

Well done!

Thank you for choosing Bryn Du as the location for your event! We look forward to working with you as you finalize your plans. Our staff is eager to help make your event one-of-a-kind. Please contact us with any questions or concerns you might have. Once again, thank you for choosing Bryn Du.

Sincerely,

*Bruce Cramer
Executive Director*

*Athena Koehler
Office/Event Coordinator*

Contact Us

If you have any questions or concerns we are only a phone call or email away. (740) 587-7053, bcramer@bryndu.com or athena@bryndu.com



BRYN DU
MANSION

**Designing Your
Event**
Event Resources & Information

Phone: 740-587-7053
Email: info@bryndu.com



Getting Started



Step 1

Make it your own with some of our favorite vendors

Here you will find a list of some of our favorite vendors. We work with these folks on a regular basis, and know they offer professional service in a way that can make your day distinct.



Step 2

Other things to think about and final preparations

We compiled a short list of to-do's for you to review before the event. Or, if you are looking for something unusual or out of the ordinary for your event, we can help find it - just ask!



Step 3

General rules and the cleanup

To ensure you have a safe and enjoyable event there are a few guidelines we ask our clients to follow.

Make It Your Own

Caterers

Full service caterers **(in bold)** offer the appropriate liquor service liability insurance, set up, and clean up (per the Cleaning Responsibilities page of this booklet) as inclusive benefits.

Berwick Manor Catering (614) 235-7100, Columbus, berwickmanor.com

Cameron Mitchell Catering, (614) 848-4700, Columbus, cameronmitchell.com

Creative Cuisine Catering, (614) 436-4949, Columbus, creative-cuisine-catering.com

Grill Restaurant Catering, (740) 349-0015, Newark, thegrillfamily.com

Hoggy's Catering, 614-453-4647, Columbus, hoggys.com

Made From Scratch Fine Catering, (614) 873-3344, Plain City, made-from-scratch.com

Metro Cuisine, (614) 436-6369, Columbus, metroculisine.com

Together & Company, (formerly Two Caterers) (614) 882-7323, Westerville, togetherandco.com

Doug's Far Side Deli & Catering, (740) 344-2231, Newark, dougfsarsidecatering.net

Local Small Event Caterers

Alfie's Wholesome Food, (740) 321-1111, facebook.com/AfliesWholesomeFood

Day Y Noche, (740) 587-0204, dayynochecom

Snapshots Lounge, (740) 321-1391, facebook.com/snapshots-lounge

*Private Event Insurance – www.theeventhelper.com#ENTzMn
(follow this link to the customized Bryn Du page)*

Equipment Rental

Main Events Party Rentals (preferred tent provider), (740) 322-6355, Newark, maineventspartyrental.com

Personal Touch Party Rentals (preferred tent provider), (740) 689-6991, Lancaster, personaltouchparty.com

Event Source, (614) 431-3000, Lewis Center, www.eventsource.com

Lasting Impressions Event Rentals, (614) 252-5400, Columbus, lirents.net

Universal Events, (740) 644-0455, Newark, eventrentalnewark.com

Event Décor

Pat Warthen Design (fresh floral, lighting, and décor), (740) 258-0241, patwarthen@yahoo.com

Florists

Artiflora, (740) 587-3515, Granville, artifloragranville.com

Griffin's Floral Design, (740) 349-9226, Newark, griffinsfloraldesigns.com

Village Flower Basket, (740) 587-3439, Granville, villageflowerbasket.com

Event Coordinators

Bliss Wedding & Event Design, (614) 216-4006, blisseventsco.com

MMJ Weddings & Events, Meleka Jolliff, (614) 579-1092, info@mmjevents.com, mmjevents.com

Scarlet City Events, Dina, (614) 949-5771, dina@scarletcityevents.com

Entertainment

Aaron Hall, DJ AAA, (614) 595-5845, MagicalAttractions.com

Buckeye Entertainment, DJs, (614) 707-7671, buckeyeentertainment.com

Jazz Arts Group, Dave Powers Trio, (614) 294-5200 x104, jazzartsgroup.org

Jeff Linn, The Highland Piper, (614) 800-6234, bagpiper-jefflinn.com

Linda Habig, Flutist, (740) 587-5690, habigl@denison.edu

Mark Dantzer, DJ, (614) 329-7042, markdantzer.com

Master Mix DJs, (614) 537-2762, mastermixdj.net

Newark-Granville Symphony String Quartet, contact: Susan Larson,
740-501-0461, larsons@denison.edu

Night Music DJs, (614) 529-6777, nightmusicdj.com

Party Pleasers, DJs & Lighting, (614) 396-7017, partypleasersservices.com

Ryan Smith, DJ, (614) 208-4824, ryansmithdj.com

Todd Jones, TEAM DJ, (614) 798-8794, teamdj.com

Tom Carroll, Guitarist, (740) 973-9443, carroll@denison.edu

Tony Adams, DJ, (740) 334-7792

Trista Hill, Harpist, (740) 363-5544, tristahill.com



Area Lodging

The Broadway Guest House – multiple locations, Granville, (740) 587-0321, thebroadwayguesthouse.com

Buxton Inn, (740) 587-0001, Granville, buxtoninn.com

Cherry Valley Hotel, (740) 788-1200, Newark, cherryvalleyhotel.com

Courtyard by Marriott, (740) 344-1800, Newark, marriott.com

Doubletree by Hilton Newark, (740) 322-6455, Newark, newarkohio.doubletree.com

Granville Inn, (740) 587-3333, Granville, granvilleinn.com

Hampton Inn, (740) 788-8991, Heath, heathnewark.hamptoninn.com

The Welsh Hills Inn - A Country Bed & Breakfast, (740) 321-1493, Granville, WelshHillsInn.com

Transportation

All Occasions Carriage & Pony Rides, LLC, (740) 745-5733, alloccasionscarriage@hotmail.com

The Fun Bus Shuttle Service, (740) 653-4600, funbus.com



Other Things to Think About and Final Preparations

If you plan to sell alcohol via cash bar, tickets that include drinks, etc.

We must have a copy on file of your Special Function Permit signed by our Bryn Du Executive Director as well as the Granville Police Chief. Please contact the Ohio Liquor Control, (Temporary and special function permits required for alcohol sales only), com.ohio.gov/LIQR/

Other Miscellaneous Municipal Resources

Explore Licking County, (740) 345-8224, explorelc.org

Granville Area Chamber of Commerce, (740) 587-4490, granvilleoh.com

Granville Township, (740) 587-3885, granvilletownship.org

Licking County Chamber of Commerce, (740) 345-9757, lickingcountychamber.com

Village of Granville, (740) 587-0707, granville.oh.us
Granville Police, (740) 587-1234

Final Prep Information

We ask that your final payment (cash or check only), and your proof of host alcohol insurance (unless you are using one of our approved full-service caterers, see catering list), are submitted two weeks before your event.

All checks should be made to "Bryn Du Commission". Host liquor liability insurance can be obtained through www.theeventhelper.com#ENTzMn for a nominal fee.

Please provide a time-line of your set up and event day(s) prior to your event if possible along with a list of vendors so that we know who is on property and when to expect them.

Mansion/Field House/Carriage House set up hours may vary based on availability on the day before your event. We will try to work with you to accommodate your set up needs.

Dumpsters are on site (East side of main parking lot) for your convenience. Trash cans with liners are provided. Please see the Cleaning Responsibilities list in the After Your Event section of this booklet.

Cars may be left in the lot overnight. Your guests are responsible for securing their vehicles.

Any other questions? Jot them down here – feel free to give us a call and ask!

*Additional tours are available by appointment.

General Rental Rules

Use of any alcohol on property requires a signed Alcohol Use Agreement and liquor liability insurance per your contract.

Field House and Mansion *maximum* hours will be 10:00 a.m. – 12:00 a.m. unless arranged previously.

Because of possible conflicts of multiple simultaneous outdoor events, event times must be coordinated and approved.

All events must conclude by 11pm so that all *guests* are off of Bryn Du property by midnight. Vendors/caterers have until 12:30 a.m. to complete event cleanup and exit property.

Outdoor events must conclude by 10:00 p.m. per Village ordinance.

Equipment and décor may be placed outside overnight for morning pick up with approval of management, however, any alcohol must be removed after event or locked up.

Clients need to acknowledge cleaning requirements.

Extra charges apply for additional rental days and/or hours.

Clients cannot hang any decorations on any walls or light fixtures.

ALL candles must be flameless. Lanterns containing fire, fog, and smoke machines are all prohibited in Bryn Du buildings.

Spray adhesives or paint inside any buildings or on any sidewalk or blacktop areas are prohibited.

Glitter, confetti, similar materials, or helium balloon releases are prohibited.

It is the Applicant's responsibility to provide adequate restroom facilities for *outdoor* events.

All tents must be installed by approved companies' with Bryn Du supervision (see Equipment Rental list).

Parking on grassy areas, this includes all automobiles, or other vehicles and/or heavy equipment is prohibited.

All vehicles must be in designated parking spaces and/or on blacktopped areas.

Smoking is permitted in designated areas only.

Firearms are prohibited on the Bryn Du property.

Mansion Specific Rules

Bryn Du chairs are not permitted outside, and Bryn Du tables are not permitted off the pavement.

Heavy equipment is prohibited on the patios and sidewalks.

Field House Specific Rules

Heavy equipment and lifts are prohibited in Field House and on patios.

Helium balloons are prohibited in the Bryn Du Field House.

Any remaining cleanup must be done by noon the day after event with prior arrangement with Mansion staff. Please see the Cleaning Responsibilities list in the After Your Event section of this booklet.

Any extra day of set up will be assessed an additional \$250 fee, and is based strictly on availability and management approval.

Grounds Specific Rules

Dance floors on grass may only be placed for 24 hours and must be under a tent.

Garden beds and pots should not be disturbed by guests.

Glass containers are prohibited on playing fields.

Buses and large trucks must enter the property through the EXIT Gate-No large vehicles permitted through archway; please advise your vendors.

If additional parking is necessary, the client should arrange for off-site parking.

For Lawn Events Only:

No parking on the Great Lawn with the exception of equipment drop off with permission from Mansion Director.

No stopping, pick up or drop off in any portion of drive way.

For the safety of sporting event athletes, event markers/flag stakes must be plastic and must be removed; there should be NO wire or metal stakes of any kind.

Front porch and patios are not available for sports teams to use.

The upper level of the Field House is not open during sporting events.

Port-a-Johns are adjacent to parking lots. Building facilities, including restrooms are not available to sports teams.

During lightning storms or dangerous weather, players and coaches should seek shelter in their vehicles.

It is the Applicant's responsibility to provide adequate restroom facilities for outdoor events.

After Your Event - the cleanup

In order for you to be able to plan ahead, here is a list of your cleaning responsibilities. Please let us know if you have questions.

Cleaning Responsibilities to be completed the night of the event for all rented venue spaces:

- All food and alcohol is out of the building(s).
- All décor and other supplies are removed.
- All trash is out of the building and placed in the dumpster *Boxes are broken down to conserve space in dumpster (lighted area located in East parking lot).
- No grease or food may be poured down the sinks or the outside drains.
- Floors are swept and mopped.
- Rented chairs and tables are folded and stacked; ready for vendor pickup.
- Rented linens are placed together or in a bag; ready for vendor pickup.
- The kitchen/caterer's room is clean and empty.
- Any Bryn Du furniture or marketing materials are back in their original positions.

If prearranged with management for the following morning (Field House only):

- Décor and other supplies are removed and picked up by noon.

Rented venue spaces should be in the same or better condition than arrival.



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