



# Ewing Cultural Center Wedding Planning Guidelines

**This information is provided for three purposes:**

- To assist you in planning your wedding ceremony and/or reception;
- To protect you, your guests and your vendors;
- To ensure the preservation of the Ewing Cultural Center facilities and grounds.

## **Event Times:**

- 1) The property becomes available to you and your vendors at 12 noon the day of your event.
- 2) The wedding events must end by 10:30 pm, with members of the wedding party, all guests and vendors off the property by 11:30 pm.

## **Guests:**

Outdoor events may accommodate up to 200 total guests. This includes the wedding party.

## **Parking:**

Parking for all guests is provided at St. John's Lutheran Church. The pedestrian entrance is located at the corner of Emerson Street and Towanda Avenue. It is highly recommended to include the address of the church in invitations in order to more accurately direct your guests who use GPS and online direction sources. The church address is 1617 Emerson Street, Bloomington, IL.

## **Persons with Disabilities:**

Persons with disabilities have access to handicapped parking at St John's Lutheran Church. If they wish, they may be dropped off in the driveway of Ewing Cultural Center located at 48 Sunset Road. The drive is located on the east side of Sunset Road. Once the party is dropped off, the car can be parked

across the street until pick-up is needed. If the handicap access is needed by the driver, they may park in the courtyard or driveway if these areas are not being used for the event. If these areas are being used, arrangements can be made with the Ewing Cultural Center staff.

### **Manor Use:**

- 1) Clients may use the Manor's first floor and lower level. When the reception begins the Manor will only be open for the caterer and the bridal party. The bride and bridal party have access to Hazle Buck Ewing's bedroom as the bridal suite. Food is not permitted in the bridal room. Water and other clear drinks are permitted. The groom and his attendants may use the Manor's lower level for changing. Food and drinks are allowed in this area.
- 2) Tables and chairs for indoor use are available and will be arranged by the Ewing staff.
- 3) Candles may not be lit inside the Manor including the stairway candles. Battery operated candles may be the only candles used both inside and outside.

### **Outdoor Use:**

- 1) Tents, tables, chairs, and linens are provided by the Clients.
- 2) Two areas are available for tent set-up. A map is provided in the wedding packet.
- 3) Prior to placement of tents, arbors or other items that require penetration of the ground, approval must be given by the Ewing gardener to insure the protection of the irrigation system. Clients who fail to follow this procedure will be responsible for any damage to the irrigation system.
- 4) The Manor is located in a residential neighborhood and therefore live bands are not permitted during the reception. You can have live music during the ceremony.

### **Catering:**

- 1) Caterers must be pre-approved by the Ewing staff to ensure the proper paperwork is submitted.
- 2) The catering kitchen may be used for warming and plating food. The kitchen is equipped with a microwave, stove, refrigerator and dishwasher. Caters must leave the kitchen as it was prior to their arrival and dispose of all their garbage in the receptacles provided by Ewing
- 3) The caterer or another vendor must provide all serving items, including utensils, dishes and glassware.

**Insurance:**

Vendors providing services must present a Certificate of Insurance naming Illinois State University Foundation as a certificate holder. Any vendor providing alcohol must provide evidence of the necessary license required by the City of Bloomington. In addition, the Clients are required to provide a one-day host liquor liability policy, which can typically be provided by the carrier of their homeowner's insurance

**Security:**

- 1) A Manor event host/hostess will be assigned to remain on the property during your event. The host/hostess will make periodic rounds to ensure the safety of your guests and to answer questions that may arise. The Clients will assign a contact for the host/hostess to call if the need arises.
- 2) Officers within Illinois State University's Police Department may patrol the grounds periodically during the event as part of their normal duties.

**Alcohol:**

- 1) Alcohol may be served according to the State of Illinois and the City of Bloomington regulations. Alcohol must be served by a licensed and insured vendor.
- 2) Alcohol may not be served to minors. The alcohol vendor must sign an agreement with Illinois State University Risk Management stating they will not serve alcohol to anyone under twenty-one.

- 3) If the event host/hostess deems alcohol use is excessive, he/she has the authority to call Illinois State University Police at any time to assist in evicting inebriated guests from the premises.

### **Smoking**

Ewing Manor and Genevieve Green Gardens are smoke-free environments. Smoking is permitted only outside the front pedestrian gates. Butt buckets will be provided.

10/30/2015