

Can I come see the property?

The space is available for in-person site visits and historical tours Tuesday-Saturday at 3:30. 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 TCPS 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 hours 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.

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 TCPS 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 TCPS staff be at our event?

Yes, there will always be a TCPS 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 TCPS venue or TCPS furnishings other than with ribbon, string, floral wire, or pipe cleaners without TCPS 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 TCPS venues only.

No candles or flames are allowed on any of the TCPS 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 TCPS property, including indoors, outdoors, or in parking lots.

Can I bring in my own catering or alcohol?

J&S Bartending is required for all alcohol involved events. TCPS 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 TCPS 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 TCPS in advance. Please check with the staff at the venue before making any delivery arrangements.

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 TCPS 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 TCPS event coordinator.

Can we add an extra day to our lease agreement at the Jemison 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.

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.

Does TCPS require security during events?

Yes, we do require security officers during events serving alcohol or hosting more than 50 guests. TCPS 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 TCPS 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. TCPS 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 TCPS staff to decide if music or speakers are too loud. Music must be kept at a level deemed appropriate by the TCPS 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. TCPS 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.**

Who is responsible for set up + break down?

TCPS 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 tcps. Tcps will set up and take down all tables and chairs owned by tcps (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 tcps 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.

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 tcps venue or its contents and nothing has been removed from the premises without permission. There must be no incidents of flagrant disregard of TCPS rules by the patron, patron's guests, or patron's hired vendors.

Where the tcps 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 tcps 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.