

## HENN MANSION'S Frequently Asked Q & A's

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### PLANNING YOUR EVENT

**May I add extra time to my rental period?** Yes. All additional time must be arranged no less than 2 weeks in advance and paid for in cash. There may not be extra time available.

**To save time, may I set up the day before my event?** Yes, however, a minimum four-hour rental contract will be necessary to reserve set-up time on the day before your event.

**May I drop items off the night before my event?** No. Items cannot be stored at the Henn Mansion prior to or following your event.

**May my baker deliver my cake earlier in the day?** No. Deliveries of any kind must be made during your contracted time. No one will be there to open doors earlier.

**My rental time doesn't start until 1:00 pm but I wanted to come earlier to arrange tables. May I do that?** No. There is no one in the building before your rental period.

**May we take chairs and tables outside if the weather is nice?** No. Our furniture must stay inside the Henn at all times.

**Where can I change into my bridal gown?** A "Bride's Room" is available on the second floor for the bride's preparation.

**May the balcony and staircase be used?** Yes, but only for your "grand entrance", very small wedding ceremonies and photography. It will then be chained off until the end of your event.

**Is the Henn Mansion handicapped accessible?** Yes. The east side entrance and bathrooms located with that entrance are handicapped accessible.

**May I set up a tent near the Henn in Sims Park?** No. The city of Euclid prohibits tents in Sims Park.

**May I use the pavilion by the beach?** Yes. You will need to make arrangements to reserve the pavilion through Euclid's Park's And Maintenance Department, 216/289-2726.

**May I rent my own furniture?** No. Furniture or large equipment may damage the floors.

**Is the Henn Mansion air conditioned?** Yes.

**When may I rehearse for my wedding?** You may rent a 2-hour period any day prior to your wedding. (Normally 4 hours are required to rent.)

## SERVING ALCOHOL

**May I serve alcohol at my party?** Yes. Beer and wine (including champagne) may be served at the Henn as long as you obtain an Alcohol Permit from the City of Euclid. The application is made at the time you sign your Henn rental contract. The city will assign a Euclid policeman for your party. Hard liquor (whiskey, vodka, etc.) may not be served at any time. If any money is being collected for your event, you will also need a State permit.

**I have a friend who works for another police force. May I hire him/her?** No. The city of Euclid will assign an off-duty policeman upon receipt of your alcohol permit application. You will receive a copy of the completed application from the Recreation Department.

**Does the policeman need to be at the Henn during my entire rental period?** No. The policeman must be present from the time you begin serving alcohol until the end of your rental period. There is a 3-hour minimum required. He/she must be paid by the end of the event.

**Do I need a State alcohol permit?** No. A State alcohol permit is necessary only when money will be exchanged between you and your guests.

## CATERING

**Does the Henn Mansion provide catering?** No.

**May I use your kitchen to prepare the food for my event?** No. Our kitchen is for reheating and warming only. Boiling water is acceptable, baking a cake is not.

**May we grill outside?** No. Grilling is not permitted in Sims Park.

## SETTING UP / CLEANING UP

**I understand that I am responsible for cleaning up the facility after my event. What exactly am I responsible for cleaning?** You are responsible for removing all trash from the building and placing it in the dumpsters located in the far corner of the parking lot. If furniture is rearranged, it must be carefully returned to its original position, spills on all surfaces must be wiped up, floors swept and kitchen appliances cleaned and left empty.

**I want to decorate the inside of the Henn. Is this permitted?** You may not tape or nail anything to the walls or woodwork. Most people use the table decorations to accentuate their event. No glitter or confetti may be used. Hanging decorations are limited to the small hooks scattered throughout the Henn. Nothing may be hung from the light fixtures.

**May I use candles?** Votive candles may be used and must be enclosed in glass containers.