



## Mansion Policies

*The historic Harwelden Mansion is a recorded Oklahoma Historic Landmark and is listed on the National Register of Historic Places. The beautiful Mansion is very unique and for this reason we ask that special care be taken when utilizing the facility. The Harwelden team wants the Mansion to serve as a perfect backdrop for your event, but the nature of historic homes means that there may be construction or maintenance work ongoing on certain parts of the Mansion at the time of your event. Every effort will be taken to minimize impact.*

- Certain rooms and outdoor spaces in the Harwelden may not be accessible to guests with mobility issues; every effort to make accommodations will be made, though the historic nature of the Mansion makes it impossible to render every space accessible.
- All plans for décor are subject to approval and are limited to the designated event spaces. Nothing may be affixed to any interior or exterior surface of the Mansion without advance approval. No signage or banners may be placed on the Mansion's grounds. All decorative items must be fireproof.
- The Mansion is a smoke-free environment. Smoking is not allowed anywhere indoors or outdoors on the Mansion's grounds.
- Because of significant fire risk to the mansion, no candles or votives, sparklers, fire, open-flame, lanterns, torches, candelabras or any other items requiring open flame are permitted within the Harwelden property.
- LED or other battery-powered candles are an acceptable option, so long as they do not use halogen or other high-heat bulbs.
- Children must be supervised by an adult at all times. No jumping on furniture pieces.
- The pond behind the mansion is not for swimming and should not be used in any manner.
- No weapons or firearms are allowed on Harwelden property.
- Application of hairspray, cologne, perfumes, aerosol sprays, and make-up is allowed only in designated dressing rooms (if provided for your event), the public restrooms located on the basement floor of the Mansion, or by stepping outdoors.
- The event start and end times outlined in the contract must be adhered to.
- Early entry or late exit will be subject to additional fees.
- The historic piano is not to be moved and cannot hold heavy objects or drinks.
- Bar location is stationary and permanent in the Sun Room.

- A licensed, insured bartender must be present. No cash bars. All bartending companies must be pre-approved by Harwelden Mansion and required to provide a copy of license and insurance by the 2 week walk-through meeting. Bartending company and Lessee assume all responsibility for conduct and consumption of guests.
- All drinks should be served from an uncarpeted area but consumed anywhere.
- No bands or DJs on any carpeted areas.
- No amplified music outside the facility for more than the length of a ceremony.
- Dancing shall be restricted to the uncarpeted rooms, you are more than welcome to rent a dance floor from a vendor to be placed in Harwell Hall.
- Glitter is never allowed, either by itself or on décor of any kind!
- Real flower petals can only be used outside of the mansion and must be picked up afterwards. For indoor events, silk flower petals may be used as decoration or tossed and must be collected in their entirety by the end of the event.
- No rice, confetti, birdseed, potpourri, bubbles, etc. is allowed
- No exterior decorations adhered to the Mansion.
- Interior decorations must be minimal and free-standing or draped.
- All food and other waste must be gathered and disposed of in the trash bags provided. Trash bags must be removed from the kitchen and placed in the dumpster located in the fenced-in area to the side of the Mansion.
- The Harwelden Mansion is not responsible for lost or broken property of its guests or clients.
- Any items brought in must be removed by the end of your contract time.
- No parking in the adjacent private lots, and make sure to notify your guests of restrictions. Street parking on the Mansion's side is OK.
- For weddings, 1 hour rehearsal will automatically be set for the day of the wedding unless no event is booked the day before. In this case, the 1 hour rehearsal can be done the day before the wedding during business hours.
- One additional site-visit for all events after booking the venue. We recommend coordinating with any necessary vendors to bring to this visit with you.
- Final walk-through will be 2 weeks before the event during business hours. At this time, a list of all vendors and their contact information should be given to the Event Manager for coordination the morning of the event as well as a copy of bartender's license and insurance.
- All rentals (linens, table settings, etc) must come from Party Pro.
- Harwelden Mansion is allowed to take photos at all events. Copy of photos are available by request. Please refer to the "Photography and Video Policy" on our website for additional information.