



EVENT TIPS & INFO

- You're welcome to arrive five to ten minutes before your scheduled time.
- Per WCM policy, all personal belongings and/or other items are not allowed to be stored or left at the mansion overnight, either prior to or after the event.
- Just as a reminder; **NO** glitter, confetti, bird seed or artificial flower pedals of any kind can be used inside or outside of the building premisses.
- The kitchen space provides; a refrigerator, deep freezer, sink, prep area and a separate entrance.
- While our facility is climate controlled, we ask that you keep door and windows shut while the A/C or HEAT is in use.
- Located to the north of the mansion is Knoxville St., which allows great access to the double doors to our ballroom space, making unloading your belongings into the ballroom easier. However long term parking on Knoxville St. is prohibited.
- While purchasing alcohol to be served by Platinum Event Services, beer or other types of handheld glass bottles are **not** allowed. Please plan accordingly.
- WCM provides several trash bins throughout the entire mansion. However, each bin only include two additional trash liners. Our Client(s) are responsible for any extra trash bags.
- All garbage bins and trash must be emptied and placed in the large trash container located to the south of the mansion at the end the event. This includes inside the mansion, ballroom, outside and restrooms.
- Per WCM policy, Client(s) are required to pay a cleaning fee. However we ask that our CLIENT(s) also be respectful and mindful of our space while doing a quick pick-up/wipe down before leaving the property and remembering all personal items. This should also include any catering service hired by our CLIENT(s).
- It is our Client(s) responsibility that these guidelines be cared out.
- Don't forget: scissors, tape, pens, sharpies, ziplock baggies, food containers, napkins, plates, utensils, extra trash bags, extra paper towels, drink canisters, ice, command trips/hooks and anything else you may need.

*If you have questions, please review your copy of the Event Contract.