurance 4 months prior to your event.

**What paperwork must I provide to the Rental Division to have alcohol service permitted at my event?**

Please see the Rental Office for the requirements and rates that fit your event.

**If I'm having a wedding do I need a Banquet Permit?** No, private events do not need a Banquet Permit.

**If I'm planning a corporate or non-profit event what permits or insurance will I need?**

\$10 Banquet Permit or \$60 Special Occasion License and WCIA Event Insurance or Commercial Liability Insurance

**Banquet Permit:** \$10 Fee – available for purchase at any local liquor store. Please post permit near the bar during your event.

Allows the service and consumption of alcohol, not the purchase of alcohol.

**May we have a cash bar, where guests pay for their own drinks?**

***Private rentals*** such as weddings, parties and receptions must hire a bartending company / caterer with the proper Catering Endorsement approved by the Liquor Control Board. This endorsement means that the company is working under the umbrella of its restaurant and has all proper licenses to sell their alcohol at an off-site location with all proceeds returning to the caterer or bartender. If you plan on having a cash bar please contact the Washington State Liquor Control Board to make sure that your chosen caterer/ bartending company has the proper licensing before contracting with them.

***Non-profit organizations & Corporations*** can have a cash bar, but the following must be followed:

**Non-profits Requirements:**

1. Special Occasion License (\$60 at the liquor store) instead of the \$10 Banquet Permit. It takes about 45 days to receive approval so apply early!
2. Licensed Class 12 Bartender
3. All proceeds must return back to the Non-profit group, not to the caterer or bartender

**Corporate Requirements:**

1. \$10 Banquet Permit
2. Licensed Class 12 Bartender
3. Bartending company / caterer with proper Catering Endorsement approved by liquor control board. This endorsement means that the company is working under the umbrella of its restaurant and has all proper licenses to sell their alcohol at an off-site location with all proceeds returning to the caterer or bartender.

**If admission to our event requires the purchase of a ticket, payment upon entrance, or is open to the public must I submit any paperwork to the Rentals Division?**

Yes, Special Event Insurance or your groups Commercial Liability Insurance will be required.

**What is needed to book the Manor?** A Damage Deposit, Signed Contract & Credit Card (Visa or MC) to guarantee booking

**Do we get our Damage Deposit back? When?** If no damage to the facility or equipment was caused during your event, then yes your Damage Deposit will be refunded in the same manner paid within 1 month after your event.

**When must we pay our balance in full?** Final balances are due 90 days prior to your event.

**What if we cancel our booking?** You will forfeit your Damage Deposit and depending on how far in advance you cancel you may also owe 50% - 100% of your balance due even if it hasn't been paid yet. Please review the Cancellation Policy in your contract.

**Do you have a sound system?**

Yes, we have a sound system but it is not portable. It is a 6-disc CD player that is located in the Parlor. It is connected to four speakers in the Great Room. There is one wireless microphone attached to the system. The microphone cannot be used at the same time the music is playing. It does not play outside. It cannot be connected to by a Band or DJ. Some renters have connected an IPOD to our receiver. It is recommended that you schedule an appointment to come and test whatever music you are planning on playing.

**Does the Manor have a Sign Code we must follow?** Yes, the Manor must follow the sign code set by the City of Issaquah's Building / Permit Department. Please see your Rental Packet and/or Contract for guidelines.

**What's near the Manor?**

The Manor is conveniently located on SR-900 just South of Gilman Boulevard. Nearby are several restaurants, hardware stores and shopping centers. Hotels are also nearby. For a complete listing of area facilities please go to <http://www.issaquahchamber.com/>.