



Oneida Community
**MANSION
HOUSE**
A National Historic Landmark

WEDDINGS

Unique • Historic • Timeless

Where Your Story Becomes History

Celebrate your love at a National Historic Landmark, where the romance of your day intertwines with centuries of history.

We invite you and your fiancé to tour our magnificent spaces and meet with our event planner, who will help you envision and plan the details of your perfect day. To reserve your wedding date and schedule a private tour, please call 315.606.5996 or email hospitality@oneidacommunity.org.

OUR SPACES

The North Lawn

The North Lawn is an expansive, lush garden area featuring a pergola and surrounded by beautiful old-growth trees. It's an idyllic setting for a ceremony or reception and is large enough to accommodate a tent if you'd like.

This outdoor space is also conveniently located next to **The Lounge**, providing seamless access between the two areas.



OUR SPACES

The Quadrangle

The Quadrangle is a leafy, semi-enclosed space nestled among historic buildings. This unique setting is perfect for a private outdoor ceremony or an intimate reception.

The space offers direct access to The Lounge, Community Dining Room, and Bar Area, allowing your guests to move effortlessly between the spaces.



OUR SPACES

The Big Hall

Host a truly unforgettable wedding in the Mansion House Big Hall.

This historic gathering room's architectural grandeur takes center stage. The space offers stunning details, including balcony seating, and can comfortably accommodate a seated ceremony for up to 300 guests, ensuring a truly spectacular and memorable event.



OUR SPACES

The Lounge

The Lounge is a stunning setting for your wedding reception, featuring classic details that create a warm and sophisticated atmosphere. Rich wood trim and original, gleaming wood floors offer a beautiful foundation, while oversized windows flood the room with natural light and provide a beautiful backdrop for every moment.

This space is perfect for a chic and memorable event, offering ample room for dining and dancing. The Lounge can comfortably accommodate up to 120 seated guests.



OUR SPACES

Community Dining Room & Bar

Adjacent to The Lounge, the Community Dining Room and Bar offer a versatile option for your event. These spaces can be used in conjunction with The Lounge to create a seamless flow for a larger gathering or booked separately for a more intimate celebration.

The Dining Room provides a refined setting that can seat up to 70 guests, plus another 20 in its annex, while the Bar area offers a sophisticated space for cocktails and conversation, holding up to 30 guests.



OUR SPACES

The Sun Porch

For a truly unforgettable intimate gathering, choose our seasonal Sun Porch. This space offers a unique atmosphere with floor-to-ceiling windows that create a delightful indoor-outdoor experience. The room is topped with a beautiful, cream-colored pressed tin ceiling, adding a touch of vintage elegance. Perfect for a small, refined event, the Sun Porch can comfortably accommodate up to 45 guests.



VENUE SPACES

Venue Spaces:

The Lounge

Community Dining Room & Annex

The Big Hall

The Quadrangle

The North Lawn

The Bar Room

The Sun Porch

Capacity:

120 Seated

70/20 seated

300 seated

150

200

30

45

Fees for Venues Include:

- A four-hour minimum for venue use plus \$200 per additional hour.
- Use of space prior to event day for ceremony rehearsal. Please arrange the date and time with the Mansion House Event Coordinator.
- Set up & take down of tables & chairs. Mansion House Staff will NOT be available to move chairs from ceremony area to reception area.



PREMIUM WEDDING PACKAGE

Premium Wedding Package:

When you book your wedding at the Mansion House, you receive:

- Exclusive use of event spaces in the building to host all aspects of your wedding, from rehearsal dinner to ceremony and reception to day-after brunch*
- Premium Coordination Package from our event planner (full details follow)
- 48-hour access to event spaces
- Event tables and chairs (limited number), with option to bring in rentals (full details follow)
- Set up and clean up for all functions
- Complimentary room for the couple on their wedding night
- 10% discounted rate on rooms for members of the wedding party and wedding guests

*Please note that the building is an active residence and has twice-daily museum tours. We will work with you to ensure that there are no disruptions during your time on site.



PREMIUM WEDDING COORDINATION PACKAGE

Our contracted event planner will provide dedicated service to make your wedding experience as seamless as possible, from advance planning to the day itself. Included in your wedding package is the following:

Pre-Wedding Day Services:

- Consultation available via email starting at time of hire; review vendor contracts & arrangements; check delivery dates, arrival times, and quantities.
- Three client/planner meetings.
- Etiquette advisement, as requested.
- Personalized checklist and timeline creation and vendor management: Develop a detailed day-of timeline, ensuring all activities are scheduled and communicated to vendors and the wedding party.
- Attend final venue walkthrough.

Two Hours for Wedding Rehearsal Services:

- Organize and manage the rehearsal, ensuring that everyone involved in the ceremony knows their role and the flow of events.
- Help plan and coordinate the rehearsal dinner if needed.
- Collect/coordinate final payments for specific vendors.
- Collect wedding day items.
- Walk through set-up needed for day-of.

If you choose not to hold a rehearsal dinner on site, these 2 hours will be shifted to the day-of the wedding at no additional charge.

PREMIUM WEDDING COORDINATION PACKAGE

Day-Of Services:

- Be present on the wedding day to manage the setup, vendors, and overall event flow.
- Lead the team to make and execute rain plan. Set up all ceremony décor not handled by a specific vendor and ensure commitments were fulfilled.
- Handle any issues that arise, from vendor delays to last-minute changes. Use of extensive day-of emergency kit; will be ready and available to solve any unexpected situations or emergencies.
- Assist guests with any special needs or questions throughout the event.
- Ensure the ceremony starts on time and runs smoothly. Line up and cue wedding party/musicians for ceremony.
- Oversee the reception, including timing for speeches, dances, and other key moments.
- Ensure all vendors are paid and any outstanding balances are settled. Distribute tips.

CATERING GUIDELINES

We've curated a list of preferred area caterers who offer a variety of styles and presentations to suit your event.

- Catering by Michael's - michaelsfoodandspirits.com/michaels-catering
- Eat Well Food Services - eatwellfoodservices.com
- Ray Brothers BBQ - raybrothersbbq.com/catering
- Hart's Hill Catering - www.hartshillinn.com, Patrick@hartshillinn.com
- Lakeside Landing - oneidagolf.com/lakeside-landing, events_lakesidelanding@gmail.com

All caterers working on-site must provide the following documents to the Oneida Community Mansion House at least 30 days prior to your event:

- A signed copy of our Caterer's Guidelines and Agreement form.
- A Certificate of Liability Insurance listing the Mansion House as a certificate holder.
- A valid Department of Health Permit.
- A valid Off-Site NYSLA liquor license (if serving alcohol).

Please note:

The Mansion House does not permit venue renters to provide or serve their own alcoholic beverages. All alcohol service must be handled by a New York State Liquor Authority-licensed caterer.

To ensure a seamless event, caterers are required to schedule a site visit to tour our kitchen and discuss event-day details with our event planner. All required documents should be submitted during this visit.

To schedule your caterer's visit, please call us at 315.606.5996 or email us at hospitality@oneida-community.org



TENTS, TABLES & CHAIRS

The Mansion House has matching chairs, round 8-person tables, and rectangular 8-foot tables available for use. Additional tables and chairs can be rented from our approved vendors.

Linens are not provided. Our event planner can advise and assist with linen rentals/purchases, which can be procured through our approved vendors or another source of your choosing.

Tent space is available on the North Lawn only. Full guidelines for tents are outlined in the booking contract. The following vendors are approved for rentals at the Mansion House:

- **The Tent Gallery: 315-865-6520, www.tentgallery.com**
- **Tent-All Rent-All: 315-225-2712, www.tentallrentall.com**
- **Evans Events: 315-982-1264 www.evans-events.com**

Tent Site Regulations & Logistics:

If you are considering an event under a tent, please understand and adhere to the following guidelines. Rentals and fees are the responsibility of the renter.

- All tents must be clean and in good condition.
- The only designated tent space is the North Lawn.
- A permit and inspection from the Oneida City Fire Department are required for all tents. We will handle these arrangements for you, and a \$60 permit fee will be added to your final invoice.
- We have electricity available on the grounds for lighting, music, and other needs.
- We suggest renting a small catering tent for your caterer, though this is at your discretion.
- Tent setup can begin no earlier than three days before your event and must be removed on the first business day following the event.
- All deliveries and setup times must be coordinated with our event coordinator to avoid scheduling conflicts.
- Bathroom access inside the Mansion House is limited. Depending on the size of your event, you may need to rent portable restrooms and coordinate their delivery and pickup.



POLICIES

General Policies

Facility Rental: All event spaces are contracted exclusively through the Mansion House event planner.

Parking: All guest parking is located across Kenwood Avenue, on or along The Vineyard. Please inform your guests that the Mansion House parking lots are reserved for residents only; vehicles parked in these areas may be towed.

Smoking: Smoking is strictly prohibited anywhere on the Mansion House grounds, both inside and outside.

Pets: For the safety and comfort of our residents and guests, pets are not permitted on the Mansion House grounds.

Food & Drink: All special-event catering must be provided by a contracted caterer. The sale or service of alcoholic beverages must be handled by a NYSLA-licensed caterer. Venue renters are not permitted to provide their own alcoholic beverages.

Decorations: You are welcome to use free-standing arrangements and decorations. To protect our historic spaces, nothing may be taped, pinned, nailed, or otherwise affixed to any furniture, furnishings, or surfaces without prior approval from Mansion House staff.

Furniture: Please do not move or alter the placement of any furniture. Mansion House staff will handle any necessary furniture removal for your event setup.

Mail Boxes: The U.S. Postal Service area in the Lounge must not be blocked or covered.

Event Logistics

Museum Tour Schedule: All events must accommodate our regular museum tour schedule.

Photography: You are welcome to take photos on the premises.

Restrooms: Public restrooms are located on the first floor. For larger outdoor events, you may be required to rent portable restrooms.

Music: Please coordinate the form and hours of any musical performances with the Mansion House event coordinator. All music and events must conclude by 11:00 p.m.

Privacy: Please be mindful and respectful of all areas marked as "Private Residence." These spaces are home to our year-round tenants and are clearly marked with privacy signs.

Prohibited Items: No food or beverages are allowed in any museum spaces, including the public library and open hallways. Fireworks, open-flame candles, and fires are strictly prohibited.

RESERVATIONS, PAYMENTS & CANCELLATIONS

Securing Your Date

To reserve your date, a non-refundable \$250 reservation fee is required. Upon receipt of this fee, we will initiate your formal rental agreement.

Payment Schedule

Payments are structured to ensure your event is fully funded ahead of time:

- **First Payment:** 50% of the total event balance is due 3 months prior to the event date.
- **Final Payment:** The remaining balance is due 45 days prior to the event date.

Cancellation & Refund Policy

All cancellation requests must be submitted in writing by the agreement signer to hospitality@oneidacommunity.org.

Refunds are issued based on the following timeline:

Notice Provided	Refund Amount
60+ Days prior to event	Full refund minus the \$250 reservation fee
30–60 Days prior to event	50% refund minus the \$250 reservation fee
Less than 30 Days	No refund

THE SEASONS

Oneida Community
**MANSION
HOUSE**
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Each season in Upstate New York offers a breathtaking backdrop for a wedding, making The Mansion House the perfect place to say “I do” any time of year.

Spring paints our landscape with fresh blooms and lush greenery, setting the stage for an airy and romantic atmosphere.



Summer graces us with long, golden sunsets and warm breezes, ideal for enchanting outdoor ceremonies and receptions under the stars.



Fall is simply magical, as rich hues of red, orange, and gold adorn the scenery, providing a cozy and picturesque backdrop for your celebration.



Winter transforms the region into a snow-covered wonderland, perfect for an elegant, fairytale wedding with twinkling lights and a warm, intimate ambiance.

No matter the season, The Mansion House provides a stunning setting to make your wedding day truly unforgettable.