



Answers to Frequently Asked Questions

Candles

- Candles may be used indoors only (due to our location and recent Jefferson County Fire Restrictions).
- Hurricane lamps, tea lamps, votives, and floating candles are allowed inside the building.
- Candles are not permitted on the buffet and/or cake table.
- Candles are not permitted on windowsills (due to the close contact of clothing, hair and/or curtains).
- Pillar candles may be used on mantel, but require a holder with a reservoir to contain wax overflow.
- The Unity candle is allowed on the Fireside Room patio only during the ceremony.
- Blow out candles at least 15 minutes before moving them to avoid wax spillage.
- Non-removal of spilled wax prior to departure will result in a security/damage deposit forfeiture.

Flower Petals

- Petals may be used as long as they are tossed on an aisle runner or swept up immediately after ceremony.
- We do not recommend red or dark colored petals, as they will stain the surfaces of the patio and/or wood floor. Because these stains are very difficult to remove, you will lose your security/damage deposit if staining occurs.
- Petals may be used on tables as part of a centerpiece. However, be cautious that they do not end up on the floor.

Smoking

- Smoking inside the building is not permitted.
- Due to our location and recent County Fire Restrictions, outdoor smoking is only allowed on front/back patio areas.
- Please remind guests to extinguish all smoking materials in designated ashtrays.

Furniture

- Lobby furniture (i.e., sofa, coffee table, club chair) may be moved only within the Lobby as long as it is returned to its original location. Prior approval from Mansion staff is required.
- Fireplace benches cannot be moved.
- Buffet table may be slid back/forward within the Buffet Room. Prior approval from Mansion staff is required.
- Gazebo benches cannot be moved.

Car Decorating/Parking

- Vehicles may be decorated on the inside. Outside decorations may only consist of washable paint, or a magnetic "Just Married" sign.
- The parking lot is shared between the Lookout Mountain Nature Center and the Boettcher Mansion. We encourage you to ask your guests to carpool for this reason.
- The circle drive should be kept free of vehicles allowing people to be dropped off near the building.

Building Entry Time

- Entry time is stated on the contract. Early entry is only allowed if: 1) time is available, 2) fees are paid and 3) approved by our Event Manager. To allow for proper staffing, early entry must be confirmed one week prior to the event.

Event Manager/Event Staff

- Our Event Manager is available to answer your questions and assist with on-site planning. A final planning meeting is scheduled to discuss: 1) setup plan, 2) time frames, and 3) vendors you have hired to assist at your event.
- The final meeting should take place one month prior to your event during normal business hours (Monday through Friday from 8am to 5pm). Please call for an appointment. The last appointment of the day is scheduled at 3:30pm.
- A Mansion events staff representative will arrive prior to your preparation time to check the setup. He/she will allow you in the building at the appropriate time. Event staff represent the Mansion and are not available to help you with preparations, cleanup, or to coordinate your event.