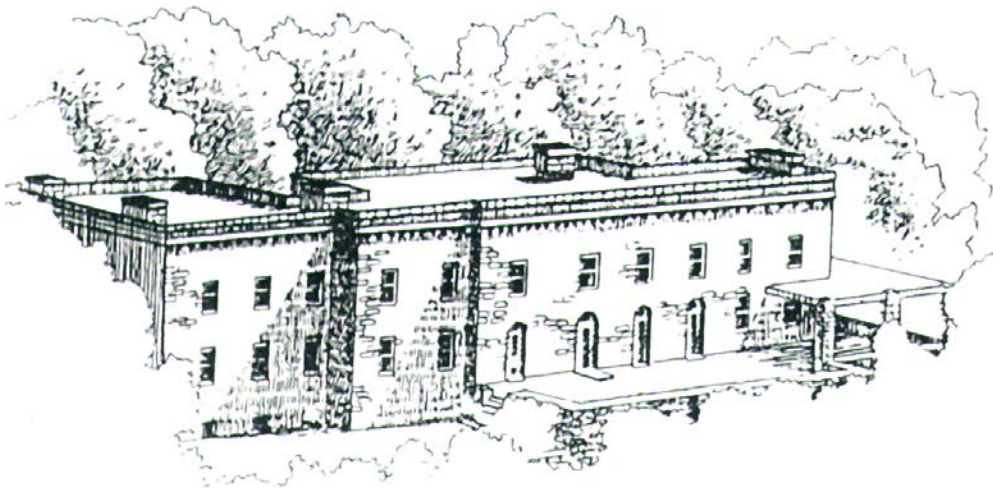


Weddings & Receptions at Kings Gap



Kings Gap Environmental Education Center

500 Kings Gap Road

Carlisle, PA 17015

Telephone: 717-486-5031

E-mail: kingsgapsp@state.pa.us

If you are interested in holding a ceremony and/or reception at Kings Gap, contact the Center to arrange for a site visit.

Weddings and Receptions

Kings Gap Environmental Education Center

Capacity: The capacity of the mansion for a wedding ceremony is 48 guests. The capacity for a reception in the mansion is 100 guests. The maximum capacity for an outdoor event is 200 guests due to facility limitations of restrooms and parking.

Fees: The fees are charged for each day or part of a day. Fees include tables and chairs for up to 150 guests. If you wish to hold an event for 200 guests, you will need to rent additional tables and chairs. A 25% non-refundable deposit is due within two weeks of confirmed reservation. The remainder is due three weeks prior to the event.

Security Deposit and Damages: A \$500.00 Security Deposit is required with the use of the mansion and/or the grounds. The deposit will be refunded in full if no damages occur. In the event of damages the costs will be subtracted from the total Security Deposit and the remainder (if any) will be refunded. If damages exceed the Security Deposit, you will be billed for the difference.

Reception Hours: A reception may not last more than five hours or past 10:00 p.m. whichever comes first. Last call for receptions serving alcohol will be one hour prior to the end of the reception. Outside lights will be shut off on hour after end of the reception. All guests who are not spending the night in the mansion are expected to leave the center within a half hour of the conclusion of the reception. Exceptions are allowed for those helping with clean-up.

Set-up and Clean up -Grounds: With the exception of a tent(s) nothing may be set-up on the grounds until the morning of the event. Clean up of the grounds must be completed by the end of the day. Any trash, garbage and/or recyclables generated by your group must be cleaned up and placed in the proper containers. Tents must be removed by Tuesday of the week following the event (**unless prior agreement has been made with Center Manager**).

Set-up and Clean up - Mansion: The mansion will **not** be available for decorating until 4:00 p.m. the day before the event (**unless prior agreement has been made with Center Manager**). Any trash, garbage or recyclables generated by your group must be cleaned up and placed in the proper containers by end of the day.

Decorating Restrictions: As Kings Gap is a unique and historic property; consideration must be given to the judicious use of decorations. The use of tape, stickums, tacks, or nails to attach decorations to walls or woodwork of the mansion is prohibited. You are responsible for any damages as the result of the decorations. **The Center Manager reserves the right to have any decorations removed.**

Alcoholic Beverages: Alcoholic Beverages are not permitted unless Center Manager grants permission and the Alcoholic Beverage Privilege Agreement has been read and signed (Bureau of State Parks Rules & Regulations 11.209 (b) (2)).

The Alcoholic Beverage Privilege Agreement grants the privilege to serve and/or consume alcoholic beverages only between the stated times and at the locations specified in the agreement. Serving and/or consuming alcoholic beverages prior to or after those stated times is prohibited. Individuals who fail to follow the rules of the agreement will be prosecuted as per Bureau of State Parks Rules & Regulations 11.209 (b) (2). A separate Alcoholic Beverage agreement is required for each event. Example: A rehearsal dinner and a reception would each require a separate agreement.

The privilege of serving alcoholic beverages at your event can be granted on the following terms and conditions.

- It must be "closed-event" – invited guests only – other persons shall be excluded.
- Beverages shall be limited to bottles and cans. Kegs are prohibited. All beverage containers shall be collected for recycling.
- The beverage will be offered in conjunction with food as an addition to the meal and not as an "open bar."

- You are responsible for any damages that occur as result of your actions or those of your guests to or within the mansion, education building and/or on the grounds.
- No one under the age of 21 may be served or permitted to consume alcoholic beverages.
- The individual who signs the Wedding and/or Reception Agreement and the Alcoholic Beverage Privilege Agreement shall monitor and control the quantity of alcoholic beverages served and consumed so as to prevent intoxication of guests that could result in endangerment of persons or damage to property.

Lost or Stolen Items: Kings Gap is *not* responsible for any items owned or used by tenants/guests before, during, or after the event, such as personal items, food, beverage, decorations, tents, or equipment.

Telephone: An emergency phone is located in the main parking lot.

Parking: Park only in designated parking area unless directed otherwise by Center staff. Parking is limited, so please encourage your guests to car pool.

Mansion Use:

- The mansion is a non-smoking building.
- Pets are not permitted in the mansion.
- The upstairs (unless you have arranged for overnight accommodations) basement, and office areas of the Mansion are off limits.
- The mansion kitchen is available for food assembly and staging during indoor receptions. Cooking, use of the dishwasher or refrigerators or any other equipment owned by the center is prohibited. Any area of the kitchen that is used is to be cleaned by the end of the evening.

You are responsible for any damages that occur as result of your actions or those of your guests to or within the mansion, education building and/or on the grounds

Wedding and Reception Locations and Fees

The mansion is not available in the event of inclement weather unless prior reservations have been made.

If you intend to have an outdoor wedding and/or reception and do not reserve the mansion, it is strongly recommended that you rent a tent. Kings Gap does not rent tents.

Outdoor Weddings and/or Receptions

Kings Gap provides:

- Access to the patio, main lawn, garden and/or pavilion
- No access to interior of mansion
- Restrooms are available in the education building
- Access to one (outdoor) electrical outlet
- A maximum of 150 white chairs for the wedding and 150 brown chairs for the reception
- A maximum of (16) 60" round tables and (15) 30" x 72" rectangular tables
- Alcohol is permitted with signed agreement

Indoor Weddings and/or Receptions

Please note that the indoor capacity of the mansion is 48 for a wedding and 100 for a reception. Due to space constraints if you have a reception inside for more than 48 the wedding must be conducted outdoors.

Kings Gap provides:

- Mansion – access to living room, library, break room, activity room, kitchen and three restrooms
- Access to the two downstairs bedrooms for dressing rooms
- No access to upstairs of mansion
- Access to the patio, main lawn, garden and/or pavilion
- Additional restrooms are available in the education building
- Alcohol is permitted with signed agreement
- Tables & chairs with a maximum seating of 100
- The kitchen area is available for food assembly and staging. Cooking, use of the dishwasher or refrigerators or any other equipment owned by the center is prohibited. Any area of the kitchen that is used is to be cleaned by the end of the evening.

Mansion Dressing Area for Weddings

Kings Gap provides:

- Mansion – access to living room, library, break room and three restrooms
- Access to the two downstairs bedrooms for dressing rooms
- No access to upstairs of mansion

Wedding and Receptions Price List

	Location	Number of Guests	Prices
Wedding	Outdoors	Up to 150	\$450.00 (Chairs included)
	Indoors	48 or fewer	\$550.00
Dressing Area			\$250.00 (Located in mansion)
Reception	Outdoors	Up to 150	\$550.00 (Tables & chairs included)
	Indoors	48 or fewer	\$550.00 (Mansion dining room only)
	Indoors	49 to 100	\$1,950.00 (Not available with indoor weddings)
Alcoholic Beverages Agreement			\$100.00
Kitchen Use			\$100.00 (Not available for outdoor receptions)

Number of Guests applies to the number in the wedding party plus the wedding guests in attendance.

Outdoor events can have more than 150 people in attendance, but Kings Gap only supplies chairs and/or tables for up to 150. We do not charge extra charge for groups over 150.

An Alcoholic Beverage Privilege Agreement is required to serve alcohol at your event. A separate agreement is required for each function of your event. Example: A rehearsal dinner and a reception would each require a separate agreement. If your event requires more than one agreement you will only be charged a one time \$100.00 fee.

The mansion kitchen is available for food assembly and staging during indoor receptions for a fee of \$100.00.

(All fees are plus applicable taxes but do include gratuities.)

Prices are subject to change without notice.

Overnight Accommodations

General Information:

- 15 Bedrooms and 7 bathrooms
- The master bedroom has a queen-sized bed and private bathroom
- The remaining 14 bedrooms have two single beds with shared baths
- Linens are provided
- Rooms do not have telephones or TV's



Room Pricing for Overnight Stays:

(A minimum of 10 guests per night is required. Overnight capacity of the Mansion is 30 guests. Meals can be provided for an additional cost.)

- Point Room (Master Bedroom), 2 beds, private bath – **\$100/night**
- Kings Gap Room, Jennings Room, Prince Gallitzin Room, Ridley Creek Room, French Creek Room, Cook Forest Room, Pymatuning Room and Hickory Run Room
 - 2 beds, shared bath, adjacent
 - Single Occupancy - **\$65.00/night**
 - Double Occupancy - **\$85.00/night**
- Laurel Ridge Room, Moraine Room, Jacobsburg Room, Black Moshannon Room, Ohiopyle Room and Ricketts Glen Room
 - 2 beds, shared bath, down the hall
 - Single Occupancy - **\$50.00/night**
 - Double Occupancy - **\$70.00/night**

Note: See floor plans for room locations.

All upstairs (13) bedrooms can be rented for \$850.00 per night.

This excludes the Kings Gap and Jennings Rooms (downstairs). These two rooms are included with the cost of any downstairs rental of the mansion. If you are not renting the downstairs, they can be rented in addition to the upstairs at their regular rate.

(All fees are plus applicable taxes but do include gratuities.)

Prices are subject to change without notice.

Meals

Reception

Kings Gap does **not** cater receptions.

If caterers are used, they **must** meet with the Center Manager prior to event.

Alcohol is permitted with signed agreement.

Kitchen is available for food assembly and/or staging only. No cooking is permitted.

Rehearsal Dinner

Prepared by Kings Gap Food Service Staff:

- Minimum of 15
- Dining room capacity is 48
- Alcohol is permitted with signed agreement.
- A dinner menu provided on request for serving options and selections.

Use Fee: \$150.00 (no Use Fee if mansion rented for ceremony and/or reception)

Meal Cost: \$16.00/person or \$19.50/person

(All fees are plus applicable taxes but do include gratuities.)

Additional Meals

Provided by Kings Gap Staff and only available if mansion is rented for overnights:

- A minimum of 10 guests is required for food service.
- Dining room capacity is 48
- Alcohol is permitted with signed agreement.
- See menus for serving options and selections.
- No Use Fee

Meal Cost: (per person)

- Breakfast: \$6.00 - \$8.00
- Breakfast/Brunch Buffet: \$12.00
- Lunch: \$8.00 - \$18.00
- Dinner: \$14.00 - \$20.00
- Snacks: \$1.50 - \$4.50

Meals and/or overnight accommodations will be billed separately. A credit card is required to confirm the reservation.

(All fees are plus applicable taxes but do include gratuities.)

Prices are subject to change without notice.

For additional information contact Kings Gap:

Telephone: 717-486-5031 (Monday - Friday from 8:00 a.m. to 4:00 p.m.)

E-mail: kingsgapsp@state.pa.us



Cameron/Masland Mansion