

# Gramercy Mansion and Carriage House

## Frequently Asked Questions

### Venue Questions

#### **Does anyone live in Gramercy Mansion?**

Yes, we are a traditional B&B, and the owners live in their own private area.

#### **What is your maximum capacity?**

**Mansion:** The atrium can seat up to 150. With additional tenting, we can accommodate up to 200.

**Carriage House:** 75 guests.

#### **Can there be more than one event scheduled per day?**

At the Mansion, there is only one catered event scheduled on any given day. At the Carriage House, there can be two catered events scheduled any day of the week. However, both events must use the same caterer.

#### **Can there be an event at the Carriage House at the same time as my event in the Mansion?**

Gramercy Mansion and the Carriage House may have simultaneous events. There are outdoor signs to guide guests to the proper location. In addition, there is a representative from Gramercy to help guests find the correct location. We also have welcome signs with the bridal couple's name at the entrance of each location. We encourage all of our couples to inform their guests which venue their wedding is being held in.

#### **What are the rental times?**

**Mansion:** 2p.m.-11p.m.

**Carriage House:** 9 a.m.-11p.m.

#### **What time can my vendors arrive?**

Your vendors may arrive two hours prior to the start of your event. If time permits, we will allow additional set up time for vendors who need to start earlier than two hours prior at a fee of \$400 per hour.

#### **Do we get tables and chairs from you? What is the cost to rent additional tables & chairs?**

**Mansion:** You receive 16 tables and 150 chairs as part of your rental.

**Carriage House:** You receive 8 tables and 75 chairs as part of your rental.

(If you need additional tables and chairs, you can rent them from us. We charge \$10 per table and \$5 per chair. Linens are not included and will be chosen with your caterer.)

#### **Can we place a sign at the entrance to the property?**

No. Our Gramercy Mansion/Koinonia Organic Farm sign indicates the entrance. However, you may place helium balloons on the sign on the day of your event.

#### **Do you provide a coordinator for the day of my wedding?**

No, your wedding officiant should be able to coordinate your ceremony. In some cases, your catering manager will assist with the flow of your wedding day. If you wish to hire a professional, there are several on our resource list.

**Are the electrical switches in each room on dimmer?**

Some switches are dimmable at the Mansion and the Carriage House.

**How many rooms and garden areas are included in the Carriage House rental?**

You will have the use of the center circle garden with arch, the court yard, the getting ready room, the Carriage room with the adjoining Conference room and the Batik room. The caterers have access to the kitchen. The Tack room may be used for coats or storage.

**How many rooms and garden areas are included in The Mansion rental?**

You will have the use of six rooms: The foyer, library, living room, dining room, parlor and atrium. The gardens behind the mansion and to the lower garden are available for your use as is the walking trail behind the pool area and the marble gazebo.

**Is a “wedding suite” included in the basic rental?**

A “wedding suite” is not included with venue rental. Gramercy Mansion offers eleven unique overnight guest rooms with a range of prices, based on availability. A 50% discount is available to wedding couples. We have exclusive packages that include all the guest rooms. We encourage you to check guest room availability and reserve a room or suite at the time of contract signing. Availability is not guaranteed, especially on prime dates when multiple events are being held on the property.

**Do you allow smoking?**

Smoking is permitted outside only.

**Where can my guests place the wedding presents?**

**Mansion:** The coffee table from the living room is moved to the parlor during the set up for your dance floor. Gifts can be placed on this table. We highly recommend you appoint a guest to be in charge of the gifts and envelopes of money. They are best stored in your guest room if you have one reserved.

**Carriage House:** You may appoint a special table that your guests may use for gifts.

**Can our guests go swimming?**

Swimming is not allowed during any events. If you are spending the night in one of the B&B rooms, you may swim after the reception has ended, if time permits. Our pool closes at 11:00 p.m. Registered B & B guests that are not attending the wedding or party may sit by the pool during an event, at the discretion of the Gramercy staff.

**Can we rearrange plants or take down fixtures we do not like?**

No. Gramercy decorates the Mansion the way it is for a reason. You may, however, bring pictures of family and place them around the venue.

**You have antiques for sale in the mansion. Can these items be moved?**

The items in the gift shop may not be moved.

**Where does the sun set?**

The rear of the Mansion faces south. The sun sets off the west side of the living room. We encourage our couples to Google the estimated time of sunset for their particular date.

**May we have photographs taken before our ceremony?**

Yes, two hours prior to the ceremony and/or reception.

**Where are your best spots for photographs?**

**Mansion Indoors:** The first landing and balcony of the Grand Staircase, any of the fireplace locations make lovely spots as well.

**Mansion Outdoors:** There really are too many to mention but here are a few suggestions. Under the arch of the porte-cochere, on the terrace of the lower ceremony garden or next to the marble fountain, under the marble gazebo, or along the walking trail that runs parallel to the Mansion.

**Carriage House:** Under the bistro lights in the courtyard, anywhere in the center circle gardens or in front of the large beech tree.

**I have reserved one of the venues (Mansion/Carriage House), may I take photos at the other venue on my wedding day?**

Only if there is no event taking place at the other venue.

**My wedding is taking place in the Mansion, but I would like to use the courtyard in the Carriage House for my cocktail hour. Is this possible?**

If there is not an event scheduled you may rent the space for a four hour period by paying the basic rental rate of the Carriage House.

**Are flowers provided by the venue?**

Many flowers are in bloom from April through October. All floral decor must be provided by your florist.

Pinkish/red hanging begonia baskets are hung in the courtyard of the Carriage House from the second week in May until the first frost in the beginning of November.

**We would like to have the members of our wedding party announced as they enter the reception. Do you have any suggestions?**

**Mansion:** Yes! You may enter through the handicapped entrance, take the stairs up to the 3rd floor and walk down the hall to the grand staircase. You can then assemble the party at the top of the stairs. Please arrange this with your DJ/Master of Ceremonies, as they would be responsible for all announcements.

**Carriage House:** Yes! A grand entrance from the courtyard into your reception room is a lovely idea. You can co-ordinate your announcement with your DJ to make it as special as possible. We also love seeing introductions through the French double doors out to the courtyard at the end of outdoor cocktail hour, and end cocktail hour with a first dance until the bistro lights at dusk.

**Can we throw birdseed, confetti or rice?**

No, however you may use bubbles or real rose petals outdoors.

**Can we use sparklers?**

Yes, however you must provide a vase or other container filled with sand/dirt so that guests may put their expired sparklers safely away.

**Is it heated in the winter and air conditioned in the summer?**

Both the Mansion and Carriage house are temperature controlled.

**Can we use the fireplaces?**

**Mansion:** In season; the basic rental includes two fires. Up to three additional fires are allowed at \$30 per fire.

**Carriage House:** Yes, the fireplace is electric and is included in your rental.

**When do you put up and remove Christmas Decorations?**

**Mansion:** Christmas decorations are put up the weekend after Thanksgiving and taken down approximately mid-January. Once Christmas decorations are up they may not be moved or removed.

**Carriage House:** The only Christmas decoration used in the Carriage House is an artificial tree with white lights, usually placed outside in the courtyard. It may not be decorated though.

**We have a dog and would like to include them in our wedding ceremony. Is that possible?**

While we do not allow pets on the property or in the Mansion, except for service animals, we do make an exception for wedding couples to include their pet during the wedding ceremony. The pet must be taken home after the ceremony is over. The company called, Furever & Fur Always specializes in doggie day care for wedding couples. Please contact them at [pups@fureverandfuralways.com](mailto:pups@fureverandfuralways.com) or 443-275-6211.

**Do you allow tenting?**

Yes, for both venues. Management consent is needed. The setup and the dismantling of the tent would need to take place the day of the event with some exceptions. Flooring, astro-turf, or rugs must be used on top of grass.

**How long is the aisle for 100 guests at the Mansion?**

About 15 feet from the start to end of the chairs.

**What happens if you lose electricity? Do you have a generator?**

Yes, we have a small generator that will supply enough power for the kitchen and music. We work to the best of our ability to restore power as quickly as possible. The catering is usually not interrupted as our stoves are gas powered. We are not responsible for acts of god/inclement weather.

**What happens if it snows? Can we reschedule the wedding?**

If there is an impending snow storm then yes we would have to reschedule. We would work collaboratively with all of your vendors to choose an alternative date. We have a plow for the driveway and Greenspring Valley Road is normally well plowed.

## Bed and Breakfast Questions

**I have rented the Carriage House, may I rent out some or all of the Bed and Breakfast rooms in the Mansion?**

Yes! All guest rooms are rented on a first come first served basis.

**Do you still rent out the B & B guest rooms during a wedding?**

Yes, if you have not reserved all of the B & B guest rooms, then the rooms may be rented to overnight guests. Guests are told ahead of time that a wedding will be taking place and are given the times for the reception. Guests may come and go as they please but are not allowed to use the downstairs rooms or pool area during the reception.

**We have rented all the B&B rooms. Can we use the public rooms in the Mansion after our reception is over?**

Your caterers need to return Gramercy to its pre-reception condition within an hour after the end of the reception. They need to fully clean the bar, vacuum, remove rental furniture, replace Gramercy's furniture and clean the kitchen. All B&B guests may use the pool and public rooms after the caterers are done up until 11 p.m., at which time noise must cease. The guests staying overnight in the Mansion may convene in the living room or library to enjoy quiet conversation. We do not allow After Parties on site.

**I would like to reserve guest rooms in the B & B, when should I do that?**

You should reserve the rooms as soon as possible. We do not hold rooms and there is always the possibility that another party may reserve the rooms on the day of your event.

**I have reserved a guest room for the day of my wedding, may I check in early?**

Yes, we can have **your** room ready by 1:00 p.m. Check in time for all other guest rooms is between 3:00 p.m.-6:00 p.m.

**I am taking all the overnight rooms. Would it be possible for all the guests to have breakfast together the following morning? May I invite additional guests?**

Yes, we offer a buffet breakfast for you and your guests. Everyone can be seated in the atrium. We allow additional guests (only if you have reserved all the B & B rooms) to be added to the breakfast service, however, the total number of guests total may not exceed 50 people. The fee is \$20/person plus tax and 20% gratuity. You will be charged for the number of extra guests you indicate, even if they do not attend.

**We do not want to spend the night, do you have a complimentary dressing room for us to use?**

**Mansion:** You would need to rent one of the guest rooms to use as a dressing room. You may want to consider having someone else stay overnight in the room since it will be available. Some couples also like to use it for storage, or to hire a babysitter if you have children attending.

**Carriage House:** The Getting Ready Room is an ideal dressing room, which is included in your rental space. However, you may always reserve an overnight guest room in the mansion to use just for getting ready.

## **Catering/Alcohol/Vendor Questions**

**Can we choose our own caterer?**

No, you must choose from our approved caterer's list.

**Who gets to choose the caterer if you have two receptions on the same day in the same location and how long do I have to make this decision? Do we have to use the same menu?**

The first scheduled lessee gets to choose the caterer within eight weeks after signing the contract or within one month of notification of the second event, whichever comes first. You do NOT have to use the same menus.

**If I choose to get married in the Carriage House do I have to use the same caterer that is being used for the Mansion?**

No, you may choose from the approved catering list. The Carriage House is located across from the Mansion and has a separate kitchen.

**I need a kosher caterer. Do you have a kosher caterer on your list?**

We have three approved Kosher Caterers on our list, Hoffman & Co., Catering by Yaffa and the Knish Shop.

**Can we bring our own liquor, beer or wine to the reception? Who supplies the bartender?**

The caterer is responsible for the supply and removal of alcohol. No Kegs. The caterer provides the bartender. Bar closes at the end of the event.

**My cake is being delivered during my 2 hour set up window, can I use your refrigerator to keep it cold?**

No, unfortunately we do not allow any use of our refrigerators because it is where we keep our bed and breakfast food. It cannot be mixed.

**Can I bring my family or other wedding vendors to see my venue before the wedding?**

Yes, of course, but all visits are by appointment only. Weekdays between 12 p.m. & 3 p.m. are the best times because the B&B rooms may also possibly be seen. We are available from 11 a.m. to 7 p.m. Monday through Friday, and on Saturday and Sunday if there are no events scheduled.

**Do you need the name of our caterer and other wedding vendors?**

Yes. There are many vendors that require access to our venues on the day of the wedding. We like to know who to expect in case we need to contact one of them. We also use this vendor information for our own purposes so we may add them to our Wedding Resource list.

## Decorating Questions

**May we decorate and move furniture out of the rooms?**

Yes, with exceptions. The caterers must move all furniture. Certain items may not be moved in the rooms. You may decorate the mantles, provide flowers and decorate the banister. Caterers may move furniture into other rooms as long as all furniture remains on the first floor. The piano may not be moved. Caterers must replace furniture to its original location and remove all decorations after the reception.

**How do I know what my final layout will look like for my reception?**

The caterer you choose should recommend scheduling a final walkthrough about one month out to the event date. During that meeting, you will go over your timeline, food service schedule, floor plan for rain or shine and much more. It is best to meet onsite for this final walkthrough. We can provide floor plans for you to help with your brainstorming.

**May we use candles?**

Yes. Candles must be in votive containers or glass enclosures with the flame no higher than the glass surrounding it.

**Can I share tent cost?**

Yes. Upon approval by the second party, we can provide you with the name of the person who is renting before or after you on the same day.

**Are there outdoor heaters to rent if the weather is chilly?**

You may rent outdoor heaters from a professional company. Delivery and pick up to be arranged with a Gramercy staff member.

## Parking/Valet/Shuttle Questions

**Do you have enough parking to accommodate simultaneous events?**

Yes. When 2 events are taking place at the same time, we have several members of our staff on site to show guests where to park.

**Do you offer Valet Parking?**

No, but you may hire a valet service. Please consult our Wedding Resource List on our website.

**May I hire a shuttle service? Can these large vehicles fit while driving up/down the driveway?**

Yes! Please consult our Wedding Resource List for suggestions. Vehicles as large as a coach bus are fine.

**What size of shuttle/bus can be driven up the driveway?**

Generally speaking, a shuttle that can hold 30-40 adults can maneuver the driveway.

## Handicap Accessibility Questions

**I have invited guests that have accessibility issues, how do you accommodate them?**

**Mansion:** We can comfortably accommodate your guests, they may use the handicap-accessible entrance located just before you reach the porte-cochere. Restrooms are located on the first floor. We also have a handicap-accessible guest suite located on the first floor (Tudor Room). Reserved parking spaces are located next to the house and close to the door. The ceremony garden is NOT considered handicap accessible.

**Carriage House:** There are parking spots located close to the Carriage House for your guests. The brick courtyard and all of the interior rooms are accessible. There is one accessible restroom. The ceremony garden may be reached via the entry point closest to the large tree, follow the path and enter the ceremony space from under the vine covered trellis.

## Ceremony/Rehearsal Questions

**Where do most couples have their ceremony?**

**Mansion:** We have gorgeous outdoor and indoor locations. Our outdoor lower garden area can seat up to 200 guests. In addition, our indoor atrium is a lovely, climate controlled site that can seat up to 150 guests. The marble gazebo is an enchanting ceremony site, which can accommodate 20 guests.

**Carriage House:** Our beautiful outdoor, center garden or the bistro-lit courtyard may be used. For an indoor wedding, the Batik room can hold 60, the Carriage room 75. When using the Carriage room, we are unable to set up the chairs in rows, guests would need to sit at their dining table.

**When can we schedule our wedding rehearsal? Is there an extra charge?**

You may have a 60 minute rehearsal but you must schedule it no more than two months in advance. There is no extra charge to have your rehearsal at the Mansion or Carriage House.

**I would like to have my wedding ceremony at Gramercy. Is it possible to reserve the site for a ceremony only?**

Yes, our rates are on our website and differ depending on the number of guests you are expecting and how early you reserve the date.

**If the forecast shows a chance of rain, who makes the decision to change the ceremony location from outdoors to indoors?**

A Gramercy representative will work with the couple or their planner to make that decision. We will check the forecast throughout the day, leading up to the start of your event. While we make every attempt to set up the ceremony as the couple wishes, however, we will not set up in the rain.

**Can you please describe the inclement weather options for wedding ceremonies?**

We always hope for the best weather, but it's wise to be prepared in case the weather doesn't co-operate. Here is the outline for indoor set up options when our outdoor gardens cannot be used.

**Mansion:** The Atrium will be set up as your ceremony, it can hold 150 chivari chairs. We are able to provide a 5.5 foot wide aisle in the center, with 8 rows on the left side, 9 rows on the right side, and 5 chairs along the wall with the large mirror. The first rows seat 7 on either side, rows 2-4 seat 8 on either side, rows 5-8 fit 10 guests on either side, and the last row on the right seats 3. Five chivari chairs end up along the wall with the mirror to fit 150 chairs indoors for the ceremony.

Otherwise, the Foyer can hold 45 seated in front of the fireplace.

**Carriage House:** The Carriage Room would be preset with the round tables, creating an aisle, either facing the fireplace or the window, your guests would sit at their dining table. The Batik Room can accommodate 75 guests seated. In the event that the weather allows, the Courtyard may be used and can hold 75 seated guests.

**Will the driveway be blocked off during our Carriage House outdoor ceremony?**

No, we cannot block the driveway to incoming/outgoing traffic.

## Measurement/Dimensions Questions

**What is the distance down the bricked walkway to the lower ceremony site at the Mansion?**

135 feet from the top of the hill to the bottom.

70 feet from the pool pump to the bottom of the hill.

Beginning of the aisle site to the out cove for an arch is 31 feet.

**What are the dimensions of the bricked ceremony site at the Mansion?**

24'9" long (aisle) x 41'2" wide (there is a few feet of grass on either side of the bricked area to accommodate extra chairs)

**What are the dimensions of the outdoor garden ceremony space at the Carriage House?**

75' long x 28'4" wide

**What are the dimensions for the Trellises?**

**Carriage House:** 7'1" tall x 5'4" wide

**Gramercy Mansion:** We have a golden stained wooden arch available for rent, built and used by our staff member, Jenna, for her own wedding October 5, 2019! It measures 7' tall by 5'6" wide. It was built to fit the out cove at the lower ceremony garden perfectly. \$100 to rent. \$125 to rent with the macramé décor. Flowers not included.

**What are the measurements of the atrium?**

Wing to Wing: 81' long from left door to right door

Head of the atrium half circle to the doors into the atrium from the foyer: 34'10"

Center of atrium not including the wings: 34'10" long by 33' wide

Height in wings, from the floor to the ceiling: approximately 9'6" tall

Height in center of atrium, from the floor to the ceiling beams: approximately 13'6" tall

**What are the measurements of the grand staircase balcony in the Mansion?**

First floor steps to first landing: 30"

Second steps to second landing: 64"

Second Landing: 125"

Third steps to second floor: 76"



**What are the measurements for the dining room tables and bars in the Mansion and Carriage House?**

**Mansion:** The buffet table is 12 ft X 3.9 ft, there is one 36" round and two 48" rounds available for your use. The bar is 6ft wide X 2.6 ft deep.

**Carriage House:** The buffet table is 9ft x 4 ft, the bar is 6ft x 2.2ft

**What are the dimensions of the fireplace mantles in the Mansion and Carriage House?**

**Mansion Foyer:** Length: 99 inches X Width: 10 inches

**Mansion Living Room:** Length: 92 inches X Width: 10 inches

**Carriage House:** 6ft wide X 10" deep

## Music/Dancing Questions

**Can we have music outside?**

Yes, ceremony, cocktail & acoustical music may be played outdoors at an acceptable level and only for the duration of the ceremony and cocktail hour.

**Mansion:** There is an electrical plug on the water fountain by the lower ceremony garden. We reserve the right to limit decibel levels.

**Carriage House:** There is an electrical plug beside the tree closest to the ceremony garden in the center circle for your ceremony. We reserve the right to limit the decibel levels.

**May the piano in the Mansion be used?**

Yes, the baby grand piano may be used at no additional cost. Please let us know if you wish to use it and we'll ensure it is properly tuned in time for your event. Please understand that the piano cannot be moved. It can be heard outside when the doors to the terrace are opened.

**Where would the dance floor be?**

**Mansion:** The living room gets transformed into your dance floor. Your caterer (only) may move the furniture and roll the carpet up to the fireplace. All furniture must stay on the first floor and wood tables must stay inside or on the covered terrace. If you reserve all of the B & B guest rooms, you are permitted to have your dance floor located in the Atrium.

**Carriage House:** You may have your dance floor located in the Carriage Room or Batik Room, depending on your guest count.