

Friends of Knox Farm State Park – Themansionatknoxfarm.org

437 Buffalo Rd (physical address), PO Box 601(mailing address), East Aurora NY 14052

Rental Use Policies

Welcome to The Mansion at Knox Farm State Park, located in historic East Aurora, NY. The Knox Mansion offers an elegant setting for your reception, wedding, parties and other private or corporate events. The following is a list of policies designed to enhance the enjoyment of your event at the Knox Mansion and allow for the preservation of this historic site.

Group Size

- Maximum number of guests for seated event – approx. 150 depending on the seating arrangement
- Maximum number of guests for station event – approx. 250

Tents

- May be rented for lawn functions with the rental of the Mansion.

Hours

- Clients will have access to the Mansion no later than 11am the day before their event and at approximately 8:30am the day of and the day after. Clients and their vendors must be done with clean-up by 11am the day after their event. The day before the house may only be used for the actual rehearsal and setup, not the rehearsal dinner.
- All guests must vacate the Mansion and Park by 11 pm, including clean-up time. Guests must exit Park immediately through marked exit. No roaming through park is allowed after dusk. Alcohol service and music must end by 10pm.

Rental Space on Main Floor only

- Includes all rooms on first floor. For a wedding at the Mansion, a guest suite will be provided upstairs for brides and attendants to get dressed. The suite is not available for overnight stays.

Restrooms

- Three restrooms are available on the main floor off the Grand Entrance. Six restrooms are available upstairs.

Music

- All music must conclude no later than 10pm.
- Client is responsible for any damage incurred to the Mansion by musicians.

Vendors

- Only approved vendors are permitted. Our approved vendors are listed on our website, weddingsatknox.com.
- Approved caterer/bars and music vendors must be chosen within three months of booking or your rental fee deposit will be forfeited and your event will be cancelled. No exceptions. Anyone who misses this deadline but would still like to proceed with their booking, will be required to fill out a new contract.

Smoking

- The Knox Mansion is a non-smoking facility. Designated smoking areas will be provided for your guests. No smoking is allowed outside these areas.

Decorations

- Wire, tacks, staples, pins, nails, tape, or other sticky adhesive items are not allowed to be used to apply decorations to any surface, including doors and floors.
- Items that can be used to attach decorations are ribbon, string, rope, fishing line, pipe cleaners, covered wire, and strings of white lights.
- Flower arrangements and potted plants must have plastic saucers beneath them.
- Candles are not allowed; electric candles only are allowed
- Fires are not allowed in the fireplace; no outside fire pits are allowed.
- Fireworks, sparklers, Chinese lanterns, glitter, confetti, rice, feathers, or potpourri are not allowed. Bubbles, butterflies and birdseed are okay outside.
- All private decorations must be removed and cleaned up by 11am the following day of event.
- Command strips are acceptable

Catering Services

- Please ask the Mansion Manager for a copy of our approved vendor list.

Alcohol

- Alcohol service must conclude no later than 10pm.
- Only a licensed and approved caterer may dispense alcohol.

Parking

- Located in the stone lot near the Mansion.
- The circle drive may be used for drop-off and pick-up. The driveway must be kept clear for a fire lane.

Mansion Monitors

- There are usually two volunteer monitors at each event/wedding and we ask that you please make sure they are fed what you provide your other vendors, as a courtesy. This way we do not have to hire monitors and pass the cost along to you.
- They direct guests to bathrooms and make sure they are stocked, as well as let people know that they can mill through upstairs and use the bathrooms. Guests are not allowed to hang out up there since there is no sprinkler system. They also lock up at the end of the evening of the actual event/wedding.

Miscellaneous

- The Knox Mansion is located on the grounds of Knox Farm State Park. The New York State Parks Department governs the park. Visitors to both the Mansion and Park are subject to its rules and regulations.
- A walk-through by the mansion manager will take place immediately after each event.
- The conduct of invited guests, in and around the Mansion and within the boundaries of Knox Farm State Park, is the responsibility of the renter. The Manager or monitors have the authority to ask disruptive guests to leave, and to notify the local authorities if necessary.
- The Manager may terminate the use of the Mansion at any time if the Mansion policies are intentionally violated or if a guest’s conduct becomes abusive or dangerous to the location, its equipment, or an individual.
- The renter is solely responsible for any violation of the Mansion policies or for the damage caused by the caterer, guests, or any vendor connected to a specific event. Any damages exceeding the security deposit will be charged to the renter.

Signature

Date

