

TIBBETTS CREEK MANOR **FREQUENTLY ASKED QUESTIONS**

1. **What is the Manor's maximum capacity?** 130 in the winter, and 175 is fire code maximum in the summer (utilizing the inside and outside).
2. **How much parking is available?** 75 cars (front & back lots included). 3 are disabled spaces. There is also a park n' ride one block away at Newport Way for overflow.
3. **When is the best time to visit the Manor?** During an Open House. Private Tours are scheduled by appointment only Tuesday through Friday and some Saturdays.
4. **How early & how late can we rent the Manor?** Rental hours vary based on the day of the week. Sun-Wed you can rent from 7am-10pm. Thursdays from 7am-4pm is available (Thursday nights are reserved for rehearsals). Fri & Sat you can rent 7am-midnight. Please visit our website "Rental Rates" for details on pricing and allotted hours.
5. **If we are planning an outdoor ceremony/event, how last-minute must we confirm our plan to accommodate the weather?** You will need to provide ahead of time a Plan A and Plan B floor plan for your event, if you are planning outdoor activities. Once the Manor staff arrives the day of your event, they will make the final decision and begin set up for the plan that best fits the weather and also protects the facility equipment.
6. **When are the sidewalls on the tent?** The sidewalls are put on in the middle of October and stay up until the middle of May. The sidewalls are not an option during the summer months. Once the walls are on, they stay on. When the walls are off, they stay off. No exceptions made.
7. **How many guests can fit under the tent for a ceremony?** The tent can fit up to 120 guests when the alter is set up on the 40' side of the tent. When the alter is set up facing one of the 20' sides, the tent can accommodate up to 100 guests. Please visit our website "Sample Layouts" for examples of how this looks.
8. **How many guests can fit under the tent for a reception?** The tent can fit up to 8- 60" rounds that accommodate 8-10 guests per round.
9. **What happens when the ceremony and reception are under the tent?** After the ceremony, the guests will need to go inside for a social period. The Tibbetts Creek Manor staff will then take down the ceremony chairs, and set up the tables under the tent and arrange the chairs. Your designated decorator will need to set the tables. This typical takes an hour to 'turn over' but varies based on your set up needs.
10. **How many tent poles are there?** There are 15 tent poles that are 8' high. They are spaced approximately 10' apart.
11. **How do people usually hang things in the tent?** Zip ties, ribbon, and bendable shower hooks have been the most successful items used by renters to hang decorations in the tent. (Please do not use our white rope used to secure the tent top to the poles.)
12. **Do you provide ladders for us to use?** The Manor has one 8ft. ladder and one 3ft. stepstool that are available for your use.
13. **Are the lights on dimmers?** Above the dance floor and the rooms in the front of the house have dimmer switches. The rest of the lights are on staggered switches. They allow you to darken or lighten the different rooms.
14. **Will we have Manor staff on-site to assist us?** Yes – a facility staff member will be on-site throughout the duration of your rental period. The size of your group indicates how many staff members will be assigned to your event. There is no additional fee for facility staff. They are onsite to help with facility owned equipment only (see question #15 regarding their responsibilities).
15. **What are the facility staff responsible for?** Our staff are responsible for unlocking & locking the facility, set-up & tear-down of facility-owned equipment needed for your event, garbage emptying, restroom supply restocking / cleaning, equipment transitioning of facility-owned equipment, supervision of group decorating & supervision of guest behavior during your event. Think of them as "security custodians." They cannot help with décor (see questions #18, #19 and #27).
16. **Is the Manor going to be set up with tables & chairs before I get there?** The staff begin set-up prior to your event to set up the facility owned equipment. However, the amount of time it takes to complete depends on your floor plan. We typically have the tables set, but still need to do chairs when you arrive.
17. **How long will it take for your staff to set up the facility equipment?** This is dependent on how much equipment is needed according to the floor plan you provided.
18. **Do you decorate the facility for us?** No, decorating is the responsibility of the renter, although the Manor has so much character of its own, not much decorating is necessary. Many have friends and family assist with decorating. Some contract with their caterer or florist to decorate, and others hire professional event coordinating assistance.
19. **Can we hire your staff to decorate for us (or help)?** No, unfortunately our staff cannot be hired by the renters for additional assistance beyond what the City has hired them to do, (which is described in question #15).
20. **Can we hang decorations inside the Manor?** Yes, as long as you do not use tape, tacks, nails, glue, or ANY type of adhesive. Instead using 'S' hooks, shower hooks, binder clips, window suction cups, ribbon, tulle, tension rods, etc... have been used to hang decorations without causing damage. Freestanding decorations work best. We will invoice you a fee if decorating damage is caused.
21. **Can we rent the facility past Midnight?** No. We only make an exception on New Year's Eve with prior approval & discussion.
22. **Can we purchase additional hours the day of our event?** No. Additional hours must be purchased through the Tibbetts Creek Manor office ahead of time. (at least 3 months in advance).
23. **Do I need to clean the Manor when my event is over?** Your responsibility will be to remove all personal belongings/decorating materials/equipment brought in for your event. If you do not hire a caterer then there will be additional responsibilities with the kitchen clean up as well.
24. **Where can we dispose of garbage/recycle/compost items? Who handles the garbage?** There are dumpsters for garbage/recycle and green compost bins in the front parking lot inside the black enclosure. Manor staff will empty your garbage, recycling & compost bins throughout the event. Larger packaging is your responsibility to haul out to the dumpster or recycle bins. Please break down all boxes to condense space used. Garbage cans & liners are included in the rental.

25. **Does the Manor provide storage space for our supplies and rental equipment?** The garage can be used to store items during your event. All items that were brought in for your event must be removed by the end of your rental.
26. **Can my caterer or other vendors deliver items the day before my event?** No, all items must arrive at the start of your rental and exit with you at the end of your rental unless over-night storage has been discussed & approved prior to your event. It is common to have your deliveries sent to the caterer directly or to your home directly to avoid the increased fees and then for you to transport them to & from the facility.
27. **Do you provide linens, dishes, glassware, serving pieces, etc. for my event?** No, you or your caterer will need to supply these types of items. Anything that has to do with food and/or beverages you or your caterer will need to supply (including ice). We do not provide it and cannot help with the set-up or take down of it.
28. **Can I move existing furniture/pictures in the Manor?** Regretfully, moving any of our furniture, upstairs or downstairs, is not allowed. Pictures on walls are purchased artwork and cannot be moved by anyone in your party. Please ask in advance of any special requests.
29. **Can we have music outside?** Yes, it just must end by 11 pm to comply with the City's sound ordinance.
30. **Is there a dance floor?** There is a "tiled dance floor" inside the Manor that is 13'x 20'. The DJ can be set up adjacent to the dance floor because there are multiple circuits to plug in to. Or if you prefer outside, you can use the deck as a dance floor. Just remember that the deck is a typical backyard deck and does have openings between the deck boards that high heels can fall between and get stuck. For this reason, if using the deck (and not renting a dance floor), flat shoes are recommended. Please warn your guests of this as well. Do not go barefoot.
31. **What are your catering rules and regulations? Can we provide our own food? Can we have a pot-luck?** We have an open door catering policy. We allow you to hire the caterer of your choice to fit your needs, budget and taste. However, all food service must be under the supervision of a Licensed Caterer. All caterers should have a current Health Certificate, Business Licenses, and Commercial Liability Insurance. Food must be prepared in a Commercial Kitchen, purchased from a store or delivered from a restaurant and all servers must have a current Washington State Food Handlers Permit. Our facility does not have the accommodations to allow on-site cooking and does not allow privately prepared food such as a "pot-luck."
32. **Is it ok for our cake and desserts to be homemade?** Yes, the Health Food Department is not as strict with "baked goods." It is ok to self-supply homemade cakes, pies, cookies, etc. if they have been baked. Or to have a friend who's a good cake maker do that for you.
33. **Does the Manor have a kitchen?** Yes, but it is not a Commercial Kitchen, so you cannot cook on-site. It is considered a warming kitchen, so your caterer can re-heat items before serving. It has a two basin sink, household refrigerator with freezer, microwave and one oven (which has 2- 23" racks). Please inform your caterer of the equipment on-site so they can plan a successful menu. We do not supply ice.
34. **Can the caterer BBQ on-site?** Yes, per approval and only in our designated area. They will need to lay down a tarp on the concrete outside the garage under their propane bbq and use a parking space as their barbeque station. If a pop-up tent is needed over the barbeque it must be sand-bagged. The bbq must be propane/gas. If they wish to use a charcoal or wood bbq, then it must be set up away from the house in either the back or front parking lot. They will need to follow the tarp rule still as well.
35. **Do you allow food trucks on-site?** Yes, per approval and only in our designated area. We do not allow them to park in any fire lane, nor in the round about in the front of the house (this a fire lane). We will need to know what type of food truck it is and what they will be cooking, the dimensions of the truck, etc. If they wish to park near the house, it must be propane/gas that they cook with. If they wish to use another form of cooking (wood stove), then it must be set up away from the house in either the back or front parking lot.
36. **Do we need a bartender?** Yes, all alcohol must be served by a Washington State Licensed Class 12 Bartender. No self-serve of any type of alcohol is allowed during your rental. (This includes: beer, wine, champagne, spirits, liquor, etc). Personal use of privately provided alcohol, including flasks, is not permitted. The Bartender will need to have his/her license on-site while serving. We recommend scheduling two bartenders per bar so that if breaks are needed the bar can remain open to your guests during this break time.
37. **When and where can alcohol be distributed?** Alcohol service is allowed during your rented event hours as long as it is served by a Licensed Bartender. Alcohol service must end 1 hour prior to your contractual end time. For example, an event ending at 12 a.m. will do last call at 10:40 p.m. and close the bar by 11:00 p.m. All alcohol must be consumed within the Manor, on the deck or back grass lawn. No alcohol in front of the Manor or in parking lots. Our staff does monitor that these rules are followed.
38. **Do you require Event Insurance? What does this involve?** Yes, all events will be required to provide or purchase insurance. Please see the Rental Office for the requirements and rates that fit your event or visit the "Insurance" tab on our website.
39. **Do you accept personal homeowner's insurance policies or can I purchase event insurance elsewhere?** No, we do not accept either.
40. **If I'm having a wedding do I need a Banquet Permit?** No, private events do not need a Banquet Permit.
41. **Do you have a Lost & Found?** If an item is left behind after an event, we will hold onto it for one month. If not picked up, then we will donate it. Our staff is instructed to give any lost items to the group's onsite contact at the end of the night to take home, so items are rarely left.