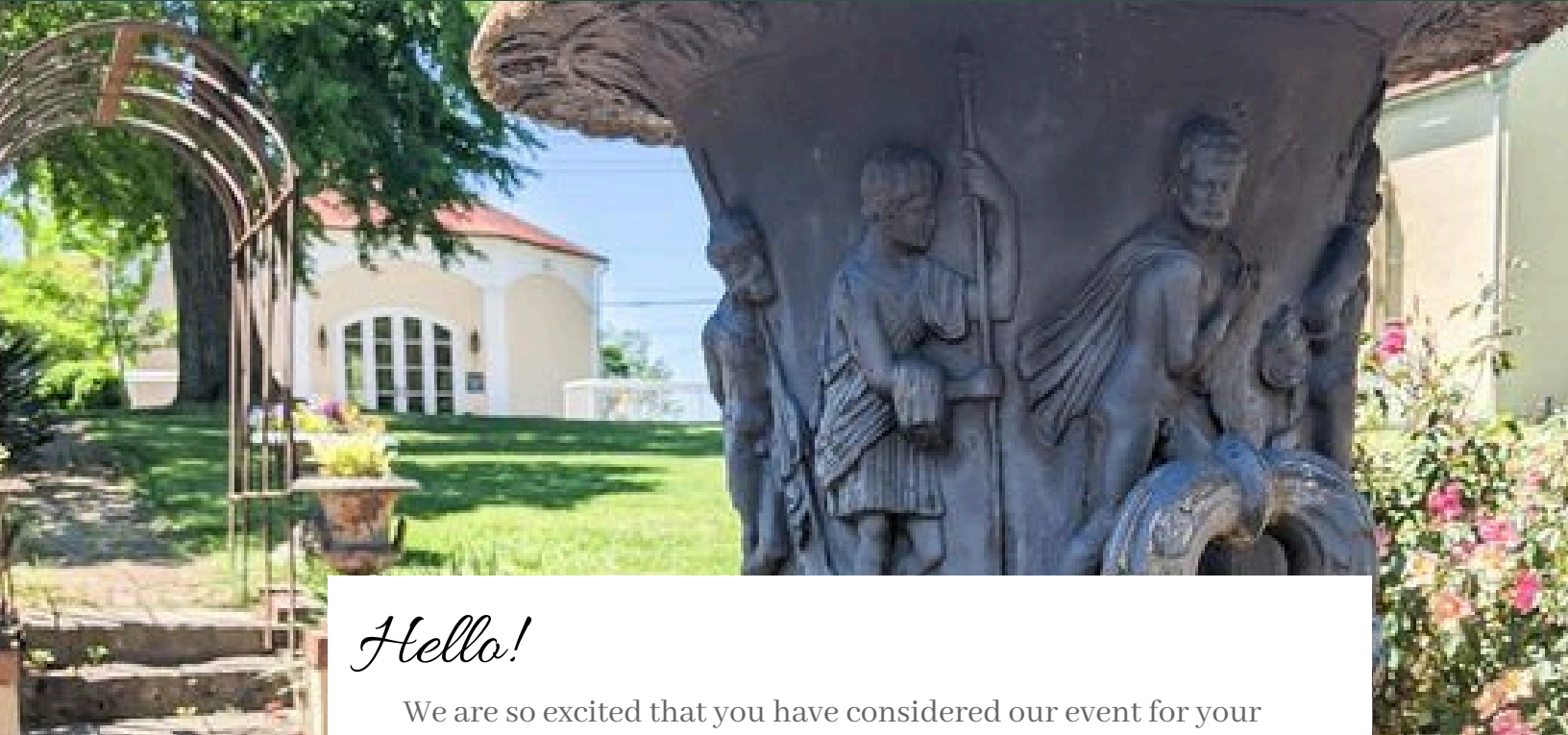


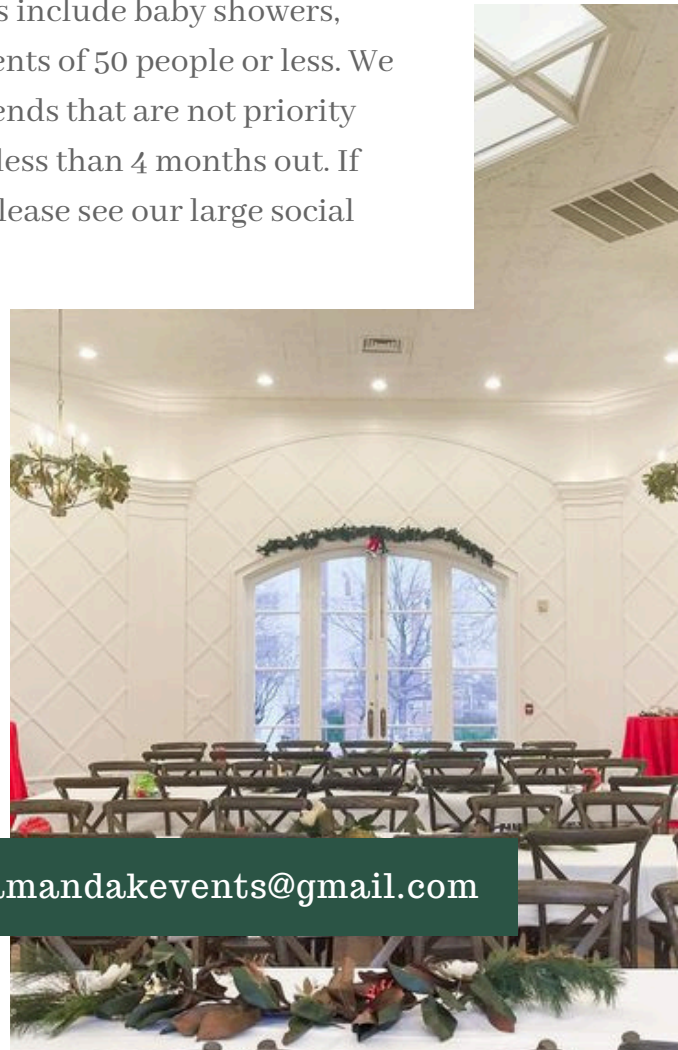
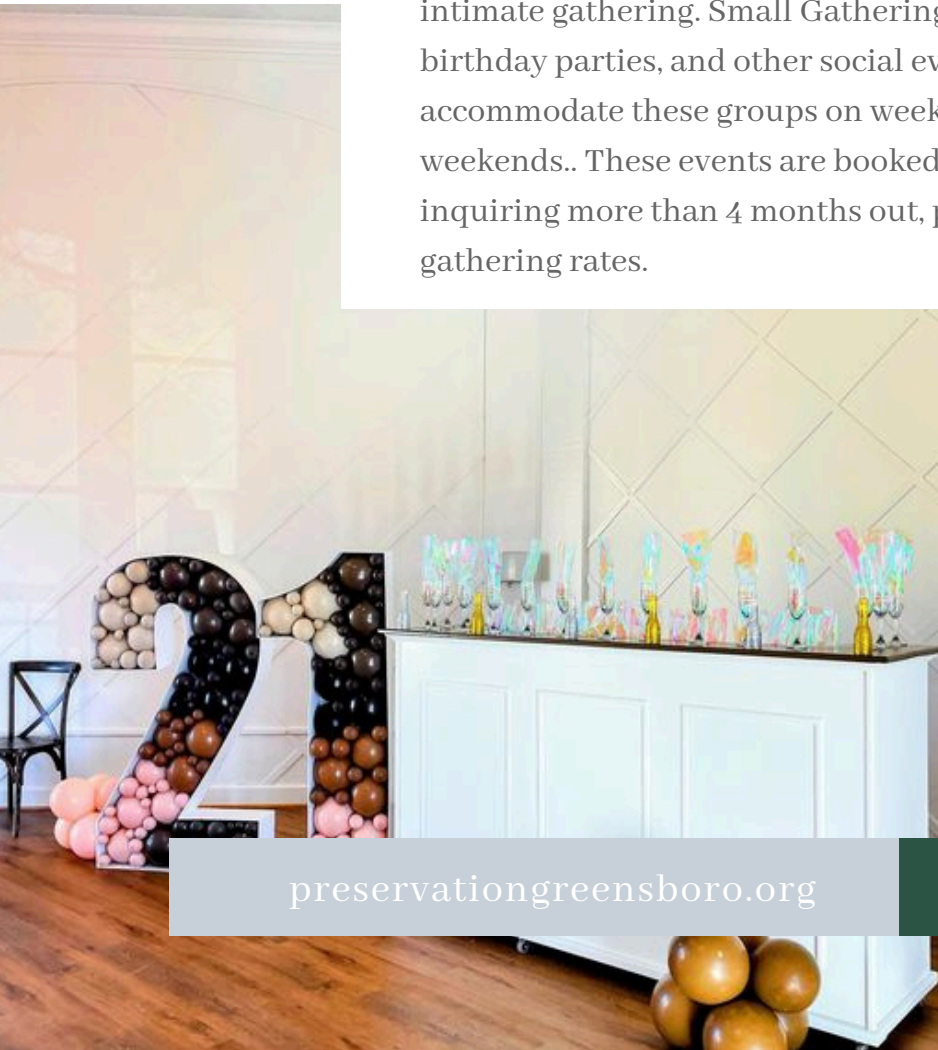
Blandwood Carriage House

Frequently Asked Questions



Hello!

We are so excited that you have considered our event for your intimate gathering. Small Gatherings include baby showers, birthday parties, and other social events of 50 people or less. We accommodate these groups on weekends that are not priority weekends.. These events are booked less than 4 months out. If inquiring more than 4 months out, please see our large social gathering rates.



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FAQ

Let us know how you heard about us!

What is the fee for an intimate event?

Hourly rate on Friday-Sunday only, 75 people or less. You must book a minimum of 3 hours.

25 people or less: \$200 per hour

50 people or less: \$400 per hour

75 people or less: \$600 per hour

More than 75 people? Please see our large social gathering or wedding rates.

Is there a clean-up fee in addition to the rental charge? How much is it?

Who is responsible for clean up?

There is a \$350 refundable clean up/damage deposit. It is your responsibility (along with your caterer) to leave the facility as you found it. Blandwood Staff breaks down our own tables and chairs and does major cleaning like vacuuming. However, we ask that you make sure to clean up major spills and messes, take out the trash, and furniture is not left outside in the elements or when raining/snowing.

Do you require security?

Because we are located on a national historic landmark site, we require an onsite manager to be present for the duration of the event. We charge a minimum of 6 hours at \$175. This is for 150 guests. These representatives however are not a wedding or event coordinator. They are solely there to answer questions and manage the space itself. If your event exceeds 150 people, we require an off duty police officer to be hired at a rate of \$50 per hour for the duration of 6 hours minimum.

What are your capacities?

Ground Level: 110 theater style, 80 seated

Lower Level: 150 theater style, 135 seated

Outside: Up to 300 in yard, patio will hold 150 seated

Is coordinating or event planning available?

Amanda Garner our coordinator for the Carriage House, is available for planning services.

These services are additional to the Carriage House fees and are paid directly to her. You can discuss these rates with her individually.

FAQ

Let us know how you heard about us!

Where should I park?

There is parking on the streets surrounding the Carriage House (McGee St and Blandwood Ave) as well as a lot on Blandwood Ave. The 2 hour street parking is not enforced on Saturdays and Sundays. The lot holds about 30-40 cars.

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Do you allow alcohol?

Yes, while the state of NC allows beer and wine to be brought in without a permit, PGI requires that a permit (licensed bar tender) be used for all alcohol served on our premises-per our insurance. Liquor requires a special permit from the ABC board. Your caterer will be able to help you with all of these questions. The caterer must hold all ABC Permits and serve all alcohol.

Do you require preferred vendors?

Yes, we do have a list of preferred vendors listed on our website. However, we do allow outside vendors to come in for your day. We require all vendors to show proof of business with the state of NC.

Is smoking allowed in the building?

The Blandwood Carriage House is a non-smoking facility but there are smoking urns outside on the patio.

Are fog or smoke machines allowed?

No. Fog or smoke machines easily trigger our smoke detectors and the fire department will be guests at your event.

Does the Carriage House have AV Equipment or Projectors?

No, AV equipment and projectors must be provided by the client, rented, or provided by a DJ.

FAQ

Let us know how you heard about us!

Can I do the catering myself?

Catering must be approved through Amanda and must be a legal business registered with the state of NC and also must hold insurance. We do have preferred vendors available but these caterers are not required.

Can we set up beforehand?

Set up time and cleaning time must be accounted for when renting the space. If the event is 4 hours, but set up will take 2 hours and cleaning will take 1 hour, the total event time is 7 hours.

Are there decoration restrictions?

Yes there are restrictions. Any arches, lights or decorations must be free standing. We do allow the use of command hooks on the lower level but have hooks in place for vendors who need hooks upstairs. Nothing may be attached to the walls. Additional details are included in your contract.

Are there items on site that we can use for the event?

We have the following furniture:

- 9 six foot rectangular tables
- 4 eight foot rectangular tables
- 2 four foot rectangular table
- 12 sixty inch round tables (seat 8-10)
- 3 high top cocktail tables
- 100 crossback chairs
- 150 White garden chairs
- Bar

Our furniture is for indoor and patio use only. Any furniture needed for use in the lawn will need to be rented.

Is the Carriage House wheelchair accessible?

Because we are an historic site, building codes do not require an elevator in the building. All indoor restrooms are on the lower level; however the back porch of the mansion does have a ramp accessible entrance to a bathroom. Also the upper level of the building has ramp access on the McGee street side.

Can the guests tour the mansion?

If the museum is open during your event time your guests are more than welcome to tour the mansion for the regular fee. If you have a group of 10 or more please let us know that you plan to take a tour.

FAQ

Let us know how you heard about us!

Can we use the back porch of the mansion during our event?

Yes, the porch can be used during the ceremony. Musicians have set up on the porch in the past.

Do I need Liability insurance?

PGI is not responsible for maintaining insurance. If the client would feel more comfortable having insurance they are welcome to provide it by taking a rider out on their home owner's insurance and listing PGI as an additional insured.

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Questions about maintenance and cleaning:

We are a non-profit so any large repairs are done when we receive funding. We can put in a request, but some things require money and may not be guaranteed.

Are there airports/ hotels close by?

Yes there are several hotels close by, several of which provide shuttle service. The airport is 20 minutes away.

