

WELCOME

TO
HISTORIC TUSCALOOSA

TOUR FOLDER

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Historic Tuscaloosa

Mailing Address: P.O. Box 1665, Tuscaloosa, AL 35403
Office Phone: (205) 758-2238

The Old Tavern: 500 28th Ave, Tuscaloosa, AL 35401
The Battle-Friedman House: 1010 Greensboro Ave, Tuscaloosa, AL 35401
The Jemison-Van de Graaff Mansion: 1305 Greensboro Ave, Tuscaloosa, AL 35401

Event Contract & Planning Document

Patron Information

Event Host: _____
Phone: _____
Email: _____
Address: _____

Second Host: _____
Second Host Phone: _____
Second Host Email: _____

Event Information

Event Name: _____
Event Type: _____
Event Date: _____
Rental Start Time: _____
Event Start Time: _____
Event End Time: _____
Rental End Time: _____
Expected Number of Guests: _____
Will Have Alcohol: _____

Rental Details

Facility Name: _____
Package: _____
Facility Package Rate: _____
Extra: _____ Rate: _____
Extra: _____ Rate: _____
Extra: _____ Rate: _____
Damage/Security Deposit: \$500
Total: _____

Payment Schedule

Amount Due: \$500 (security deposit) Due Date: When Booking
Amount Due: _____ Due Date: _____
All charges must be paid in full
before the day of the event.

Make payments online!



Payment Tracker

Century Club Members will receive a 5% discount on Rental
Not a member? Join anytime by going to www.historictuscaloosa.org.

Received by	Date	Check #	Receipt #	Amount Paid	Balance	Customer's Initials

By initialing this page, I, the patron, agree that I understand the following details regarding deposits and payments. I also understand there are additional details in the "Terms & Conditions" regarding deposits and payments. HT may also institute additional rules or regulations regarding payment policies and accepted forms of payment at any time.

1. HT currently accepts payment via cash, check, money order, debit card charge, and credit card charge.
2. A 5% processing fee will be added to all debit or credit card charges.
3. All bounced checks will result in an additional \$40 fee.
4. I, the patron, understand that I am responsible for witnessing and initialing payment notes made to this page anytime a deposit is made.
5. All deposits should result in a receipt given to the patron with receipt # as noted above. Patron initial of payment line confirms receipt of a payment receipt.

Terms & Conditions

DAMAGE DEPOSIT

A \$500 damage deposit is collected as part of this agreement to ensure the vendors hired by the patron, guests invited by the patron, and the patron leave the premises in good condition after the event. If any repair or replacement cost for furnishings exceeds the \$500 damage deposit, the patron is expected to pay the additional cost. If the Venue is not left in good condition and requires extra cleaning or repairs, or if items have to be replaced because of damage occurring during the rental period, the patron will be held responsible for such extra cleaning, repair, and/or replacement costs. The patron agrees to pay any extra cleaning, repair, or replacement costs within five (5) days after a written request for payment has been made by HT is NOT required to show photographic proof of rule breaking, damage, garbage, or other issues of non-return of damage deposit. This deposit will be refunded to the patron following the event, minus any fees for breaches of this contract.

RETURN OF THE \$500 DAMAGE DEPOSIT TO THE PATRON IS DEPENDENT ON:

- A. The patron and all third parties (patron's vendors and guests) leaving the premises in pre-event condition,
- B. There being no damage to the HT Venue or its contents and nothing has been removed from the premises without permission,
- C. There being no incidents of flagrant disregard of HT rules by the patron, patron's guests, or patron's hired vendors,
- D. Where the HT Venue is not left in good condition, needs extra cleaning above what would normally be done following an event, or needs repairs or items replaced because of damage or breakage arising from or occurring during the event, the patron is responsible for such extra cleaning, repair, or replacement costs, and such costs having been paid to HT within five (5) days of the event, and
- E. If patron surpasses allotted reservation time, then extra hours will be deducted from the damage deposit.
- F. All HT signs and warnings must be obeyed. No one is allowed in the lower basement, cross hall, in the attic, or belvedere.

HT BUILDINGS AND ROOMS

Certain rooms within each venue, such as the upstairs parlor in the Jemison-Van De Graaff Mansion or in the Battle-Friedman House, are available as dressing rooms. These rooms in some instances may not be allowed for use during the event itself. All balconies are off limits, no exceptions. DO NOT stack tables, chairs, or any items on pocket door brass rails or against walls, door casings, or furniture in any HT venue.

HT FURNITURE AND FURNISHINGS

Furniture and furnishings, including vases and other decorative items, are not to be moved or rearranged except with the permission of a HT representative. The furnishings of HT are valuable antiques which are easily damaged and costly to repair. The patron agrees to pay the entire cost of repairing or replacing any damage or breakage resulting from moving, misusing, or rearranging such items by anyone other than HT personnel. The patron also agrees to pay the entire cost of repairing or cleaning any item of furniture which is damaged or soiled during the event. To avoid damage, all tables MUST be covered with tablecloths. Table pads must be used where available, no exceptions. No heavy items may be placed on any item of furniture. The HT staff on duty shall be the judge of what is too heavy. HT will set up and take down all tables and chairs owned by HT, the Patron is not responsible for these items. No refunds will be given for furniture set up by HT that is not used. DO NOT stack tables, chairs, or any items on furniture in any HT venue. Ice or hot containers must never be placed directly on the tables, furniture, or floors. Insulating pads and/or trivets are available to be placed under hot and cold containers. In the event of any disagreement as to the use of the Venue or its furnishings, the decision of HT representative is final.

DECORATIONS

No candles, confetti, glitter, sparklers, or silly string are allowed anywhere on HT property, including indoors, outdoors, or in parking lots. Lavender, real rose petals, bubbles, rice, bird seed, and butterflies are allowed outside of the HT venues only. Nothing may be stapled, tacked, taped, pinned, wired, or in any other way attached to the inside or the outside of the HT Venue or HT furnishings other than with ribbon, string, floral wire, or pipe cleaners. All signage to be posted in public areas must have the approval of HT management. All decoration items must be removed from the premises by the conclusion your rented time period unless otherwise specified by HT management.

CATERING

HT does not offer food or beverage catering services. The patron agrees to hold harmless HT and its employees for any food related illnesses or accidents incurred during this event. Catering can be provided by the patron or by a catering vendor of the patron's choice. Buffet table requirements must be received two (2) weeks prior to the function date. Stoves and microwaves on HT properties are for warming only, no raw food may be cooked onsite. Whomever provides food and/or beverage for the event must adhere to the rules and regulations set forth in the catering addendum.

BEER, WINE, AND ALCOHOL SERVICE

HT does not offer bar services for alcoholic beverages. The patron agrees to hold harmless HT and its employees for any alcohol related illnesses or accidents incurred during or as a result of this event. If any alcohol is served at the event, the patron agrees to adhere to all applicable local ordinances and state laws. No alcoholic beverages may be served to minors. HT requires that all events serving alcohol utilize J&S Bartending services, no exceptions.

J&S Bartending, LLC
P.O. Box 2193
Tuscaloosa, AL 35403
(205) 310-3104, jsbar1@comcast.net

ADDITIONAL VENDORS AND RENTALS

Linens, tables, and chairs are offered through your rental with HT. Additional rented items must come through third-party vendors. HT must be notified before the event of all additional rental items entering the property, and of those items' delivery and pick up times. It is the patron's responsibility to have all third party rented chairs and tables removed after the event from the lawn and porches and placed in the brick side drive or other marked location of HT. Patron is not responsible for tables and chairs rented from HT must approve all rentals involving fixtures attached to the building. HT reserves the right to bar certain types of entertainment that do not fit our reputation or image. It is the responsibility of the patron to provide all third-party vendors they have hired with a copy of these rules. The hours listed on page one for rental start time and rental end time also apply to all third-party vendors. Any deliveries of rental items made prior to the rental start time must be approved by HT in advance. The Patron is solely and fully responsible for the actions of and any damage or breakage to HT property caused by third party vendors. HT is not responsible for any equipment or materials that are damaged, lost, or left unattended prior to, during, or following any function.

SECURITY

The HT reserves the right to require security personnel at the cost of the patron for events it deems appropriate and necessary. The patron may also choose to hire security personnel for any event as desired so long as HT has not hired any security personnel. Historic Tuscaloosa reserves the right to require an off duty police officer to be present as security at events.

ROOM CHANGES AND LABOR FEES

Although rare, HT reserves the right to assign function rooms according to the anticipated number of guests and the type of event, and also can reassign rooms according to fluctuations in the guest counts or event requirements. HT reserves the right to charge service fees where applicable for extraordinary or unusual requirements. HT reserves the right to apply a fee for special labor or equipment needed for event.

BILLING ARRANGEMENTS AND DEPOSITS

Billing arrangements for all events must be made in accordance with the HT policies. A deposit of five-hundred dollars (\$500) is required to secure the date and reserve space. All deposits, except for the damage deposit, are non-refundable. Balance in full is due before the day of the event. Prices are subject to change prior to contract acceptance.

PAYMENTS

For approved billings, payments are payable in full according to the HT deposit policy, within thirty (30) days, before the beginning of a function or by other arrangements made as specified on the contract. Balances not paid within five (5) days of the event date will be subject to late fees. For an unpaid balance referred to collection, the Patron agrees to pay all attorneys' fees, court costs, collection, and litigation expenses.

CANCELLATION

Upon contract acceptance and receipt of deposit, the committed function space is off the market. Cancellation of the contract for the specified event date will result in the forfeiture of the initial \$500 booking deposit. In addition, cancellation of the contract less than fifteen (15) days prior to the event date will result in a charge of fifty percent (50%) of all expected revenues as liquidated damages. A charge of one hundred percent (100%) of all expected revenues will be assessed as liquidated damage if the function is cancelled within seven (7) days of the function date. Alternatively, postponement of the event to a later date will result in the patron forfeiting the initial \$500 booking deposit, but all other payments can be moved to the new event date once a new \$500 booking deposit has been paid.

INCLEMENT WEATHER

The HT does not guarantee alternative function space for use in the event of inclement weather. No refund will be given for outside setup not being used due to weather conditions. No refund will be given if the event has to be moved inside due to bad weather. The Patron shall still be responsible for all amounts due.

EXCUSED NONPERFORMANCE

If for any reasons beyond its control including, but not limited to, strikes, labor disputes, accidents, government requisitions, restrictions or regulations on travel, commodities of supplies, acts of war or acts of God, the HT is unable to perform its obligations under this Agreement, such nonperformance is excused and the HT may terminate this Agreement without further liability of any nature, upon return of the Patron's deposit. In no event shall the HT be liable for consequential damages of any nature for any reason whatsoever.

CONDUCT OF EVENT

The Patron agrees to begin his or her function promptly on the scheduled time and agrees to have its guests, invitees, or other persons vacate the designated function space at the closing hour indicated on page one of this contract. The HT reserves the right to charge a fee of two hundred dollars (\$200.00) per hour for use of the facility after the designated end time for any event. If an event is scheduled for additional hours but additional time is not needed, the fee is non-refundable. No functions at the Jemison Mansion may proceed past twelve midnight (12:00am) or past ten o'clock in the evening (10:00pm) for the Battle-Friedman House. The Patron undertakes to conduct the Event in an orderly manner, in full compliance with applicable laws, regulations, and the HT rules. The Patron assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of the HT premises during any time such premises are under the control of the Patron, or Patron's guests, invitees, employees, or independent contractors employed by the Patron. The HT reserves the right to exclude or eject any and all objectionable persons from the function, or the HT premises, without liability. The only rights and privileges granted to the patron are specifically laid out in these rules. HT will have a representative on site during the time for which you have reserved the HT venue. The representative has the authority to enforce these rules. In the event of flagrant disregard for these rules, or other conduct deemed prejudicial to or harmful to the HT Venue or its contents, the HT representative may immediately terminate the agreement and require the patron and all guests to promptly vacate any of HT Venues.

PHOTOGRAPHY RELEASE

The HT uses photos from past events to assist in planning new events and for use on its print and media publishing. The patron consents to use of photos from his or her event being used in these manners by HT:

Initial Here _____ (Optional)

MISCELLANEOUS

Additional Rules of Conduct Include:

- A. No smoking is allowed in the structures, on the porches, or on the grounds of the HT venue.
- B. Bands and activities requiring heavy use of electricity are not permitted. It is at the discretion of Venue Staff to decide if music or speakers are too loud. Music must be kept at a level deemed appropriate by the HT Management and the city of Tuscaloosa. Consideration will be given to all Residents/Guests in the area surrounding the HT venue.
- C. All children must be with a responsible adult at all times. Children must be supervised at all times everywhere on the property. HT employees are not to be used as child care. Patron is responsible for any damages or rules broken by children or children of guests.
- D. No vehicular traffic is allowed in the yards or gardens.
- E. Animals are not permitted in the Venue or on the grounds, other than service animals accompanying persons with disabilities.
- F. All trash and garbage must be bagged and put into the dumpster in the parking lot of the Battle Friedman Home, or the back porch of the Jemison Van De Graaff Mansion, or where designated at any other Venue. Failure to do this will result in a \$50.00 charge which will be deducted from your deposit.

GENERAL

The Patron hereby indemnifies and holds harmless the HT against any and all claims, liabilities, or costs, including reasonable attorney's fees and whether by reason or personal injury or death or property damage or otherwise, arising out of or connected with the Event or this Agreement, to the extent caused or contributed to by the negligence of the Patron, or any guest, invitee, or agent of the Patron or any independent contractor hired by the Patron. Nothing in this paragraph will be interpreted to indemnify or hold the HT harmless from any of TCPS's negligence.

In the event that this Agreement is signed in the name of a corporation, partnership, association, club or society, the person signing represents to the HT that he/she has full authority to sign such contract, and in the event he/she is not so

Historic Tuscaloosa
P.O. Box 1665
Tuscaloosa, AL 35403

Event Contract
Terms and Conditions

authorized, he/she will be personally liable for the faithful performance of this contract. This Agreement supersedes all agreements previously made between the parties relating to its subject matter. There are no other understandings or agreements. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions. This Agreement shall be construed in accordance with and governed by the laws of the State of Alabama. The combination of this signed Agreement and the required deposit noted in this Agreement will guarantee that the space is being held for you on a definite basis. Both the Patron and a HT representative must initial any revisions in this agreement before the revisions will be considered binding.

If it is necessary for HT to employ the services of an attorney to enforce any of the terms and conditions of this agreement, whether or not a lawsuit is filed, the patron agrees to pay all costs associated with enforcing said agreement, including reasonable attorney's fees.

WAIVER OF TRIAL BY JURY

Tuscaloosa County Preservation Society and Patron hereby irrevocably waive all rights to a trial by jury in any action, proceeding, or counterclaim arising from or related to this Agreement (Event Contract) or the HT venue use rules.

DEFINITIONS

As used herein, the following terms shall have the following meanings:

- "HT - Tuscaloosa County Preservation Society (Historic Tuscaloosa) including all related property;
- "Event" - the banquet, reception, outing, tournament, or other private function forming the subject of this Agreement;
- "Patron" - the person, corporation, entity, organization, or association contracting with the HT for the Event

Signature below confirms that the Patron has read and agrees to all of the above stated terms & conditions.

 _____ 
Patron's Signature Date

Historic Tuscaloosa Date

Jemison-Van de Graaff Mansion



CONTACT



A STUNNINGLY PERFECT WEDDING DAY

What makes a place the perfect wedding venue? Is it beautiful, grand architecture or simply the comfort of feeling at home?

At the Jemison-Van de Graaff Mansion, we're blessed to have both a stunning historic venue and a home-like setting full of both comfort and privacy. With over 150 years of history and weddings, the Jemison is the perfect place to host your special day.

Get in touch now for your personalized tour info@historictuscaloosa.org

Jemison-Van de Graaff Mansion



THE LAWN

For Your Ceremony
250 Guests Seated

For Your Reception
200 Guests Cocktail Style
200 Guests Seated

The Jemison Mansion features several large outdoor areas for events. The most popular of these spaces is the East Lawn, pictured above, a beautiful, secluded spot perfect for wedding ceremonies or casual receptions with lawn games and mingling. The front lawn and parking lot allow for even larger events.
East Lawn Porch Front Lawn Parking Lot



THE MAIN FLOOR

For Your Ceremony
100 Guests Seated

For Your Reception
165 Guests Cocktail Style
150 Guests Seated

The Main Floor of the Mansion features all of our indoor event spaces. The front portion of the house is composed of four mirrored parlors, two on each side of the grand foyer. The rear of the house features a cross hall leading to the dining room, the conservatory, and the east lawn.
Looper Library Conservatory Huxford Parlor

Additional Amenities



THE BRIDAL LOFT

Looking for the perfect, no-stress spot to prepare for your wedding day? We've got you covered!

Spend your whole day at the mansion with our complimentary bridal loft on the upper floor of the mansion. The bridal loft includes two bedrooms for dressing, hair, and makeup. It also includes a large cross hall, beautiful for portraits and perfect for your bridal party to lounge and relax in.



BRIDAL PORTRAITS

A gorgeous backdrop for all things engagement and wedding.

For couples who book one of top three tier packages, the mansion is also available free of additional charge for a bridal portraits appointment and an engagement photo shoot. Appointments must be during regular business hours.

PRICING & PACKAGES

Diamond Package

Monday-Sunday \$6,000

- Entire Mansion & Grounds for 10 Hours
- Reception Tables, Chairs, & Linens for up to 200 outside or 75 inside
- Ceremony Seating for up to 200 Guests
- Additional 4 Hour Set-Up Time (14 hours total)
- Buffet Tables
- Private Bridal Loft

Total
14 hrs

Gold Package

Monday-Sunday \$3,800

- Entire Mansion & Grounds for 8 Hours
- Reception Tables, Chairs, & Linens for up to 200 outside or 75 inside
- Buffet Tables
- Private Bridal Loft

Most picked
for events
lasting
max 6 hours

Silver Package

Monday-Sunday \$2,500

- Entire Mansion & Grounds for 6 Hours
- Reception Tables, Chairs, & Linens for up to 75 inside or outside
- Buffet Tables
- Private Host's Suite

Most picked
for events
lasting
max 4 hours

Bronze Package

Monday-Friday - \$700

During business hours only 8AM-5PM Monday-Friday

- Main Floor of Mansion & Grounds for 4 hours
- Mansion Set Up in Museum Format
- Linens for Mansion's Non-Marble Tables
- Events of No More than 50 Guests
- Non-Alcoholic Drinks Only

Package Add-Ons:

- 4 Hour Rehearsal \$500
- Projector & Screen \$125
- Ceremony Seating per 50 Chairs \$250
- Reception Table, Chairs, & Linen for 8 \$50
- Reception Table, Chairs, & Linen for 5 \$45
- Each Additional Rental Hour after 10 Hours \$100



info@historictuscaloosa.org



@JemisonMansion



@RealJemisonMansion



205-758-2238



www.historictuscaloosa.org/
jemisonmansionevents



1305 Greensboro Avenue
Tuscaloosa, AL 35401

Micro-Wedding Package 1

Friday-Sunday \$450

- 3 hours total Includes access to the main floor & grounds
- Ceremony with micro reception
- Ceremony seating for up to 30 guests
- 2 high-tops & 1 buffet table with linens

Micro-Wedding Package 2

Monday-Thursday \$375

- 3 hours total Includes access to the main floor & grounds
- Ceremony with micro reception
- Ceremony seating for up to 30 guests
- 2 high-tops & 1 buffet table with linens

Micro-Wedding Package 3

Monday-Sunday \$350

- 2 hours total Includes access to the main floor & grounds
- Ceremony only
- Ceremony seating for up to 30 guests
- 2 high-tops with linens

**All micro weddings must take place within
3 months of signed contract**

GET IN TOUCH NOW FOR YOUR
PERSONALIZED TOUR!



FAQ

When can I come see the property?

The space is available for in-person site visits and historical tours Tuesday-Saturday at 3:30, hours are subject to change. Check www.historictuscaloosa.org/calendarofevents for the most up to date daily closings. Please email sarah-katherine@historictuscaloosa.org or call 205.758.2238 to schedule your event visit.

Where are you located?

Easy access from the interstate, we are located at 1305 Greensboro Avenue in downtown Tuscaloosa.

Where should my guests park?

Parking is free for guests. Guests are encouraged to park in the parking lot located to the right of the mansion. Parking is also available across the street from the parking lot (14th street).

Is there handicap access?

Yes, the lawn and conservatory downstairs entrance is accessible by way of a ramp from the parking lot. While the first floor is handicap accessible by means of an elevator located in the downstairs conservatory, the second floor of the property is not handicap accessible. Please inquire to discuss your specific needs. The front doors leading from the porch into the home are wider and can accommodate guests who are using walkers.

Do you have signage or other aids to direct guests to my event?

Yes, there are signs posted in the parking lot and downstairs entrance. There are also signs inside the mansion, directing guests to event, bathrooms, and elevator access.

Can I supply my own signs for the event?

All signage to be posted in public areas must have the approval of HISTORIC TUSCALOOSA management.

May I have my bridal portrait made at Jemison mansion?

The charge for this service for non-clients is \$50 per hour during regular business hour and \$100 per hour outside of business hours.

Mansion grounds and porches may be used free of charge for portraits any time after hours, and it is always wise to call ahead to make certain no event is scheduled or that a tent will be on the front lawn.

Does the property allow multiple events in the same day?

To ensure satisfaction, we do not allow multiple events on the same day.

How many bathrooms are there?

Bathrooms are located downstairs for men and for women. There also is a private bathroom located on the second floor accessible for those whose package includes the private host's loft.

What if it rains?

If you have an event taking place outside, you will need to secure a tent as a rain back up plan. We will help connect you with a professional tenting company that can setup the tent of your dreams: from simple and functional to elegant and extravagant, these options are endless. The cost of the tent is a separate cost from the wedding package and depends on your selections.

The courtyard gardens may be tented if desired or if needed in the case of inclement weather. Please inquire to discuss specific requirements, options + pricing.

When a renter has paid for an outside set-up and the weather is uncertain a decision will be made 1.5 hours prior to the event, in consultation with the renter, on whether to set up outside. If the set-up is made within that time with the acquiescence of the renter, no refund will be given if the event must be moved inside because of bad weather. No refund will be made because the renter has simply changed his or her mind.

FAQ

Is there a place for brides and grooms to get ready?

Yes, we have a large bridal suite available for the bride, her family, and her attendants. Our groomsmen are welcome to get ready in Mr. Jemison's office located in a separate area from the bridal suite.

Does Historic Tuscaloosa offer "day of" event coordination?

Our staff is here to help assist with your event setup; however, we are unable to provide "day of" event coordination. If your ceremony is at the Jemison mansion, we can help you down the aisle, but if you require more assistance you will need to hire a "day of" event coordinator. We can recommend many fabulous local coordinators who can meet any need you may have.

Who will be our point person as we plan our wedding?

Our venue coordinator oversees opening the venue on the event day. They will also work as the liaison between the patron and the venue. The venue coordinator will be your first point of contact to see what is and is not allowed. The venue coordinator will also oversee the setup of tables and chairs. The venue coordinator will also use your floorplan to ensure that the tables are properly set up in preparation for the florals and décor. They will also make sure the space is presentable.

Will Historic Tuscaloosa staff be at our event?

Yes, there will always be a HISTORIC TUSCALOOSA representative on property during your event to help with your event needs

When are payments due?

Upon execution of the contract, \$500.00 to secure your date-as a \$500 security deposit (security deposit is refundable barring no damage to the facility & that contract terms & conditions are adhered to.) Full balance is due before the day of the event. We allow partial payments to be made up until one day before event. We accept cash, card, or check. All checks and money orders must be payable to Tuscaloosa Preservation Society.

Are we allowed to bring in our own decorations?

You are allowed to bring your own decorations. Nothing may be stapled, tacked, taped, pinned, wired, or in any other way attached to the inside or the outside of the HISTORIC TUSCALOOSA venue or HISTORIC TUSCALOOSA furnishings other than with ribbon, string, floral wire, or pipe cleaners without HISTORIC TUSCALOOSA approval.

Do you have an inventory of décor (lighting, candle holders, vases, etc.) we can borrow from?

The recessed lighting can be dimmed, and shades can be drawn to darken the room. Large windows provide natural light. We also can provide led candles and candle holders for those who wish to use them. Candle holders must contain battery operated candles. No real candles may be lit.

How can the venue be decorated?

Popular decors include flowers, greenery, LED candles and string lights, photos, signage, etc. Are allowed. We allow lavender, real rose petals, bubbles, bird seed, and butterflies outside of HISTORIC TUSCALOOSA venues only.

No candles or flames are allowed on any of the HISTORIC TUSCALOOSA properties. No smoking is allowed in the structures,

On the porches, or on the grounds.

No candles, confetti, glitter, sparklers, or silly string are allowed anywhere on HISTORIC TUSCALOOSA property, including indoors, outdoors, or in parking lots.

FAQ

Can I bring in my own catering or alcohol?

J&S Bartending is required for all alcohol involved events. HISTORIC TUSCALOOSA requires that all events serving alcohol utilize J&S bartending services, no exceptions.

Catering can be provided by the patron or by a catering vendor of the patron's choice.

If I hire my own caterer, is there a kitchen available for them?

Yes, your caterer would have access to a full kitchen, equipped with a 3-tier sink, microwave, oven, stove for warming purposes only, and fridge/freezer.

Are there any restrictions with regards to BYOB events or events with cash bars?

Regulations restrict events from allowing individual guests to bring their own alcoholic beverages, A.K.A "BYOB," and events where guests are "BYOB" are not allowed at HISTORIC TUSCALOOSA properties. Patrons must contact J&S Bartending, as the licensed bartender to serve it.

Cash bars are allowed and must have J&S bartending operating them.

When can vendors arrive for setup?

For tent set-up, we recommend vendors come a day before event for tent-set up, if weather is permissible. All other vendors can arrive at the beginning of your rental time. Any deliveries of rental items made prior to the rental start time must be approved by HISTORIC TUSCALOOSA in advance. Please check with the staff at the venue before making any delivery arrangements.

oes Historic Tuscaloosa require security during events?

Yes, we do require security officers during events serving alcohol or hosting more than 50 guests. HISTORIC TUSCALOOSA reserves the right to require security personnel at the cost of the patron for events it deems appropriate and necessary. The patron may also choose to hire security personnel for any event as desired so long as HISTORIC TUSCALOOSA has not hired any security personnel.

Can the venue accommodate a DJ or live band? What type of entertainment is allowed?

Bands, DJs + other types of musical entertainment are allowed. HISTORIC TUSCALOOSA reserves the right to bar certain types of entertainment that do not fit our reputation or image

Are there noise restrictions?

To ensure cooperation with municipal guidelines, entertainers must have music turned off by 11 pm.

It is at the discretion of HISTORIC TUSCALOOSA staff to decide if music or speakers are too loud. Music must be kept at a level deemed appropriate by the HISTORIC TUSCALOOSA management and the city of Tuscaloosa.

Will your staff be involved in setting up and breaking down the decor?

Any decorations brought by the patron or decorating team must be removed by the end of the rental time.

HISTORIC TUSCALOOSA staff is not responsible for set up and break down of décor. Inside and outside of the mansion must be cleaned and left in the same manner it was initially in upon patron's arrival. This includes trash. ALL TRASH IN CANS USED BY PATRON AND PATRONS PARTY (I.E. CATERER, BARTENDER) MUST BE TAKEN TO DUMPSTER AFTER EVENT. FAILURE TO DO SO WILL RESULT IN \$50 FINE PER BAG LEFT.

FAQ

Who is responsible for set up + break down?

HISTORIC TUSCALOOSA staff is responsible for setting up and breaking down tables, chairs, and linens. Patron is responsible for breakdown of decorations, and anything brought in by patron and patron's party.

What services are included?

The venue rental fee includes use of the large outdoor garden, parlor rooms, furnished bridal suite + groom's quarters. Linens, tables, and chairs are offered through your rental with Historic Tuscaloosa. Historic Tuscaloosa will set up and take down all tables and chairs owned by Historic Tuscaloosa (set-up included); the patron is not responsible for these items. A variety of tables are available, including round, rectangular, and high-top. On-site Historic Tuscaloosa event coordinator to manage the venue. Kitchen (refrigerator, freezer, microwave, convection oven, ice machine). All other amenities are listed in brochure (given at tour folder or by email)

If number of guests changes day-of, will the venue put out more tables/chairs?

We set up according to your designed floor plan in the morning, if guest changes, we need to be informed as soon as possible, preferably a week in advance. The staff member will assist the day of to make any necessary changes.

Do you have an in-house caterer or a list of "preferred" caterers, or do I need to provide my own?

The only vendor you are required to use is if you request alcohol at your event. In such case, you must use J&S bartending. We do not have an in-house caterer. We do provide a "preferred" caterer list, but these are recommendations, based on experience with listed vendors, not requirements. Catering can be provided by the patron or by a catering vendor of the patron's choice. We can certainly recommend vendors to suit your needs, but you are not required to use any one specific vendor. We do suggest you find vendors that fit both your personality and your budget, but also remember to select a vendor that will make your event day as easy as possible. Always look at the bottom line when comparing vendors for your event needs.

When does your rental time begin?

Your rental time begins when the event coordinator unlocks the doors and ends when the event coordinator locks them again at the end of the event. Rental time must include any time needed for cleanup by patron. Any vendors are welcome to work outside the mansion including on the porches, however no one will be allowed inside the mansion until the contracted rental time begins.

Access in advance or after the event?

All decoration items must be removed from the premises by the conclusion your rented time unless otherwise specified by HISTORIC TUSCALOOSA management.

Outside decorating can be done morning of event, prior to rental time.

Can we add extra hours to our lease agreement?

Additional hours to your rental contract can be accommodated at the hourly rental rate, and you can coordinate these details with the HISTORIC TUSCALOOSA event coordinator.

Can we add an extra day to our lease agreement at the Jimison mansion if we need a lot of setup time?

If you wish to guarantee set up prior to your event day, additional days/hours to your lease agreement can be added. If you are doing a lot of the decorating yourself (ex. Creating your own centerpieces, doing your own flowers, etc.) And you do not want to handle these details the day of the event, we suggest you add an extra set-up day to your lease agreement.

If you are adding a 4-hour rehearsal to your package, or if your package includes a 4-hour rehearsal, any part of that time can also be used for decorating.

FAQ

What about the rehearsal time?

If you choose any one of our packages that includes a 4-hour rehearsal, it is not required that the 4-hour time slot must be used for a rehearsal. If you needed the 4 hours for another reason, contact the event coordinator so that it can be arranged.

How can I ensure that I will receive the full security deposit back after my event?

The patron and all third parties (patron's vendors and guests) are required to leave the premises in pre-event condition. There being no damage to the Historic Tuscaloosa venue or its contents and nothing has been removed from the premises without permission. There must be no incidents of flagrant disregard of HISTORIC TUSCALOOSA rules by the patron, patron's guests, or patron's hired vendors.

Where the Historic Tuscaloosa venue is not left in good condition, needs extra cleaning above what would normally be done following an event, or needs repairs or items replaced because of damage or breakage arising from or occurring during the event, the patron is responsible for such extra cleaning, repair, or replacement costs, and such costs having been paid to Historic Tuscaloosa within five (5) days of the event. If patron surpasses allotted reservation time, then extra hours will be deducted from the \$500 damage deposit. All trash and garbage must be bagged and put into the dumpster in the parking lot or on road. Failure to do this will result in a \$50.00 charge per trash bag left which will be deducted from your deposit.

How much work will we have to put into decorating the space?

Venues like barns or lofts will need a ton of added décor – which is both time-intensive and can be expensive. The Jemison-van de Graaff mansion will allow you to save on set-up and décor as it comes with much of the décor built in. For the most part, you won't need to add too much. And outdoor wedding venues are decorated by mother nature herself (if the weather holds!).

Are there restrictions on the event times?

No functions or events at the Jemison mansion may proceed past twelve midnight (12:00am). Cleanup must proceed immediately after midnight.

Can the house be rented for a fundraiser?

Yes, the Jemison-van de Graaff mansion can be rented for fundraising events.

Are there any other fees not included in the cost?

There are no hidden fees. Extra fees will incur if patron chooses package add-ons, including added hours and a flip set-up fee.

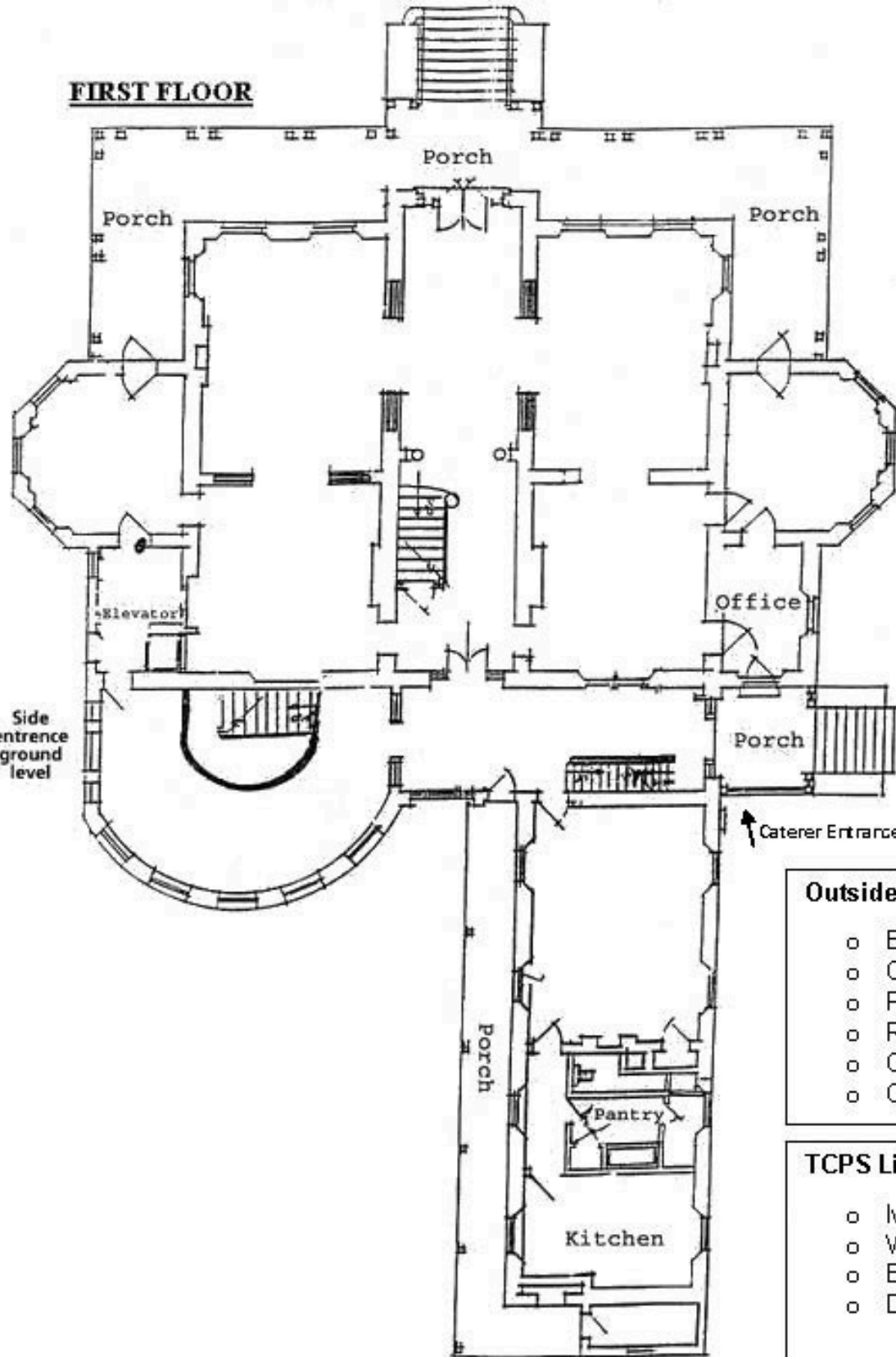
Disability accommodation

The Jemison-van de Graff mansion endeavor to provide reasonable accommodations and to ensure equal access to all visitors with disabilities. Due to the configuration of the house and the inability to make modifications to a protected building, issue may arise for visitors with mobility concerns. A good access point for wheelchairs is on the right side (when facing the house) of the house, near the kitchens. Parking for visitors with mobility issues is available.

PLANNING DOCUMENTS

Event Name: _____

FIRST FLOOR



Event Timeline:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Outside Vendors:

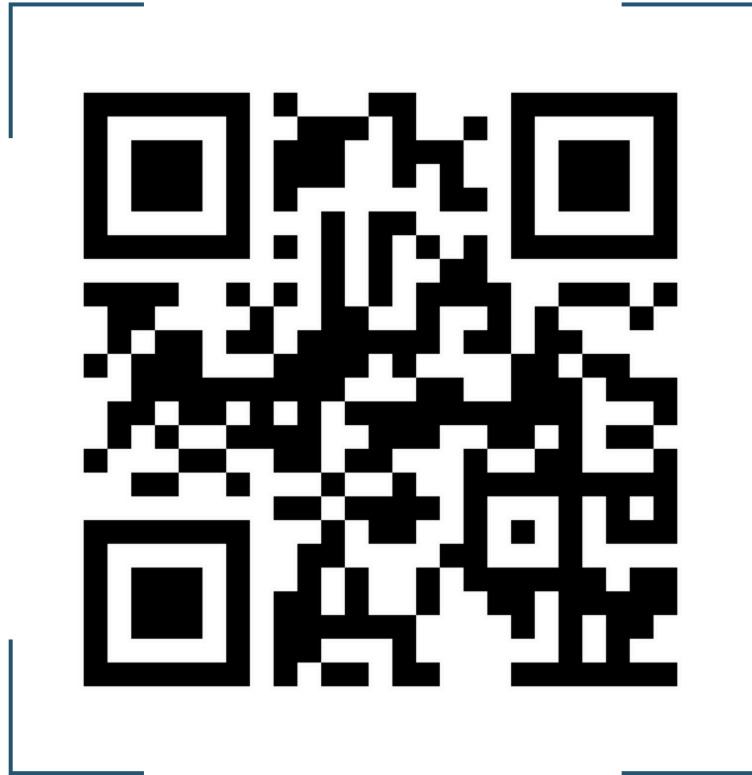
- Bar: J&S Bartending
- Caterer: _____
- Photographer: _____
- Rentals: _____
- Other: _____
- Other: _____

TCPS Linen Choice:

- Ivory
- White
- Black
- Does Not Need

PAST FLOORPLANS

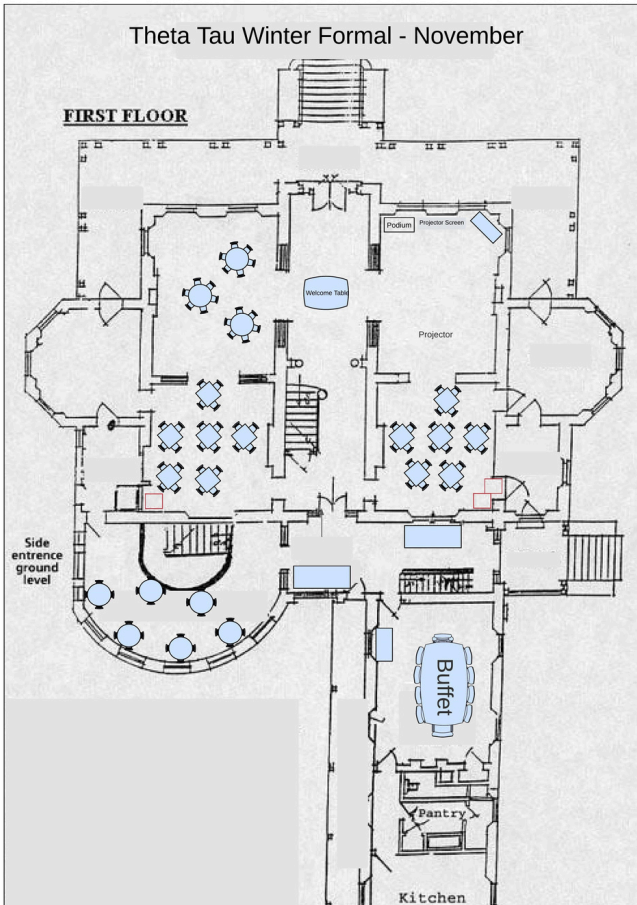
SCAN ME FOR FLOORPLANS!



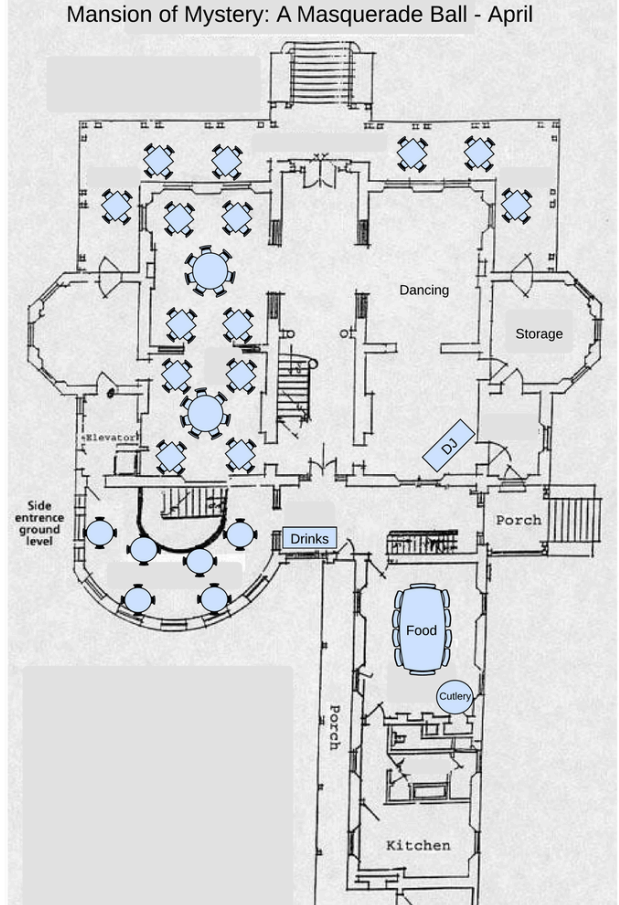
[WWW.HISTORICTUSCALOOSA.ORG/
JEMISONMANSIONFLOORPLANS](http://WWW.HISTORICTUSCALOOSA.ORG/JEMISONMANSIONFLOORPLANS)

PAST FLOORPLANS

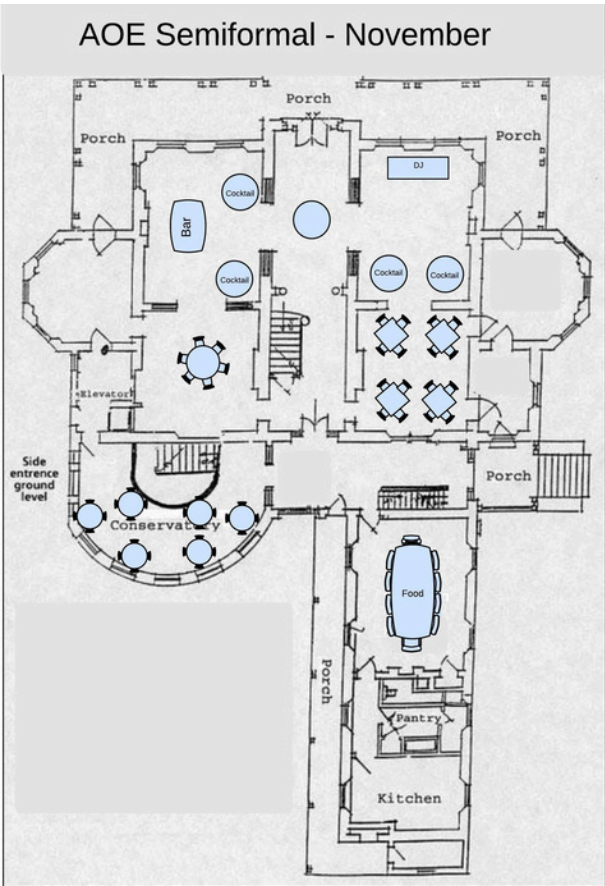
Theta Tau Winter Formal - November



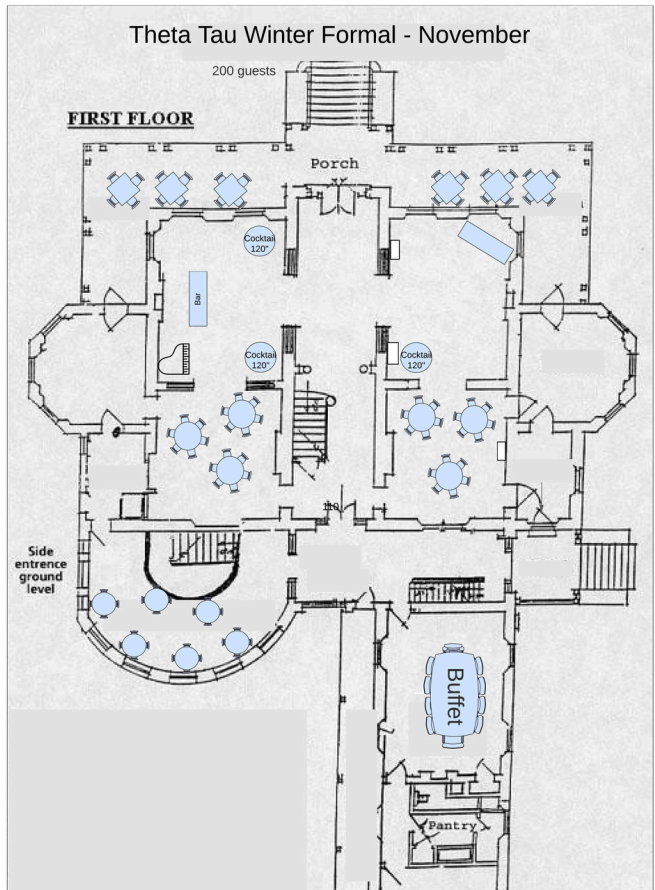
Mansion of Mystery: A Masquerade Ball - April



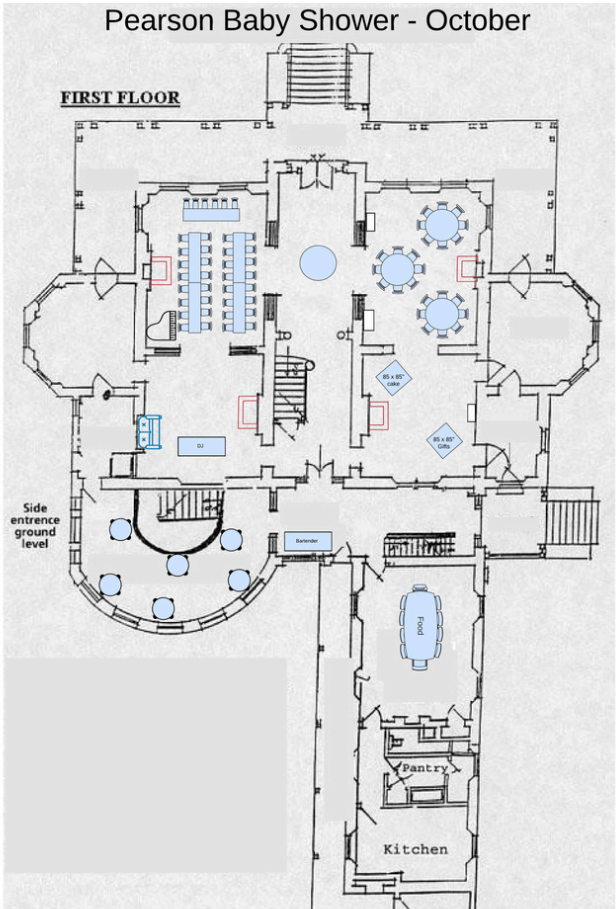
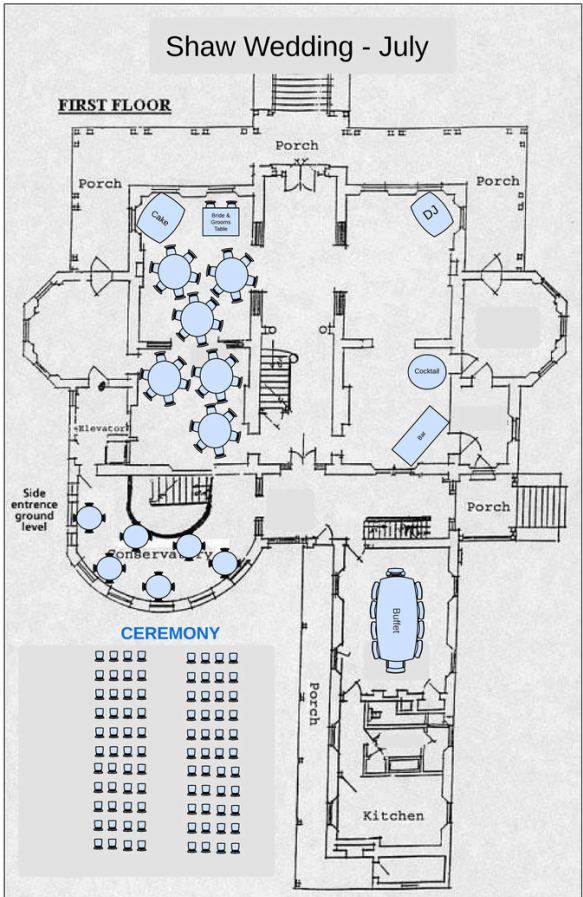
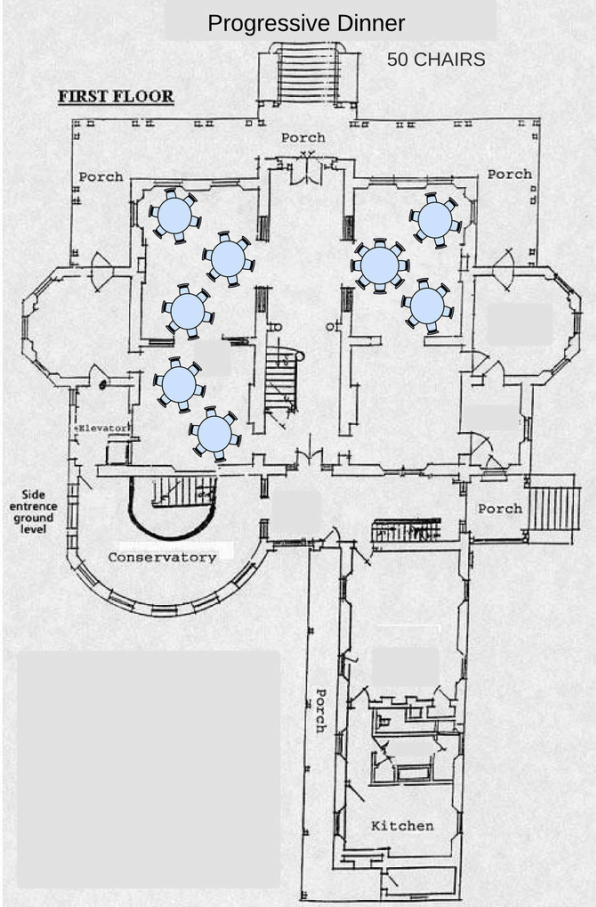
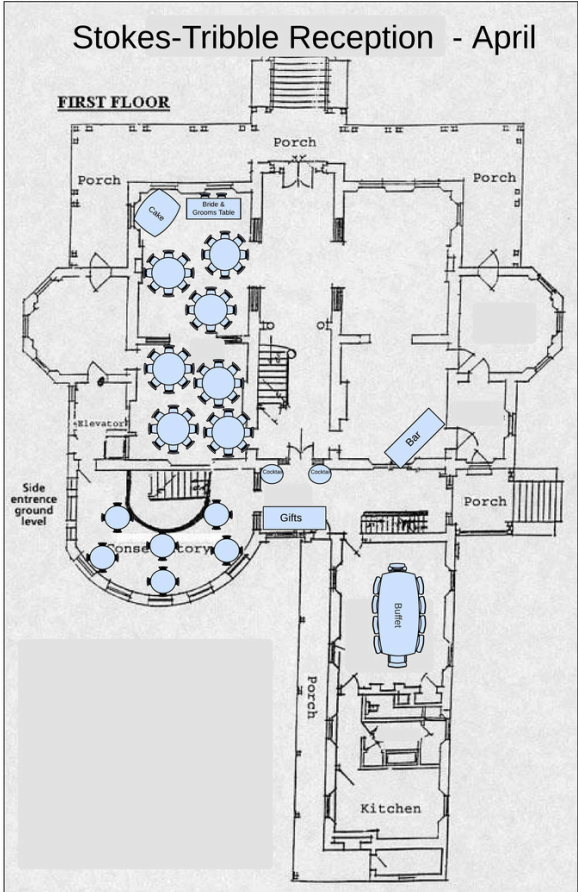
AOE Semiformal - November



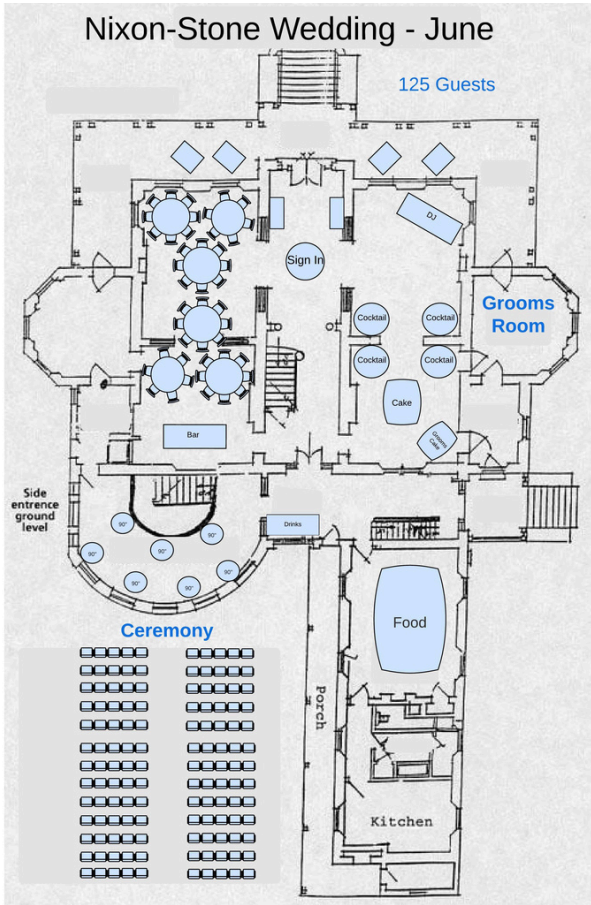
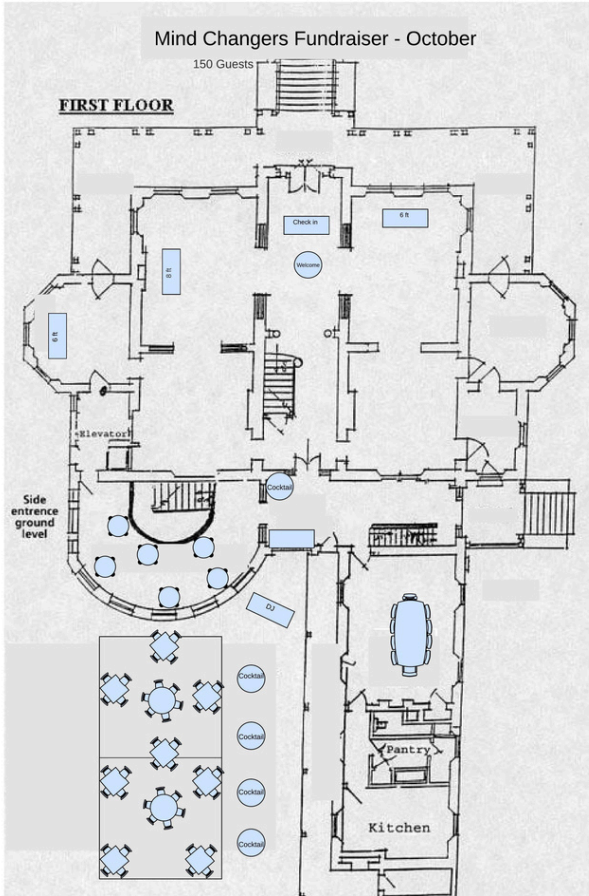
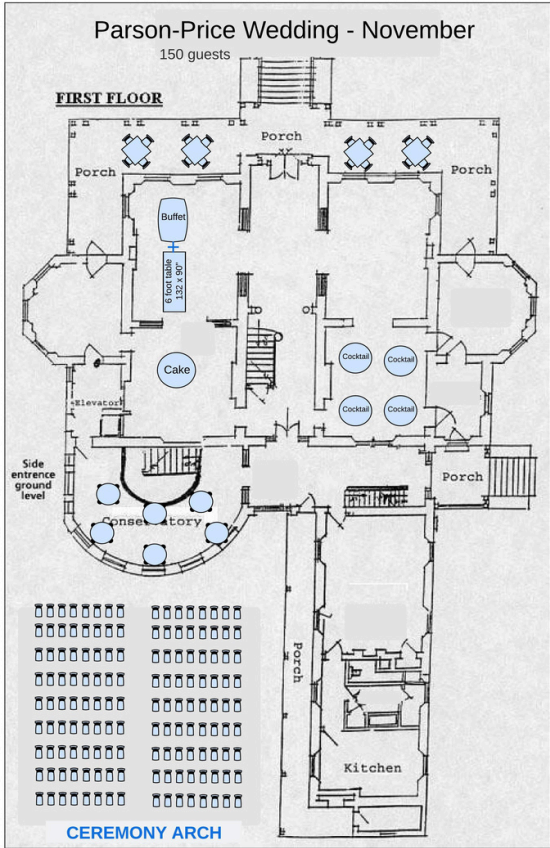
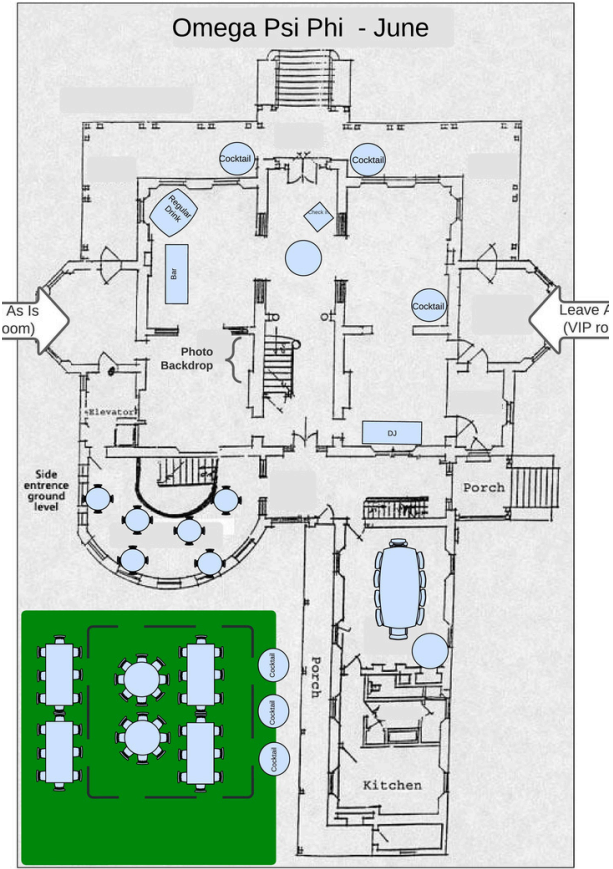
Theta Tau Winter Formal - November



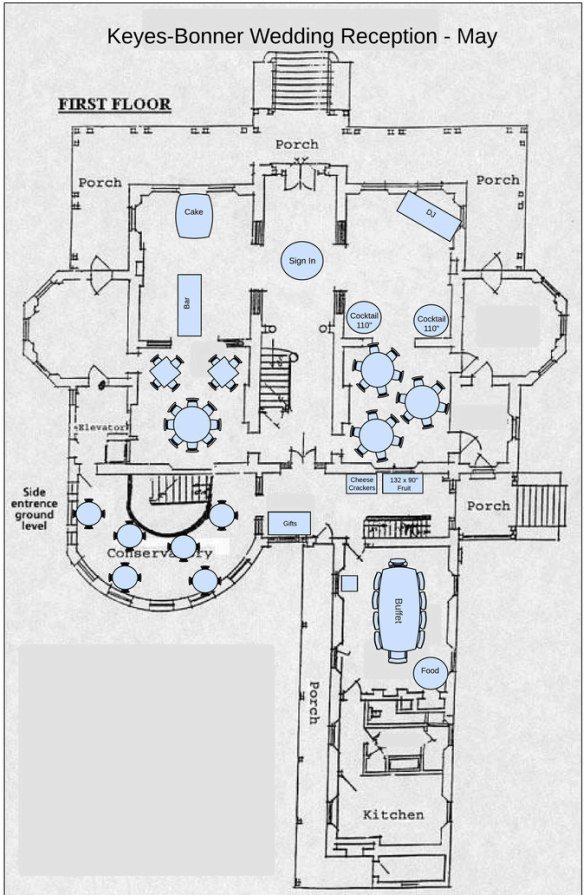
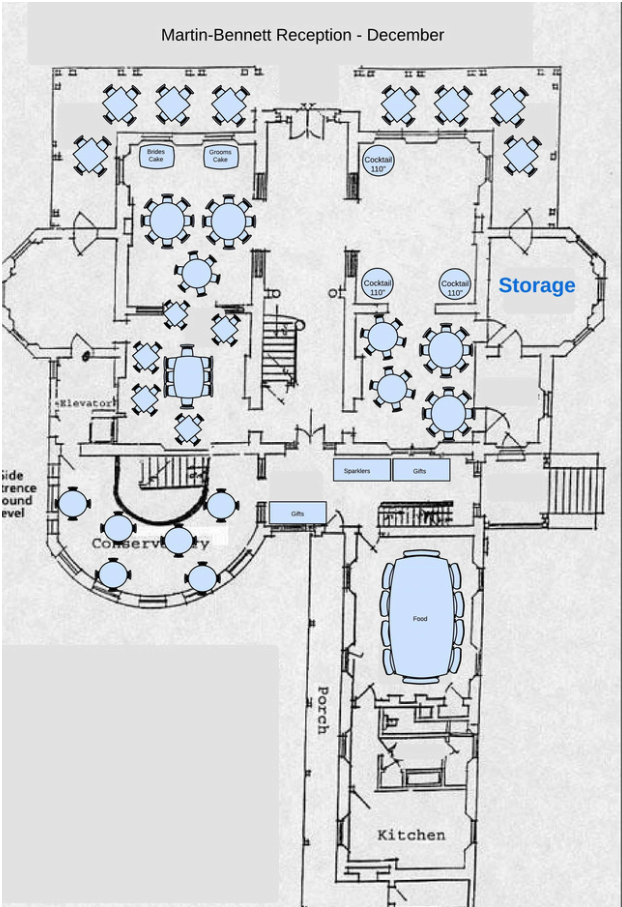
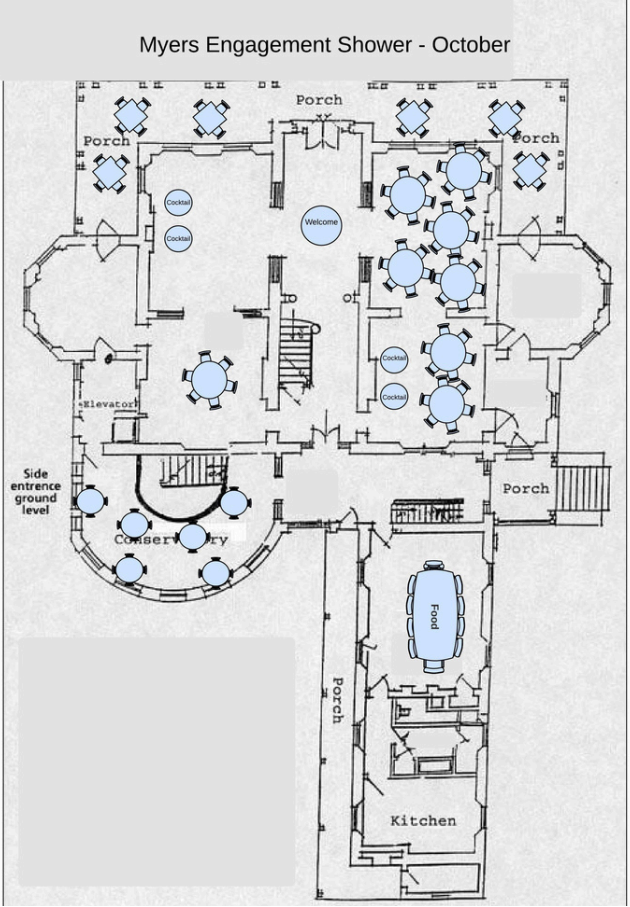
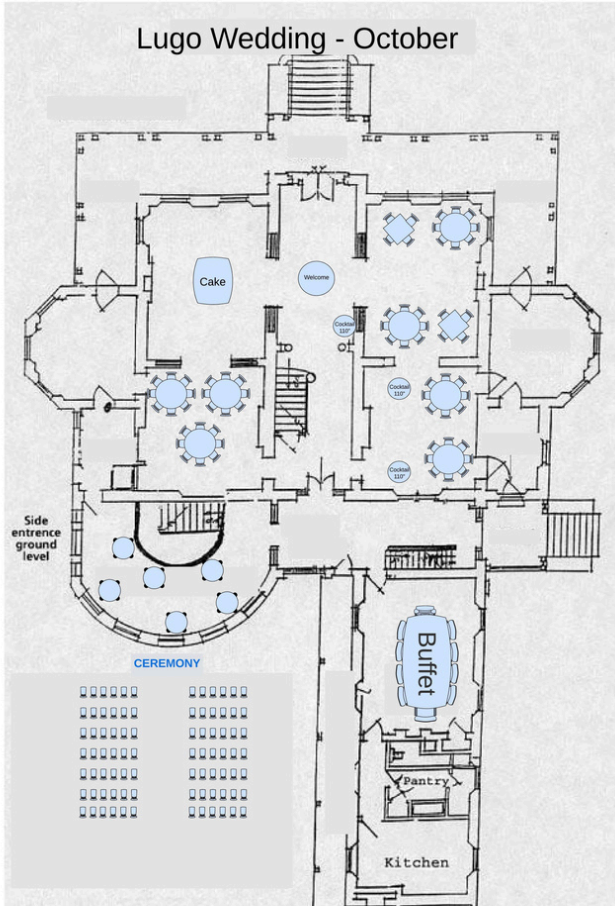
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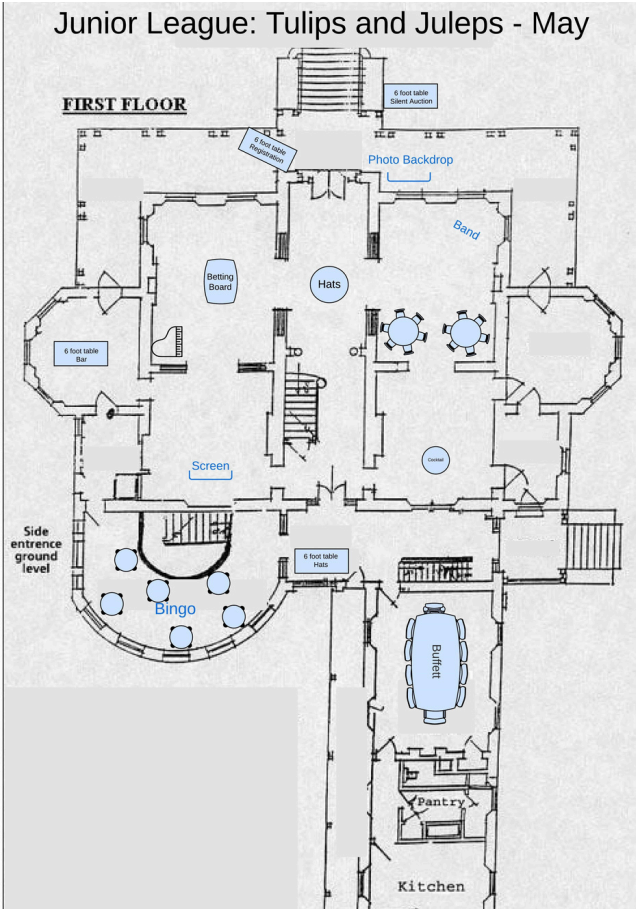


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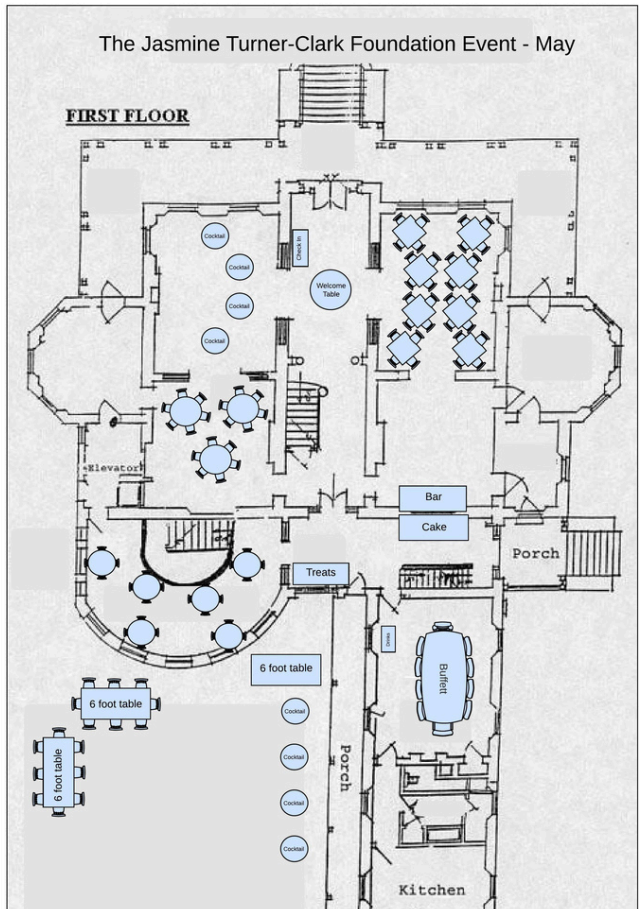


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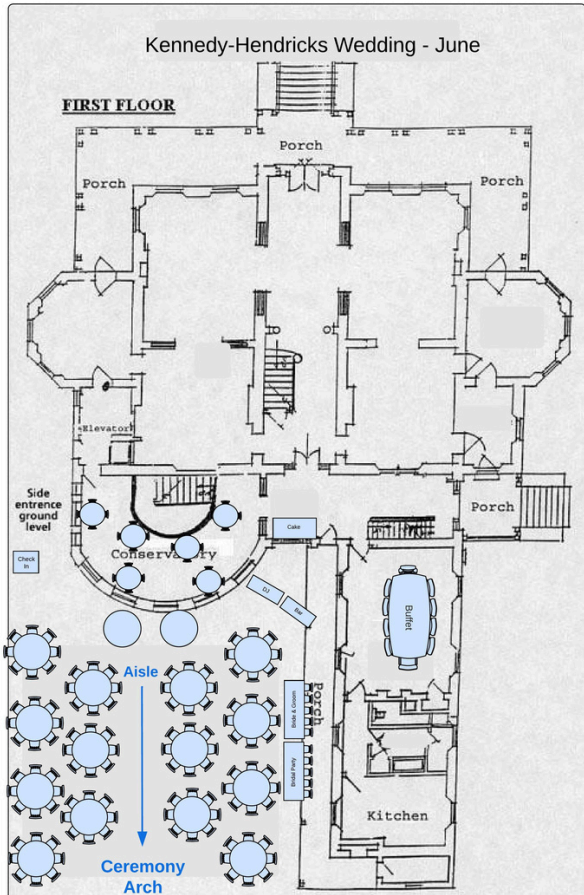
Junior League: Tulips and Juleps - May



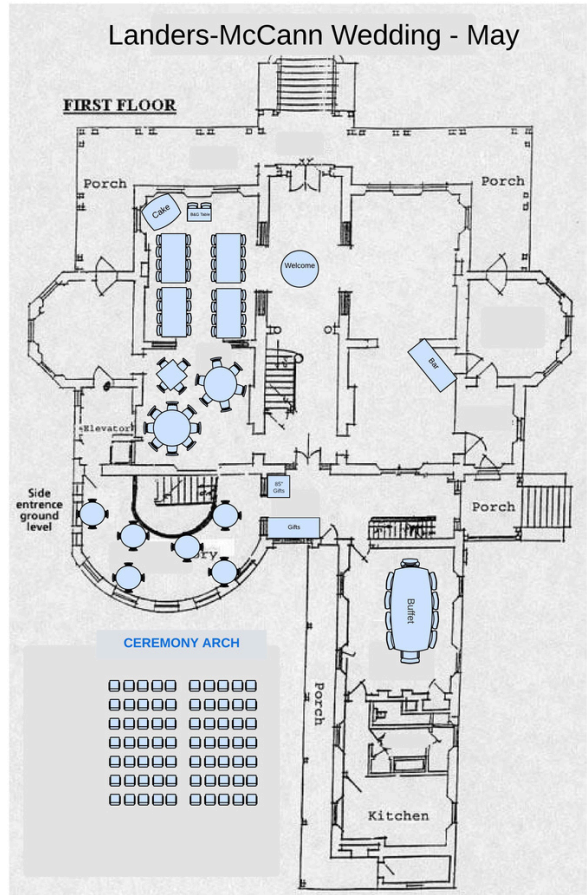
The Jasmine Turner-Clark Foundation Event - May



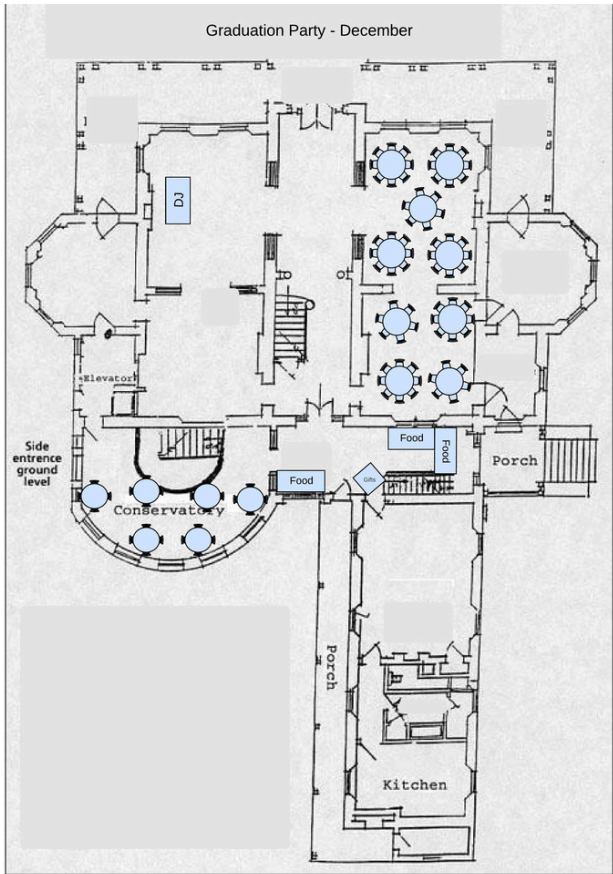
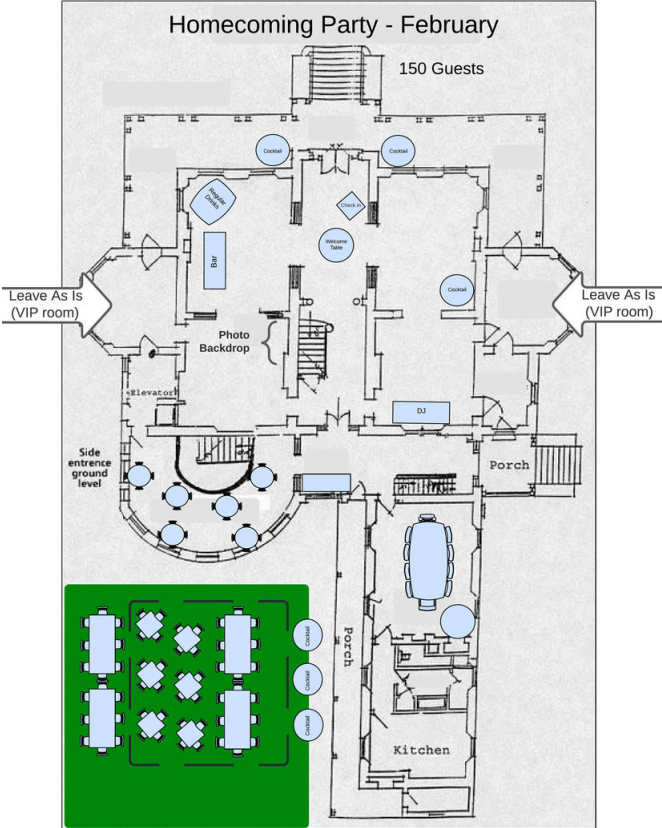
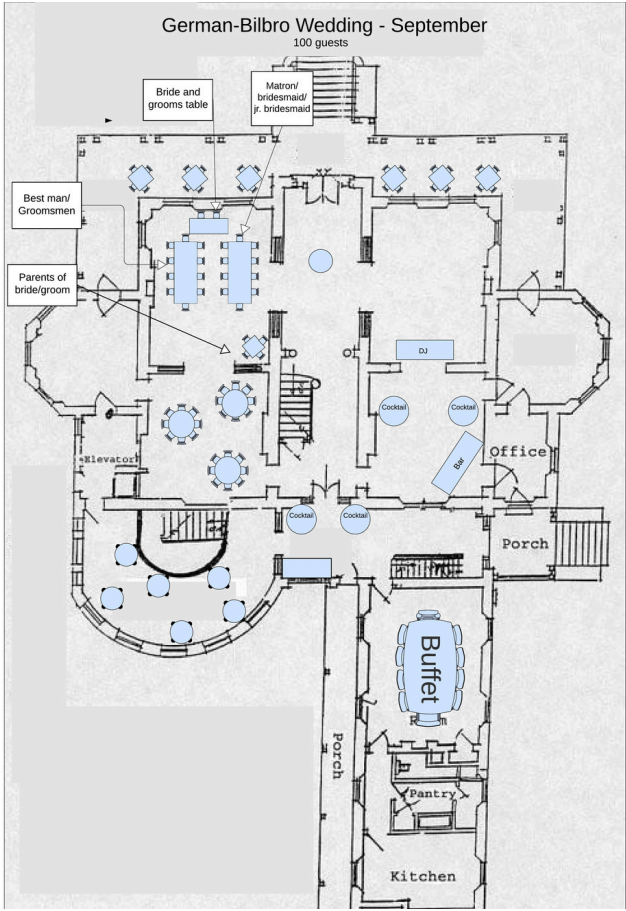
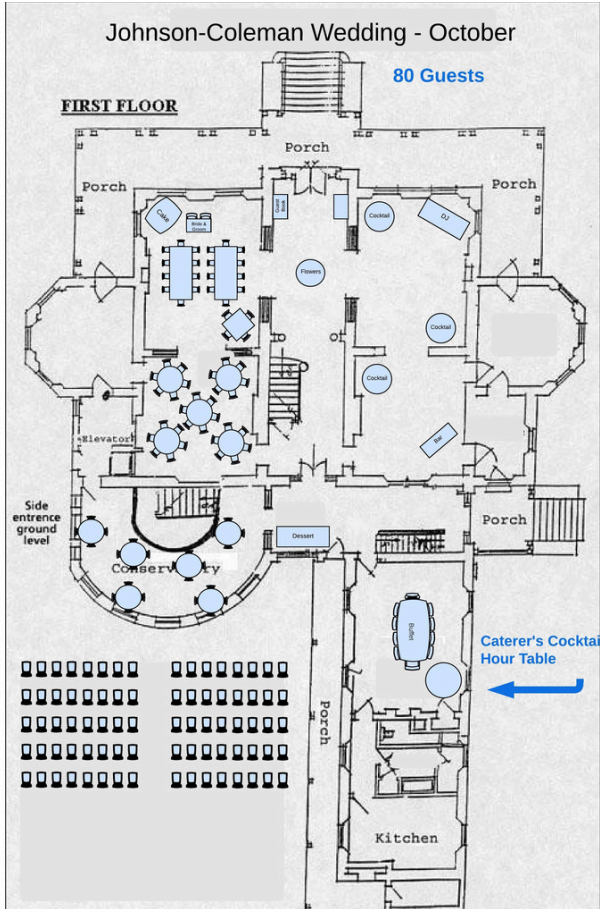
Kennedy-Hendricks Wedding - June



Landers-McCann Wedding - May

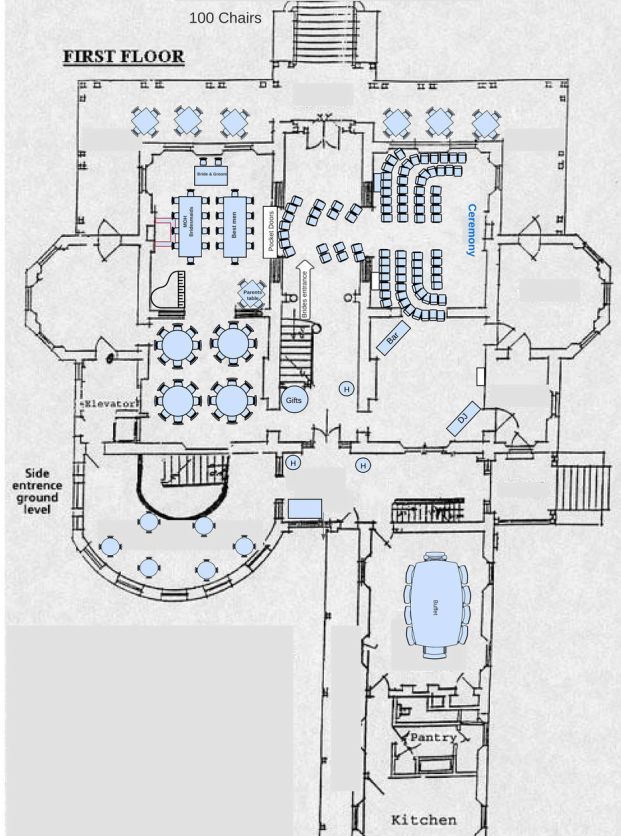


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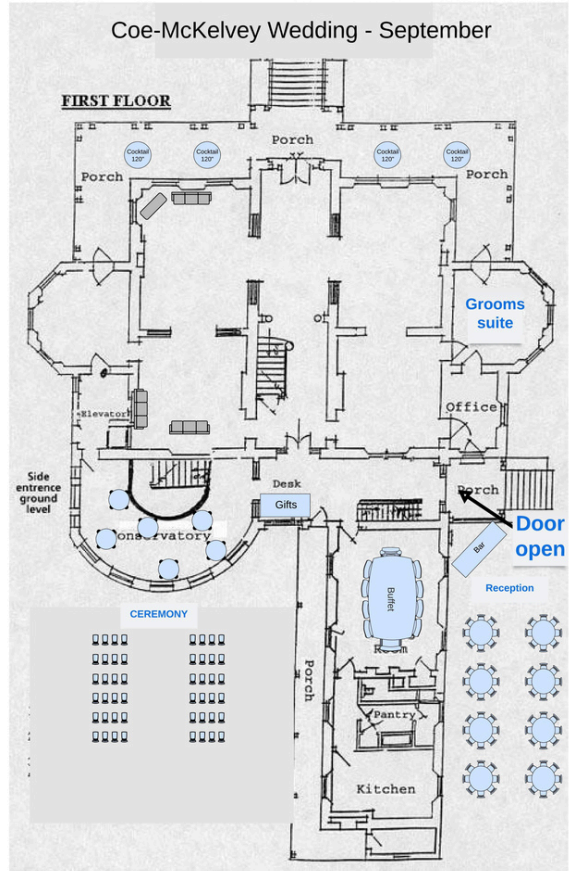


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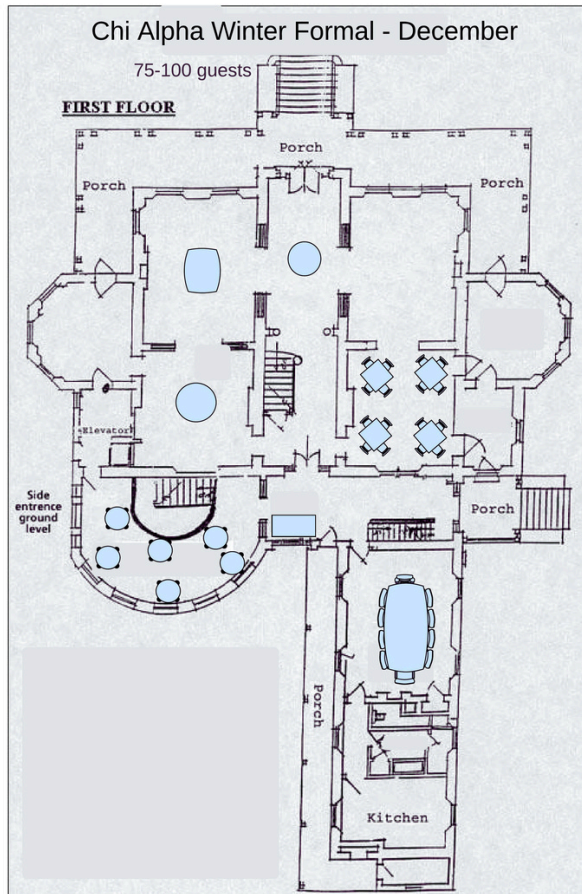
German-Bilbro Wedding - September



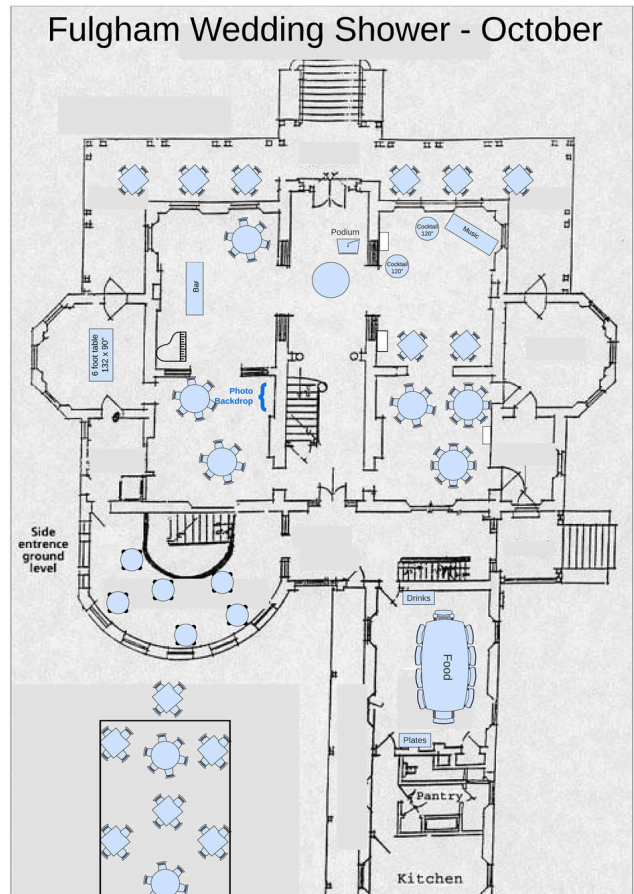
Coe-McKelvey Wedding - September



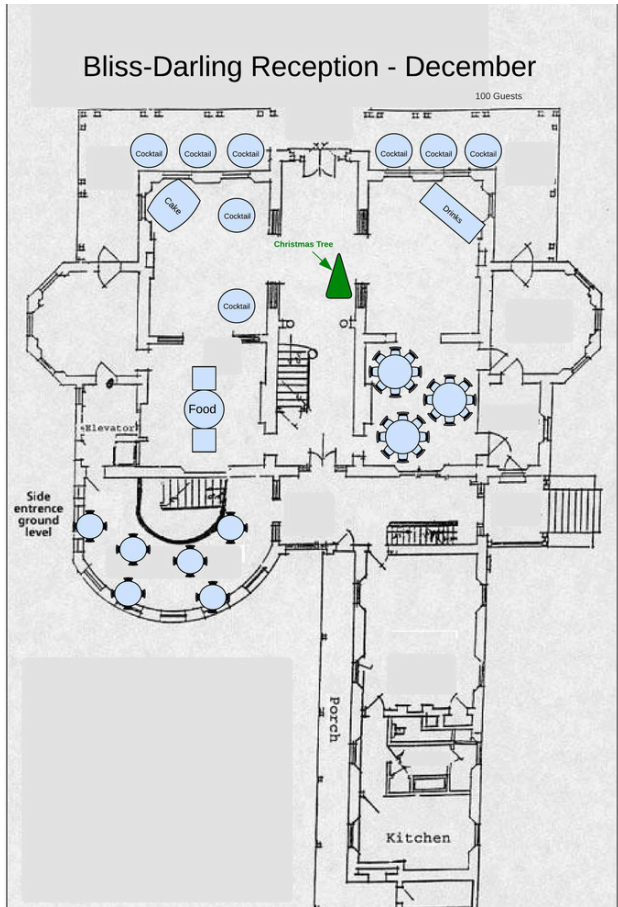
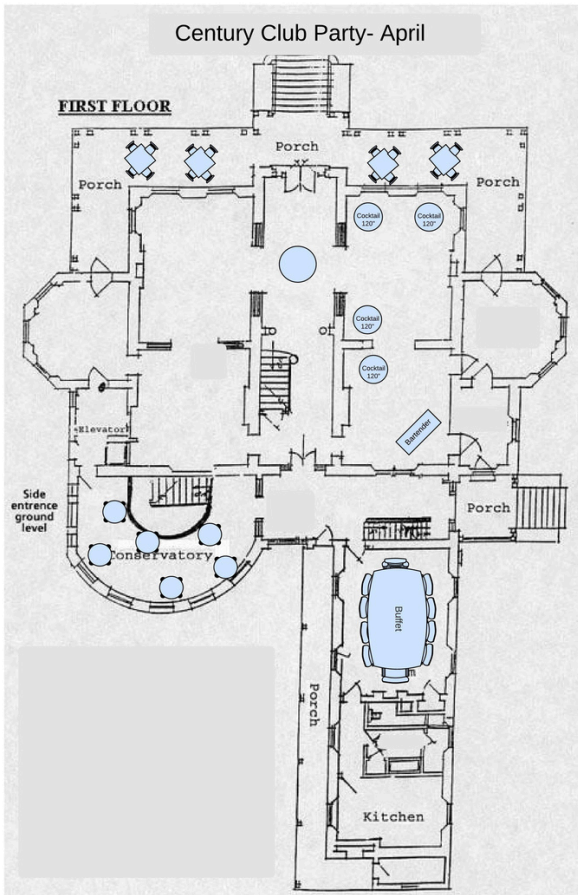
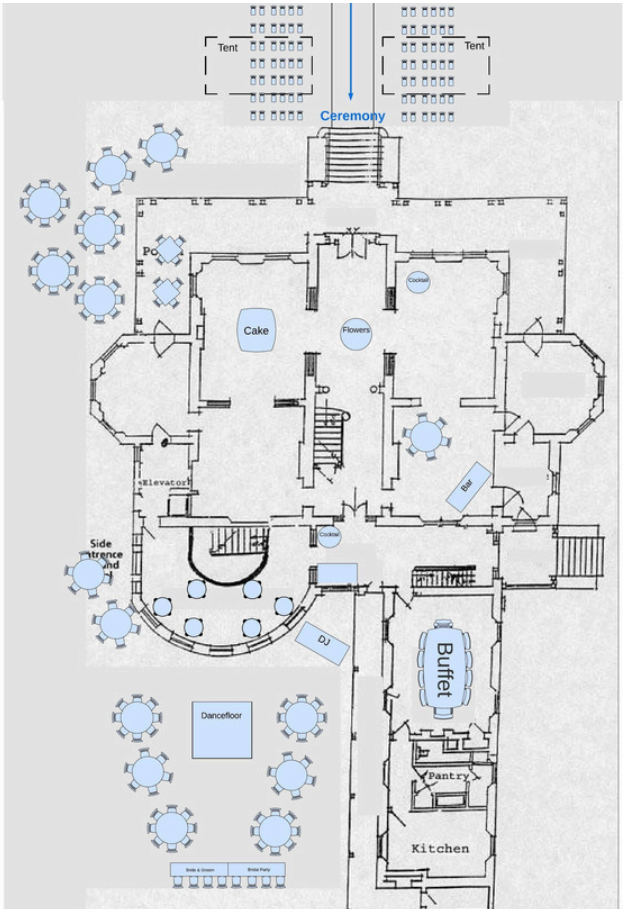
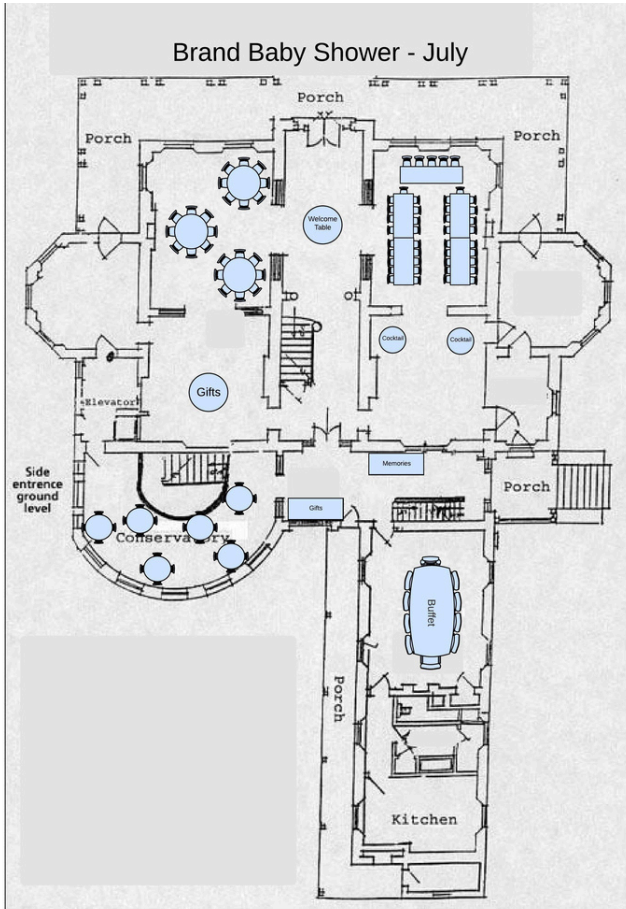
Chi Alpha Winter Formal - December



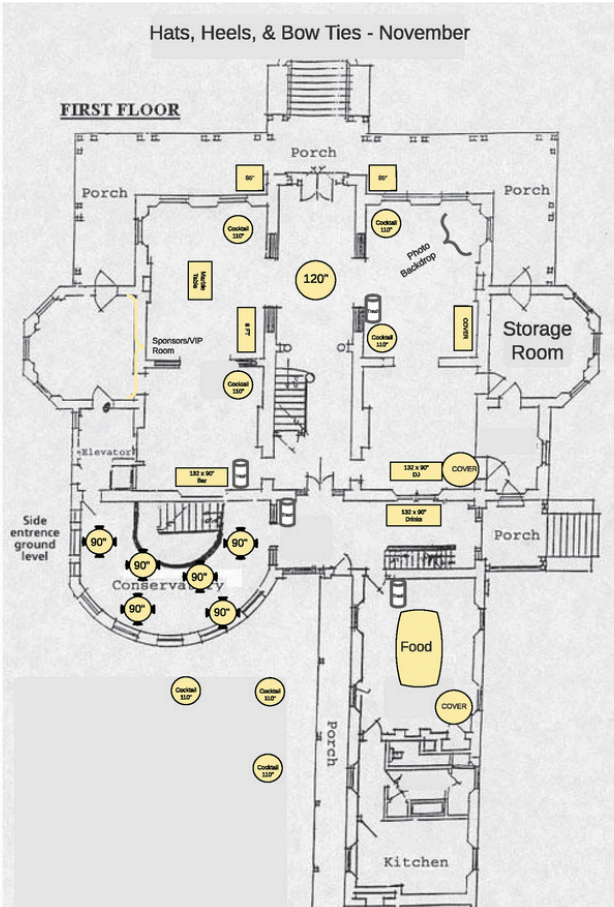
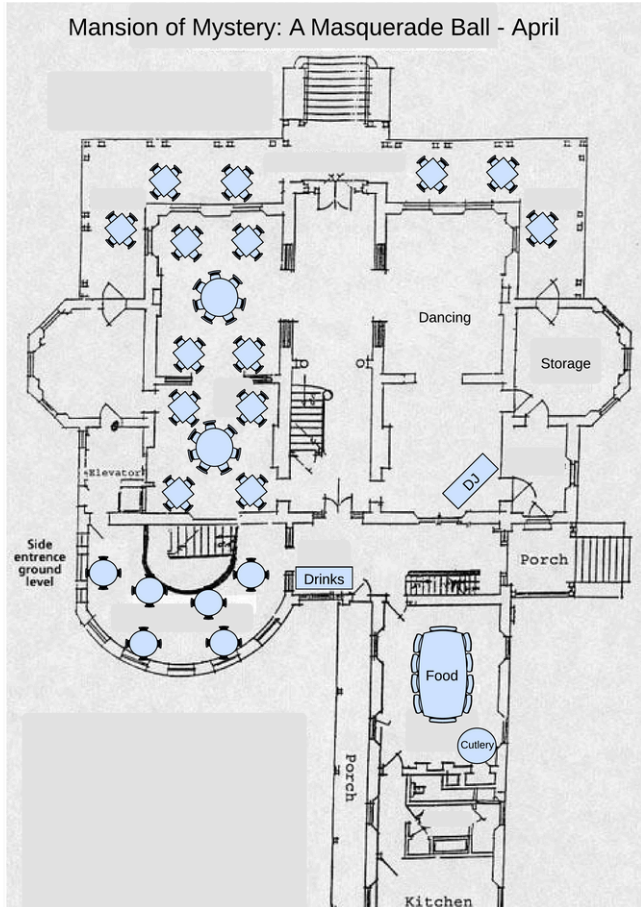
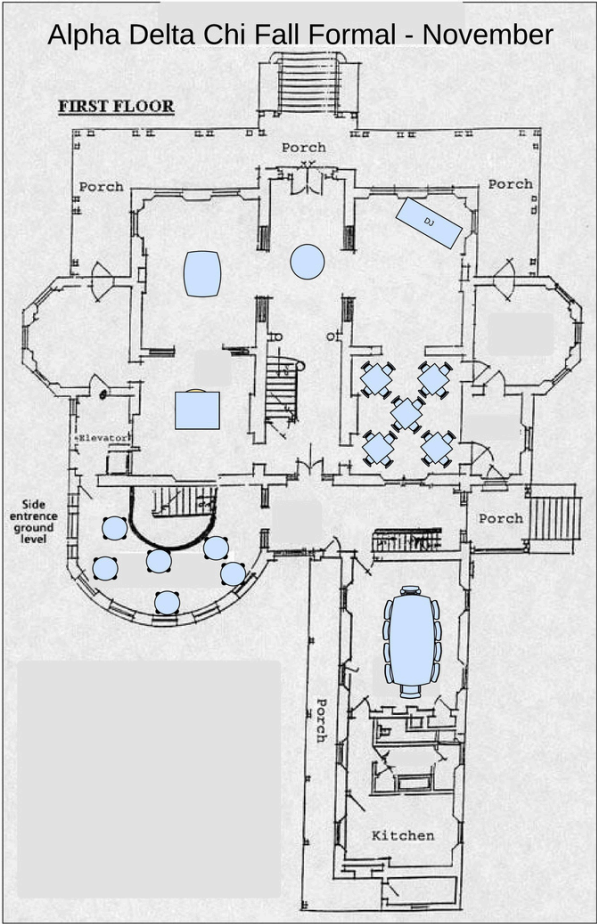
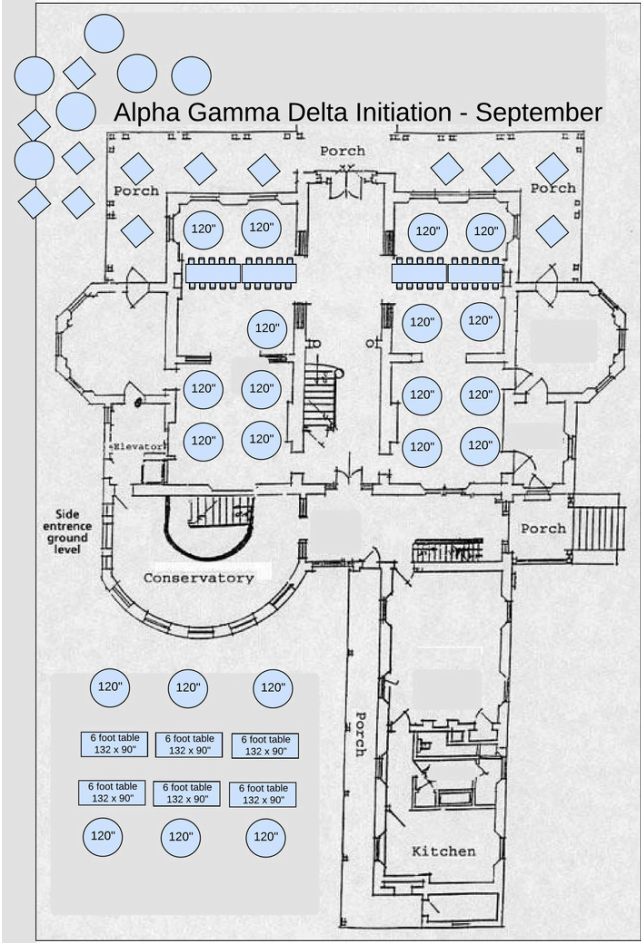
Fulgham Wedding Shower - October



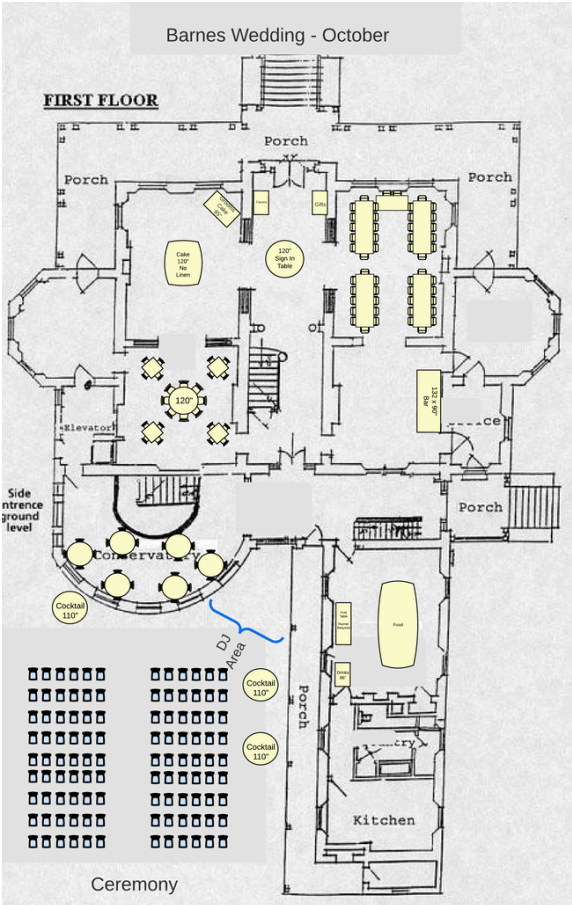
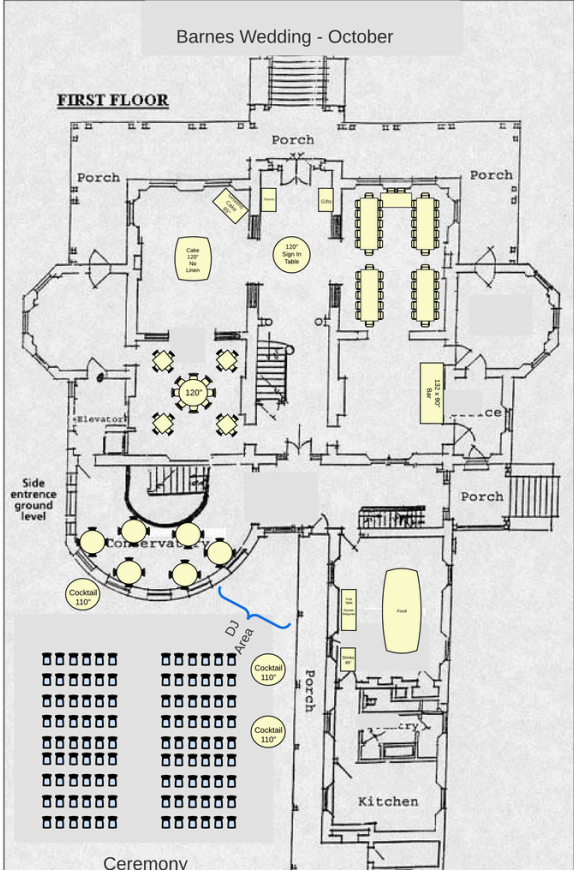
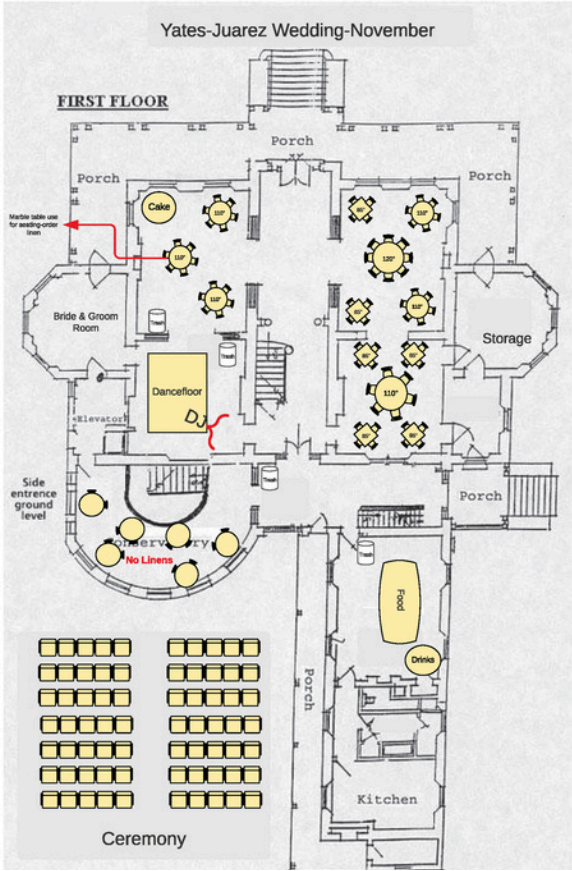
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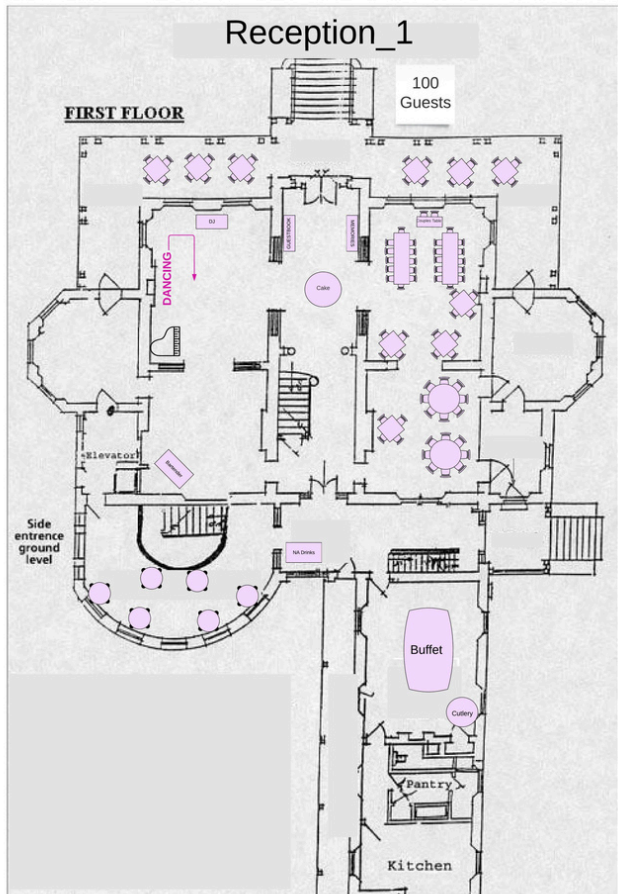
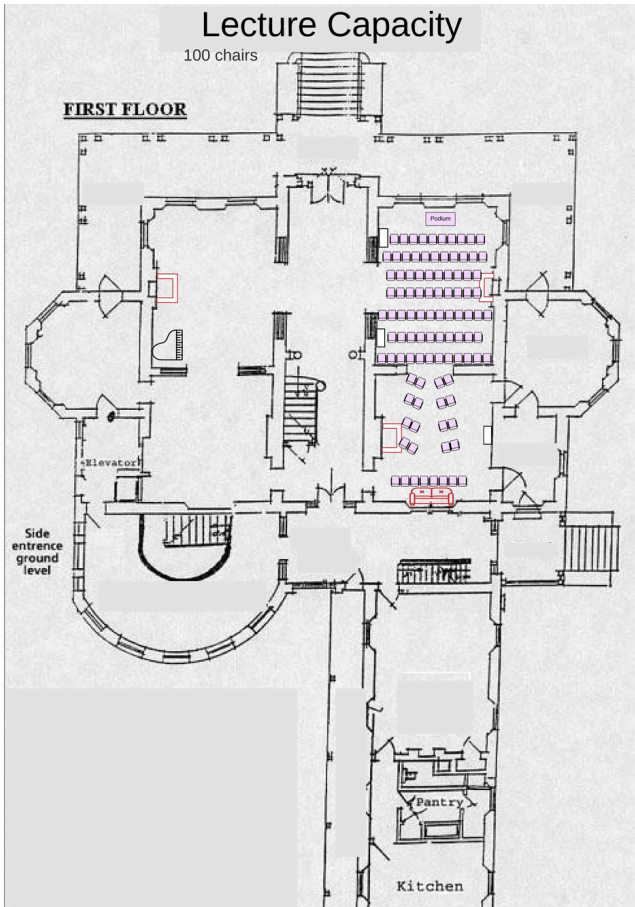
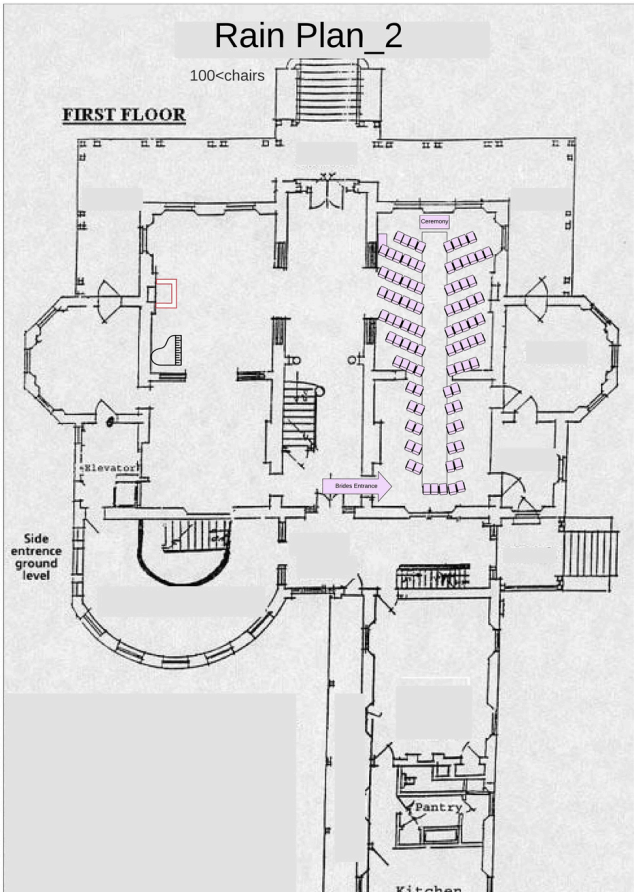
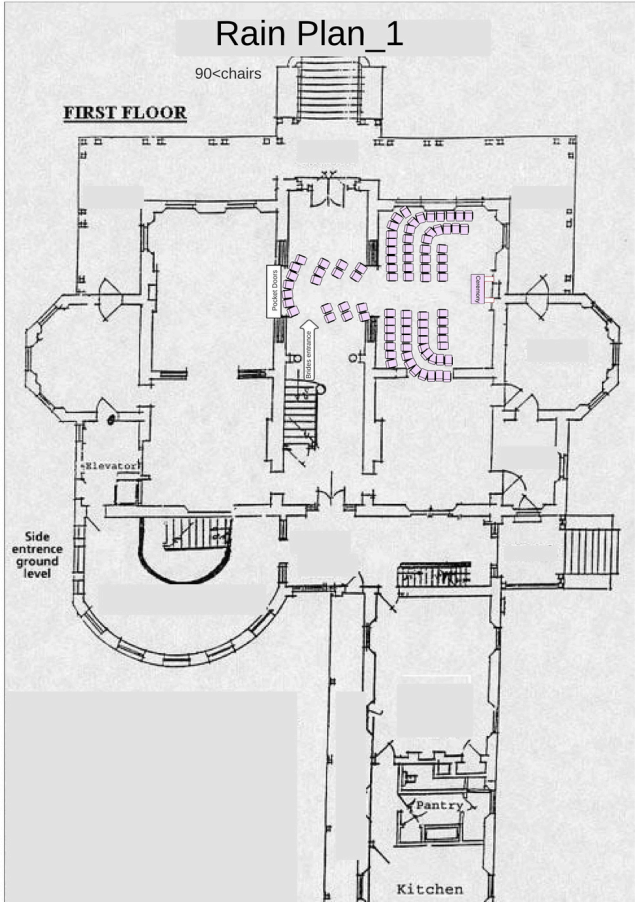
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J&S BARTENDING INFO

J & S BARTENDING

P. O. Box 2193 Tuscaloosa AL 35403

205.310.3104

www.jsbar.net

jsbar1@comcast.net

Product Options

Beer 12 oz. Can - Price (before tax)

Brand 12 pack 24 pack

Bud Light \$13.99 \$24.99

Budweiser \$13.99 \$24.99

Michelob Ultra \$16.99 \$27.99

Miller Light \$13.99 \$24.99

Coors Light \$13.99 \$24.99

Yuengling 12pk \$13.99

Imports & Craft Beers Available. Contact us for pricing.

Wedding & Banquet Wines –

Brand & Price	Varieties
Canyon Oaks (750ml)	Cabernet, Merlot, Zinfandel, Chardonnay, Moscato, White Zinfandel
Canyon Oaks (1.5L)	Cabernet, Merlot, Zinfandel, Chardonnay, Moscato, White Zinfandel
Barefoot (1.5L) \$11.99	Cab, P.Noir Merlot, Chard, Moscato(White, Red, Pink),P. Grigio, Sav Blan

House Wine 750 ml Bottle –

Brand & Price	Varieties
Nicolas \$9.99	Cabernet, Pinot Noir, Merlot, Chardonnay, Sauvignon Blanc
Back Story \$9.99	Cabernet, Chardonnay
Schmitt Sohne \$9.99	Riesling
Kris \$11.89	Pinot Grigio

Bar Service

Bar invoice will be due at the end of the night unless it has been settled prior to the reception. And must be made payable to J & S bartending.

Bar Service fee - \$250.00 one bartender \$400 two bartenders (first 4 hours)

Included:

- Bartender(s)
- Coolers and ice (180 lbs. max) - \$2.00 per 10lbs bag if more than 180 lbs. of ice are needed. Ice may come loose in coolers.
- Bar station set up and break down
- 150 plastic cups. (Can be used as your main glassware or as back up.)
- Additional hours are \$50 per hour per bartender.

Product Purchase

Alcohol may be purchased through the bar service provider. Allowing you the convenience of not having to shop for and then pick up and then transport the alcohol to the venue. One less thing for the bride and groom to worry about.

- A consultation on the amount of alcohol needed to be purchased and a prior agreement on the amount to be purchased.
- Beer and wine will arrive already iced down and ready to be served.
- All leftover alcohol will be turned over to the responsible party on the alcohol agreement at the end of the night.
- Beer and wine menu next page

Transport and Product Prep

Alcohol is picked up, iced down and delivered to venue. If you want to purchase your own beer and wine but don't want the hassle of getting it to the venue or getting it iced down.

- \$100 service fee
- Non-Commercial site pickups only (Tuscaloosa area)
- Kegs excluded.

Other bar options

Specialty Drinks. Specialty drinks, cigar and full bar quotes upon request.

Alcohol Guidelines and Agreement

1. There must be one or two responsible parties for all bar decisions. This is the person the alcohol will be turned over to at the end of the night.
2. Two bartenders are required for 90 or more guests. Three bartenders are required if you have two separate bar stations.
3. Unless the bar service is providing the alcohol, it must be turned over to bartender(s) once they are onsite. It will remain under their sole control until the end of the night. At that time, it will be returned back over to the agreed upon responsible person from the wedding party.
4. The bartenders have the right to ID any guest and can refuse to serve alcohol to anyone for any reason.
5. No alcohol is allowed to be self-served.
6. The bar will open based upon a prior agreed upon time. This can be a specific time or at a certain point during the reception.
7. The bar will close based on a prior agreed upon time. This can be a specific time. When the bride and groom leaves or when the band stops. Last call may be announced 30 or 15 minutes before closing bar. No guest is served after bar closes.

Date of Wedding _____

Time of Wedding _____

Special Request Wines – all sales final

If you have a specific wine in mind please contact us for the availability and price. You may also visit our store in Tuscaloosa or Northport to view our entire selection. We can also special order your wine selection based on availability.

Please list selections below:

Marcus Jones

205-310-3104

jsbar1@comcast.net

www.jsbar.net

IMPORTANT CONTACTS

TENTS

YELLOWHAMMER TENTS (615) 429-2929

Sizes used before at Jemison:

10 x 10 \$60 (pop-up canopy)
20 x 20 \$325
20 x 40 \$650
20 x 60 \$975

ABZ RENTAL (205) 759-5444

Sizes used before at Jemison

20 x 20 \$460
20 x 40 \$862.50
30 x 30 \$948.75

Sizes used before at Battle-
Friedman
30 x 60 \$1840
40 x 40 \$1955

Delivery (\$50 drop off & \$50 pickup)

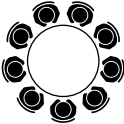
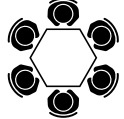
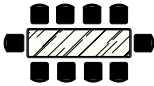



J&S BARTENDING

Marcus Jones | 205-310-3104 | jsbar1@comcast.net

HAIR STYLIST AT BATTLE-FRIEDMAN

Rick Patton | 205-826-9226

INVENTORY

		Chairs/Table	Linen Size	Table Size	Items Available
Round		8-10	120"	60"	21
		6-8	110"	48"	6
		8-10	90x156	8x30	5
		6-8	90x132	6x30	6
		4	85x85	37x37	13
		NA	120"	30"	7

Gold Chiavari chairs for indoor events or ceremonies.
 White resin lawn chairs for outdoor ceremonies or indoor events.

RECOMMENDED VENDORS

BAKERIES

Mary's Cakes 205.345.8610
Cottage Bakery 205.556.8386
Edgar's Bakery 205.987.0790
Heritage House 205.758.0042
Olexa's Cakes 205.871.2060

COORDINATORS

Keely Duke Events 205.454.0683
Kristy Lee Events 205.535.0014
Posh Occasions 205.393.8101
M. Elizabeth Events 205.746.2662
Mariee Ami 205.870.4205
Becky's Brides 205.807.4734

CATERERS

Snap Decisions Catering 205.339.0889
The Happy Catering Co. 205.251.8925
Kathy G. & Co. 205.942.4210
Southern Ale House 205.248.7500
Urban Cookhouse 205.344.1938
Robertson BBQ & Catering 205.361.6806
Savory Solutions 205.535.9192

FLORISTS

Kelly Wilkin 205.764.2292
Jamie Thompson 205.454.0003
Tuscaloosa Flower Shoppe 205.758.3065
Fete & Fleur 205.737.3616
Hothouse Design 205.324.2663
Angie Pew 205.242.2009
Christy Patton 205.242.8032

MUSIC

Elite Productions- DJ 205.887.1276
Clint the Gent- DJ 205.394.7452
On-Site Productions 205.434.4040
The Camilla Trio- Band 205.860.5999
Plato Jones- Band 256.874.5573
Style- Band 662.251.2255
Dustin Coan-DJ/Emcee 256.394.5778
Atlas Entertainment- 205.821.0702 205.613.6441

PHOTOGRAPHY & VIDEO

Megan Kennedy Photography 205.886.6020
Jennifer McAteer Photography 205.454.3998
Haverkampf Photography 205.750.0222
Holloway Productions 205.242.9263
On-Site Productions 205.434.4040
Skylight Exposures- Katherine McKiever 601.701.5555

RENTALS & LIGHTING

ABZ Rent-All 205.759.5444
PRE Event Resources 205.469.0105
The Grand Event Design 205.737.3695
On-Site Productions 205.434.4040
AG Lighting & Design 205.527.0652
Prophouse Rentals 205.324.2663

STATIONARY

Kyle Fine Stationary 205.722.2291
Iris & Lola 205.344.4405
Swag 205.722.2649
Minted.com
Zola.com

TRANSPORTATION

Crown Transportation 205.758.3875
Rare Transportation 205.980.7273
Black Tie Chauffeur 251.591.9151
Coats Classic Cars 205.413.0480
Rob Conrad's Classic Cars 205.907.6392

TENTS

Yellowhammer Tent Rentals 615-429-2929
ABZ Rental 205-759-5444
Arrington's C.M.S. | Henry Arrington 205-722-3904

BARS & ALCOHOL

J&S Bartending | 205.310.3104

This vendor is required by Historic Tuscaloosa. No other bartending services or b.y.o.b. allowed.

RENTAL TIMELINE

Please fill in corresponding times for when event will take place.
Thank you for holding your event at the Jemison-Van de Graaff Mansion.

We are required to maintain information about your event.

Please provide the following, as applicable, for your event.

You may submit them via email to info@historictuscaloosa.org.

If you have a designated event planner, feel free to forward this document to them.

Thank you!

House Doors Open RENTAL TIME BEGINS		AM		PM
Person in Charge Arrives		AM		PM
Florist Arrives		AM		PM
Caterer Arrives		AM		PM
Photographer Arrives		AM		PM
DJ Arrives		AM		PM
Guests Arrive EVENT BEGINS		AM		PM
Guests Leave EVENT ENDS		AM		PM
Cleanup Begins (1 hour minimum required)		AM		PM
Person in Charge Leaves		AM		PM
House Doors Lock RENTAL TIME ENDS		AM		PM

ASSIGNED "GO TO" PERSON	PERSON RESPONSIBLE FOR ITEMS AT END OF EVENT
Name: _____	Name: _____
Cell Number: _____	Cell Number: _____

UNDERSTANDING THE DETAILS

We have neighbors, so no functions at the Jemison Mansion may proceed past twelve midnight (12:00am) or past ten o'clock in the evening (10:00pm) for the Battle-Friedman House.

Pre- and post-event times are required for setup/breakdown if you need time to prepare the venue for your event including decorating, catering, rehearsals, and sound checks.

For setup and break-down, you are contracted one (1) hour for setup and one (1) hour for vendor breakdown/load out.

Contract time must include set-up and break-down, therefore the patron's guests must leave at least one hour before the contract ends for clean-up and break-down. These hours for rental start time and rental end time also apply to all third-party vendors. Any deliveries of rental items made prior to the rental start time must be approved by Historic Tuscaloosa in advance. Should you or your vendors need more time for setup/breakdown, we may pre-arrange to have more time added to the contract for an additional charge.

Walk-throughs - Clients are required to meet with Historic Tuscaloosa staff and all vendors for a "walk-through" at least six weeks prior to the event. At that time all furniture placement for the event will be decided and noted. Any re-arranging of furniture will be handled by Historic Tuscaloosa staff only and with the permission of the director.

Historic Tuscaloosa staff prepares floorplan (table and chair placement) prior to event date.

No candles, confetti, glitter, sparklers, or silly string are allowed anywhere on HT property, including indoors, outdoors, or in parking lots.

Lavender, real rose petals, bubbles, rice, bird seed, and butterflies are allowed outside of Historic Tuscaloosa venues only.

Catering can be provided by the patron or by a catering vendor of the patron's choice.

Whomever provides food and/or beverage for the vent must adhere to the rules and regulations set forth in the catering addendum.

UNDERSTANDING THE DETAILS

SILVER PACKAGE

6 HOUR SAMPLE TIMELINE

- 12:00 Event Coordinator arrives & unlocks all doors.
- 12:15 Vendors arrive for setup (Florists, Cake, DJ, Band, Decor, etc.)
- 1:00 Guests Arrive – Event Begins
- 4:30 Last call at the bar / DJ Announces host bar will close.
- 5:00 Breakdown for Vendors Begins – Event Ends
- 6:00 Venue Closes - Everyone must be out of venue.

GOLD PACKAGE

8 HOUR SAMPLE TIMELINE

- 11:45 Event Coordinator arrives and unlocks all doors.
- 12:00 Wedding Party Arrives in Suites for Hair & Makeup
- 12:30 Vendors arrive for setup (Florists, Cake, DJ, Band, Décor, etc.)
- 2:00 Guests Arrive
- 2:30 Ceremony begins.
- 3:00 Cocktail Hour
- 4:00 Reception Begins
- 7:00 Reception Ends, Breakdown for Vendors Begins
- 8:00 Venue Closes

DIAMOND PACKAGE

10 HOUR SAMPLE TIMELINE WITH 4 HR REHEARSAL

In this scenario, we took the remaining 2 hours from the 4 hour rehearsal and added them to the next day, totaling 12 hours access for day-of.

- 5:00 Patron arrives for rehearsal time (Flowers and decorations are brought)
- 7:00 Rehearsal ends

- 10:00 Event Coordinator arrives and unlocks all doors.
- 10:30 Vendors arrive for setup (Florists, Cake, DJ, Band, Decor, etc.)
- 12:30 Wedding Party Arrives in Suites for Hair & Makeup
- 2:00 Guests Arrive
- 2:30 Ceremony begins.
- 3:00 Cocktail Hour
- 4:00 Reception Begins
- 8:30 Reception Ends, Breakdown for Vendors Begins
- 10:00 Venue Closes

HAVE A LOOK BELOW FOR ANY KEY DATES AND INFORMATION FOR PATRONS.

6 WEEKS BEFORE EVENT

- Contact HT event coordinator
 - with updated guest count
 - to schedule vendor walkthrough & floorplan layout

3 WEEKS BEFORE EVENT

- Meet with HT event coordinator for floorplan/vendor walkthrough (this should not take longer than an hour)
- Inform HT event coordinator of your food & beverage plans
- Make sure that your event décor is approved by HT event coordinator
- Send event timeline to HT event coordinator

1 DAY BEFORE EVENT

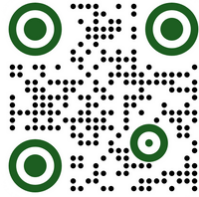
- Make sure balance is paid in full 1 day prior to the event

WEBSITE LINKS



Floorplans

[www.historictuscaloosa.org/
jemisonmansionfloorplans](http://www.historictuscaloosa.org/jemisonmansionfloorplans)



Jemison Mansion Website

[www.historictuscaloosa.org/
jemisonmansionevents](http://www.historictuscaloosa.org/jemisonmansionevents)



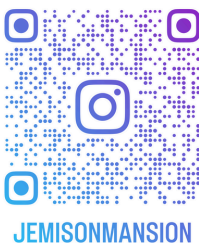
Website Gallery

[www.historictuscaloosa.org/
jemisonmansiongallery](http://www.historictuscaloosa.org/jemisonmansiongallery)



Facebook Page

[www.facebook.com/
realjemisonmansion](http://www.facebook.com/realjemisonmansion)



Instagram Page

[www.instagram.com/
jemisonmansion](http://www.instagram.com/jemisonmansion)

Make payments online!

