

# Congratulations!

*Thank you for choosing Bryn Du as the location for your event! We look forward to working with you as you finalize your plans. Our staff is eager to help make your event one-of-a-kind. Please contact us with any questions or concerns as you take this wonderful journey toward your new life together. Once again, thank you for choosing Bryn Du.*

*Sincerely,*

*Bruce Cramer  
Executive Director*

*Athena Koehler  
Office/Event Coordinator*

## Contact Us

If you have any questions or concerns we are only a phone call or email away. (740) 587-7053, [bcramer@bryndu.com](mailto:bcramer@bryndu.com) or [athena@bryndu.com](mailto:athena@bryndu.com)



## Designing Your Day Event Resources & Information

Phone: 740-587-7053  
Email: [info@bryndu.com](mailto:info@bryndu.com)  
Web: [Bryndu.com](http://Bryndu.com)

# Getting Started



## Make it your own with some of our favorite vendors

Here you will find a list of some of our favorite vendors. We work with these folks on a regular basis, and know they offer professional service in a way that can make your day special.



## Other things to think about and final preparations

We compiled a short list of to-do's for you to review before the big day. Or, if you are looking for something unusual or out of the ordinary for your event, we can help find it - just ask!



## General rules and the cleanup

To ensure you have a safe and enjoyable event there are a few guidelines we ask our clients to follow.

# Make It Your Own

## Caterers

Full service caterers (**in bold**) offer the appropriate liquor service liability insurance, set up, and clean up (per the Cleaning Responsibilities page of this booklet) as inclusive benefits.

**Berwick Manor Catering** (614) 235-7100, Columbus, [berwickmanor.com](http://berwickmanor.com)

**Bosc & Brie** (614) 985-2215, Columbus, [boscandbrie.com](http://boscandbrie.com)

**Cameron Mitchell Catering**, (614) 848-4700, Columbus, [cameronmitchell.com](http://cameronmitchell.com)

**Creative Cuisine Catering**, (614) 436-4949, Columbus, [creative-cuisine-catering.com](http://creative-cuisine-catering.com)

**Grill Restaurant Catering**, (740) 349-0015, Newark, [thegrillfamily.com](http://thegrillfamily.com)

**Made From Scratch Fine Catering**, (614) 873-3344, Plain City, [made-from-scratch.com](http://made-from-scratch.com)

**Together & Company**, (formerly Two Caterers) (614) 882-7323, Westerville, [togetherandco.com](http://togetherandco.com)

Doug's Far Side Deli & Catering, (740) 344-2231, Newark, [dougsfarsidecatering.net](http://dougsfarsidecatering.net)

Hoggy's Catering, 614-453-4647, Columbus, [hoggys.com](http://hoggys.com)

Metro Cuisine, (614) 436-6369, Columbus, [metroculisine.com](http://metroculisine.com)

### Local Small Event Caterers

Alfie's Wholesome Food, (740) 321-1111, [facebook.com/AfliesWholesomeFood](https://facebook.com/AfliesWholesomeFood)

Day Y Noche, (740) 587-0204, [dayynochecom](http://dayynochecom)

Snapshots Lounge, (740) 321-1391, [facebook.com/snapshots-lounge](https://facebook.com/snapshots-lounge)

*Private Event Insurance – [www.theeventhelper.com#ENTzMn](http://www.theeventhelper.com#ENTzMn) (follow this link to the customized Bryn Du page)*

## Cakes

Cakes Creatively by Crystal, (614) 783-4830, Pickerington, [cakescreativelybycrystal.com](http://cakescreativelybycrystal.com)

Jan Kish La Petite Fleur, (614) 814-9794, Columbus, [jankish.com](http://jankish.com)

Nothing Bundt Cakes, <https://www.nothingbundtcakes.com/>

Susie Sunshine Sweets, (740) 899-4737, Newark, [susanvanness@hotmail.com](mailto:susanvanness@hotmail.com)

## Florists

Artiflora, (740) 587-3515, Granville, [artifloragranville.com](http://artifloragranville.com)

Griffin's Floral Design, (740) 349-9226, Newark, [griffinsfloraldesigns.com](http://griffinsfloraldesigns.com)

Village Flower Basket, (740) 587-3439, Granville, [villageflowerbasket.com](http://villageflowerbasket.com)



## **Event Décor**

Pat Warthen Design (fresh floral, lighting, and décor), (740) 258-0241, [patwarthen@yahoo.com](mailto:patwarthen@yahoo.com)

## **Equipment Rental**

**Main Events Party Rentals (preferred tent provider)**, (740) 322-6355, Newark, [maineventspartyrental.com](http://maineventspartyrental.com)

**Personal Touch Party Rentals (preferred tent provider)**, (740) 689-6991, Lancaster, [personaltouchparty.com](http://personaltouchparty.com)

Event Source, (614) 431-3000, Lewis Center, [www.eventsource.com](http://www.eventsource.com)

Lasting Impressions Event Rentals, (614) 252-5400, Columbus, [lirents.net](http://lirents.net)

Universal Events, (740) 644-0455, Newark, [eventrentalnewark.com](http://eventrentalnewark.com)

## **Event Coordinators**

Bliss Wedding & Event Design, (614) 216-4006, [blisseventsco.com](http://blisseventsco.com)

MMJ Weddings & Events, Meleka Jolliff, (614) 579-1092, [info@mmjevents.com](mailto:info@mmjevents.com), [mmjevents.com](http://mmjevents.com)

Scarlet City Events, Dina, (614) 949-5771, [dina@scarletcityevents.com](mailto:dina@scarletcityevents.com)

Wedded Perfection, (614) 526-8933, [weddedperfection.com](http://weddedperfection.com)

The Wedding Helper, Mary Ann Grady, (740) 973-6426, [2maryanngrady@gmail.com](mailto:2maryanngrady@gmail.com)

## **Photographers**

JRD Photography, (740) 366-8109, (850) 496-1464, [jace\\_delgado@yahoo.com](mailto:jace_delgado@yahoo.com)

Julian Allen Photography, (808) 205-2072, [julianallenphotography.com](http://julianallenphotography.com)

Martin Digital, (740) 258-2676, [martindigital.co](http://martindigital.co)

Red Gallery Photography, (614) 794-1113, [redgalleryphoto.com](http://redgalleryphoto.com)

Style & Story Creative, (614) 401-6462, [stylestorycreative.com](http://stylestorycreative.com)

## **Officiates**

Dee Krier Non-Denominational Services, (740) 787-1101, (740) 670-2400

Jeff Gill, Pastor, (740) 587-4245

Mayor Melissa Hartfield (Granville), (740) 587-0707

Rebecca Williams Zelanin, (614) 582-2739

Rev. Father Stephen Ayotte, (614) 507-6575

Rev. Melanie Ayotte, (614) 507-6575

William G. Glazer, (614) 327-7477, [marrymecolumbus@live.com](mailto:marrymecolumbus@live.com)

## **Entertainment**

Aaron Hall, DJ AAA, (614) 595-5845, [MagicalAttractions.com](http://MagicalAttractions.com)

Buckeye Entertainment, DJs, (614) 707-7671, [buckeyeentertainment.com](http://buckeyeentertainment.com)

Jazz Arts Group, Dave Powers Trio, (614) 294-5200 x104, [jazzartsgroup.org](http://jazzartsgroup.org)

Jeff Linn, The Highland Piper, (614) 800-6234, [bagpiper-jefflinn.com](http://bagpiper-jefflinn.com)

Linda Habig, Flutist, (740) 587-5690, [habigl@denison.edu](mailto:habigl@denison.edu)

Mark Dantzer, DJ, (614) 329-7042, [markdantzer.com](http://markdantzer.com)

Master Mix DJs, (614) 537-2762, [mastermixdj.net](http://mastermixdj.net)

Night Music DJs, (614) 529-6777, [nightmusicdj.com](http://nightmusicdj.com)

Party Pleasers, DJs & Lighting, (614) 396-7017, [partypleasersservices.com](http://partypleasersservices.com)

Ryan Smith, DJ, (614) 208-4824, [ryansmithdj.com](http://ryansmithdj.com)

Siren String Quartet, (614) 886-3962, [thesirenstringquartet.com](http://thesirenstringquartet.com)

Todd Jones, TEAM DJ, (614) 798-8794, [teamdj.com](http://teamdj.com)

Tom Carroll, Guitarist, (740) 973-9443, [carroll@denison.edu](mailto:carroll@denison.edu)

Tony Adams, DJ, (740) 334-7792

Trista Hill, Harpist, (740) 363-5544, [tristahill.com](http://tristahill.com)

## **Area Lodging**

The Broadway Guest House – multiple locations, Granville, (740) 587-0321, [thebroadwayguesthouse.com](http://thebroadwayguesthouse.com)

Buxton Inn, (740) 587-0001, Granville, [buxtoninn.com](http://buxtoninn.com)

Cherry Valley Hotel, (740) 788-1200, Newark, [cherryvalleyhotel.com](http://cherryvalleyhotel.com)

Courtyard by Marriott, (740) 344-1800, Newark, [marriott.com](http://marriott.com)

Doubletree by Hilton Newark, (740) 322-6455, Newark, [newarkohio.doubletree.com](http://newarkohio.doubletree.com)

Granville Inn, (740) 587-3333, Granville, [granvilleinn.com](http://granvilleinn.com)

Hampton Inn, (740) 788-8991, Heath, [heathnewark.hamptoninn.com](http://heathnewark.hamptoninn.com)

The Welsh Hills Inn - A Country Bed & Breakfast, (740) 321-1493, Granville, [WelshHillsInn.com](http://WelshHillsInn.com)

## **Transportation**

All Occasions Carriage & Pony Rides, LLC, (740) 745-5733, [aloccasionscarriage@hotmail.com](mailto:alloccasionscarriage@hotmail.com)

The Fun Bus Shuttle Service, (740) 653-4600, [funbus.com](http://funbus.com)

# Other Things to Think About and Final Preparations

## Marriage Licenses

Here is the most relevant information regarding Ohio marriage licenses:

- If neither person resides in Ohio, they must obtain a marriage license in the Ohio county where the ceremony will take place.
- If either or both reside in Ohio, they must obtain a marriage license in the Ohio County in which either resides.
- They must appear together to obtain the marriage license.
- They both must present valid government-issued photo identification, such as a driver's license or passport.
- If either has been married previously, they must also present a certified copy of the most recent divorce/annulment/dissolution decree along with case numbers/dates/locations (county/state/country) of all previous marriages, plus names of previous spouses and all current minor children.
- The marriage license is valid for 60 days after its issuance.

## Marital Status

According to the Franklin County Probate Court, it is important to notify certain government agencies and entities when you get married. For instance:

- Your employer should be informed of your change in marital status.
- You might also want to adjust your federal and state income tax with-holdings, and the beneficiaries of any retirement plans or insurance policies.
- Additionally, some contracts, divorce decrees, and domestic court rules require notice of a change in marital status.

## Name Changes

Agencies and businesses may accept your new name simply by notifying them of the change. In some cases, you may need to pursue a formal name change, if you decide to take your spouse's last name or decide to hyphenate your last names. Some key agencies and businesses to notify may include:

- Social Security Administration
- Ohio BMV
- County Board of Elections
- Any school you or your children attend
- Your financial institutions.

If any of these agencies or businesses do not accept the notification of your name change, you may need to apply for a legal name change in the probate court in your county of residence.

## Miscellaneous Municipal Resources

Explore Licking County, (740) 345-8224, [exploreelc.org](http://exploreelc.org)

Granville Area Chamber of Commerce, (740) 587-4490, [granville.oh.us](http://granville.oh.us)

Granville Police, (740) 587-1234, [granville-ohio-police.squarespace.com](http://granville-ohio-police.squarespace.com)

Granville Township, (740) 587-3885, [granvilletownship.org](http://granvilletownship.org)

Licking County Chamber of Commerce, (740) 345-9757, [lickingcountychamber.com](http://lickingcountychamber.com)

Ohio Liquor Control, (Temporary and special function permits required for alcohol sales only), [com.ohio.gov/liqr](http://com.ohio.gov/liqr)

Village of Granville, (740) 587-0707, [granville.oh.us](http://granville.oh.us)



## Final Prep Information

We ask that your final payment (cash or check only), and your proof of host alcohol insurance (unless you are using one of our approved full-service caterers, see catering list), are submitted two weeks before your event.

All checks should be made to "Bryn Du Commission". Host liquor liability insurance can be obtained through [www.theeventhelper.com#ENTzMn](http://www.theeventhelper.com#ENTzMn) for a nominal fee.

Please provide a time-line of your set up and event day(s) prior to your event if possible along with a list of vendors so that we know who is on property and when to expect them.

Mansion set up hours may vary based on availability on the day before your event. We will try to work with you to accommodate your set up (and rehearsal) needs.

Field House set up (and rehearsal) hours are available between 10am and 6pm on the day before your event.

Dumpsters are on site (East side of main parking lot) for your convenience. Trash cans with liners are provided. Please see the Cleaning Responsibilities list in the After Your Event section of this booklet.

Cars may be left in the lot overnight. Your guests are responsible for securing their vehicles.

**Any other questions? Jot them down here – feel free to give us a call and ask!**

\*Additional tours are available by appointment.

# General Rental Rules

Use of any alcohol on property requires a signed Alcohol Use Agreement and liquor liability insurance per your contract.

Field House and Mansion maximum hours will be 10:00 a.m. – 12:00 a.m. unless arranged previously.

Because of possible conflicts of multiple simultaneous outdoor events, event times must be coordinated and approved.

All events must conclude by 11pm so that all *guests* are off of Bryn Du property by midnight. Vendors/caterers have until 12:30 a.m. to complete event cleanup and exit property.

*Outdoor* events must conclude by 10:00 p.m. per Village ordinance.

Equipment and décor may be placed outside overnight for morning pick up with approval of management, however, any alcohol must be removed after event or locked up.

Clients need to acknowledge cleaning requirements.

Extra charges apply for additional rental days and/or hours.

Clients cannot hang any decorations on any walls or light fixtures.

ALL candles must be flameless. Lanterns containing fire, fog, and smoke machines are all prohibited in Bryn Du buildings.

Spray adhesives or paint inside any buildings or on any sidewalk or blacktop areas are prohibited.

Glitter, confetti, similar materials, or helium balloon releases are prohibited.

It is the Applicant's responsibility to provide adequate restroom facilities for *outdoor* events.

All tents must be installed by approved companies' with Bryn Du supervision (see Equipment Rental list).

Parking on grassy areas, this includes all automobiles, or other vehicles and/or heavy equipment is prohibited.

All vehicles must be in designated parking spaces and/or on blacktopped areas.

Smoking is permitted in designated areas only.

Firearms are prohibited on the Bryn Du property.

## **Mansion Specific Rules**

Bryn Du chairs are not permitted outside, and Bryn Du tables are not permitted off the pavement.

Heavy equipment is prohibited on the patios and sidewalks.

## **Field House Specific Rules**

Heavy equipment and lifts are prohibited in Field House and on patios.

Helium balloons are prohibited in the Bryn Du Field House.

Any remaining cleanup must be done by noon the day after event with prior arrangement with Mansion staff. Please see the Cleaning Responsibilities list in the After Your Event section of this booklet.

Any extra day of set up will be assessed an additional \$250 fee, and is based strictly on availability and management approval.

## **Grounds Specific Rules**

Dance floors on grass may only be placed for 24 hours and must be under a tent.

Garden beds and pots should not be disturbed by guests.

Glass containers are prohibited on playing fields.

Buses and large trucks must enter the property through the EXIT Gate-No large vehicles permitted through archway; please advise your vendors.

If additional parking is necessary, the client should arrange for off-site parking.

*For Lawn Events Only:*

No parking on the Great Lawn with the exception of equipment drop off with permission from Mansion Director.

No stopping, pick up or drop off in any portion of drive way.

For the safety of sporting event athletes, event markers/flag stakes must be plastic and must be removed; there should be NO wire or metal stakes of any kind.

Front porch and patios are not available for sports teams to use.

The upper level of the Field House is not open during sporting events.

Port-a-Johns are adjacent to parking lots. Building facilities, including restrooms are not available to sports teams.

During lightning storms or dangerous weather, players and coaches should seek shelter in their vehicles.

It is the Applicant's responsibility to provide adequate restroom facilities for outdoor events.

## After Your Event - the cleanup

*In order for you to be able to plan ahead, here is a list of your cleaning responsibilities. Please let us know if you have questions.*

### Cleaning Responsibilities to be completed the night of the event for all rented venue spaces:

- All food and alcohol is out of the building(s).
- All décor and other supplies are removed.
- All trash is out of the building and placed in the dumpster \*Boxes are broken down to conserve space in dumpster (lighted area located in East parking lot).
- No grease or food may be poured down the sinks or the outside drains.
- Floors are swept and mopped.
- Rented chairs and tables are folded and stacked; ready for vendor pickup.
- Rented linens are placed together or in a bag; ready for vendor pickup.
- The kitchen/caterer's room is clean and empty.
- Any Bryn Du furniture or marketing materials are back in their original positions.

### If prearranged with management for the following morning (Field House only):

- Décor and other supplies are removed and picked up by noon.

Rented venue spaces should be in the same or better condition than arrival.



BRYN DU  
MANSION



*the knot*  
BEST OF  
WEDDINGS  
2019

537 Jones Road, Granville, OH 43023  
(740) 587-7053 \* Fax (740) 587-2888  
[info@bryndu.com](mailto:info@bryndu.com) \* [www.bryndu.com](http://www.bryndu.com)