

## *Levering Mill House*

### *Frequently Asked Questions*

*What is the venue's **capacity**?* Ballroom: 175 seated; 200 for cocktail receptions. Library: 120 for cocktails.

*What is the **payment structure**?* After your visit, you may put a date "on hold" with no obligation for a week while you look at other venues and caterers. If you decide to book, we will take the date off our calendars and draw up a contract. A 20% nonrefundable deposit is due within two weeks of the contract date.

*Are there any **taxes or additional hidden fees**?* We are a tax exempt organization so no sales tax is collected. The only additional fees would be for an on-site ceremony or extra event or set-up time.

*Where can my guests **park**?* Although there is no on-site parking lot, there are over 100 "shared" spaces in nearby lots available for your guests. Our parking map can be provided for your invitations and we can also recommend valet services if you are interested. The Verizon lot directly behind the building is not available for parking by guests or by valet parkers. An attendant is available to direct guests to the permitted lots.

*What is the **curfew**?* 11:00 p.m. on Fridays and Saturdays; 10:00 Sundays through Thursdays.

*Can you recommend a **caterer**?* We have a preferred list of caterers familiar with both our facilities (Levering Mill House and Merion Tribute House). Our list meets our clients' broad range in price points and styles. Generally, caterers at LMH range from \$60pp to \$80pp. Caterers provide linens.

*Can I bring in a **caterer off your list**?* Yes, but only with pre-approval by management. For insurance reasons, all events must be catered by a full-service caterer. There is a kitchen use charge (\$150) for all caterers and they must adhere to our rules and insurance requirements. A \$500 refundable security deposit also applies when using an off-list caterer.

*What about **alcohol**?* Alcohol is the client's responsibility to purchase, giving you more control and helping to cut costs. You may drop off your alcohol (and decorations) during the week before your event and it is secured until your party. Delivery services are available. Caterers usually provide the bartenders, glassware, soft drinks, ice, and mixers. No sale of alcohol is permitted (cash bars, tickets, coupons, etc.) No kegs.

*Do you require extra **insurance** for our event?* Levering Mill House is fully insured and we require insurance from your caterer. No additional client insurance is required. However, since the alcohol is your responsibility, you may decide to take out extra insurance to cover the event for your own peace of mind.

*Is the venue **handicapped accessible**?* Yes, the facility is all on one level and a ramped entrance is available via the deck. There is a designated handicapped bathroom on the main floor to the left of the stage.

*Who from your **staff** is on-site during the event?* A hospitality coordinator is here during setup hours to coordinate vendors, greet and attend to wedding parties, etc. The event supervisor arrives an hour before the event and remains until the caterer leaves. A parking attendant is present for 1 hour at the start of each event.

*What **time is the venue open** for vendors/decorating/pictures?* We will open the facility four hours before the event start time. You may use this time to get ready in our bridal suite and groom's room, decorate, and have pictures taken with family/wedding parties. Caterers usually arrive 3 hours before the start time.

*Can I have my **ceremony on-site**?* **Yes.** You can use the lawn, the ballroom or the library. We need a final decision if the weather is questionable by 10:00 the morning of. St. John Church across the street welcomes all denominations and guests can walk to the reception. 610-664-4517

*Can I have the **reception outside on the lawn**?* **No.** Due to neighborhood restrictions, all dance music must be kept inside the ballroom. Ceremony and cocktail music may be played outside.

*Are there **hotels** in the area? Do they shuttle guests?* The Hilton and Marriott on City Ave. are the closest hotels. They will provide lists of companies they use for shuttle service.