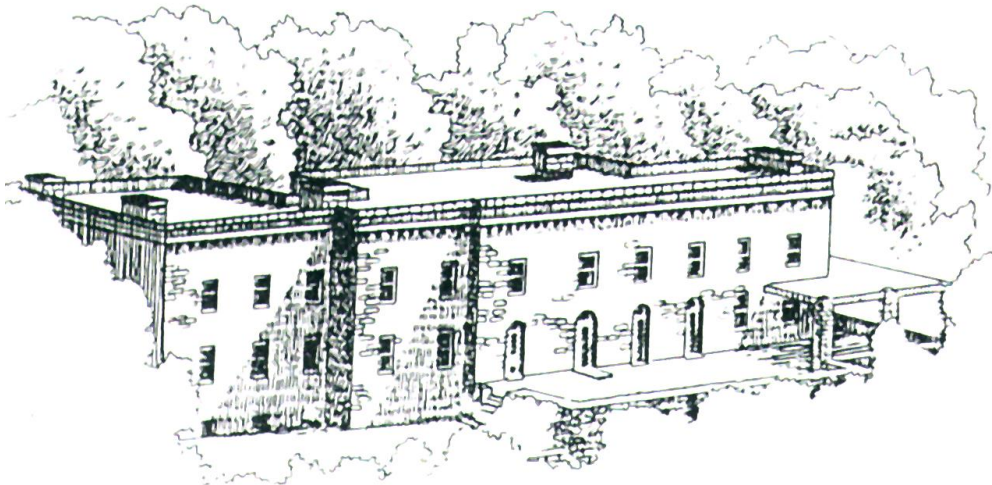


# *Weddings & Receptions at Kings Gap*



**Cameron-Masland Mansion**

## **Kings Gap Environmental Education Center**

500 Kings Gap Road  
Carlisle, PA 17015  
Phone: 717-486-5031  
Email: [kingsgapsp@pa.gov](mailto:kingsgapsp@pa.gov)

If you are interested in holding a ceremony and/or reception please contact the Center to arrange for a visit and a tour of the mansion and grounds.

# 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 and Deposit:** The fees are charged for each day or part of a day. A \$500.00 non-refundable deposit is due within two weeks of confirmed reservation. The remainder is due 4 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.

**Service Providers:** All caterers and tent vendors are required to have valid Pennsylvania State Park Commercial Use License with Kings Gap. The license fee is \$100.00. The fee is an annual fee and not a per event fee. Contact the center office for details.

**Reception Hours:** Reception fees are based on 5 hours. Cocktail hours are included in the total reception hours. Additional fees will be assessed for each portion of an hour after five hours. Receptions must end by 9:00 p.m. Last call for receptions serving alcohol will be one half hour prior to the end of the reception. Outside lights will be shut off one hour after end of the reception. All guests who are not spending the night in the mansion must leave the center at the conclusion of the reception. Exceptions are allowed for those individuals 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. Kings Gap will provide trash containers and bags. It is the responsibility of the caterer to either take the trash with them or deposit it in the center's dumpster at the maintenance building at the conclusion of the event. A recycling container will also be provided. Center staff will be responsible for the recyclables following the event. 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 10:00 a.m. on the day of 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. Kings Gap will provide trash containers and bags. It is the responsibility of the caterer to either take the trash with them or deposit it in the center's dumpster at the maintenance building at the conclusion of the event. A recycling container will also be provided. Center staff will be responsible for the recyclables following the event.

**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).

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 onetime \$100.00 fee. Last call for serving alcoholic beverages is one half hour prior to the end of the event.

**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.

**Smoking:** Smoking is not permitted inside of any center buildings. “Smoker’s Stations” are located at the entrance of the center’s buildings for proper disposal of cigarettes prior to entering the building. You are responsible to provide for the “proper disposal” of cigarettes at your outdoor event. The mansion lawn is not an ashtray!

**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. Smoker's Stations" are located at the entrance of the center's buildings for proper disposal of cigarettes prior to entering the 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. The kitchen is not available for outdoor 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
- Alcohol is permitted with signed agreement. A separate agreement is required for each function of your event.

## **Indoor Weddings and/or Receptions – Kings Gap provides:**

**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.**

- 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. A separate agreement is required for each function of your event.
- Tables & chairs with a maximum seating of 100
- The mansion kitchen is only available for food assembly and staging during indoor receptions for a fee of \$100.00. No cooking is permitted. Users of the kitchen are required to clean the kitchen at the end of the event. If the kitchen is not properly cleaned a \$100.00 cleaning fee will be assessed.

## **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
<b>Wedding</b>			<b>Chairs are included.</b>
	<b>Outdoors</b>	<b>up to 150</b>	<b>\$650.00</b>
	<b>Indoors Living Room</b>	<b>48 or less</b>	<b>\$800.00</b>
<b>Dressing Area</b>			<b>\$400.00</b> Located in the mansion. Includes two bedrooms, one full bathroom and one half bathroom, activity room and living room.
<b>Reception</b>			Prices are for up to 5 hours. Cocktail hours are included in the total reception hours. Additional fees will be assessed for each portion of an hour after five hours. Receptions must end by 9:00 p.m.
	<b>Outdoors</b>	<b>up to 200</b>	<b>\$800.00</b> Tables and chairs are <b>not</b> included. A fee of \$150.00 will be assessed for each portion of an hour after 5 hours.
	<b>Indoors Dining Room Activity Room Break Room Living Room</b>	<b>48 or less</b>	<b>\$800.00</b> Tables and chairs are included. Meal must be served in the mansion dining room. A fee of \$150.00 will be assessed for each portion of an hour after 5 hours.
	<b>Indoors Library Living Room Break Room Activity Room</b>	<b>Up to 100</b>	<b>\$2,500.00</b> Tables and chairs are included. Not available with indoor weddings. A fee of \$250.00 will be assessed for each portion of an hour after 5 hours.
	<b>Mansion Terrace</b>		<b>\$800.00</b> This fee is assessed if the center provides tables and/or chairs for use on the mansion terrace.
<b>Alcoholic Beverages Agreement</b>			<b>\$100.00</b> A separate agreement is required for each function of your event. If your event requires more than one agreement you will only be charged a onetime \$100.00 fee.
<b>Kitchen Use</b>			<b>\$150.00</b> The kitchen is to be used only for the prepping and staging of food. Cooking, use of the dishwasher and access the refrigerators are not permitted. Not available for outdoor receptions.
<b>Kitchen Cleaning Fee</b>			<b>\$100.00</b> This fee will be assessed if the kitchen is not properly cleaned after use.

**(All fees are plus applicable taxes)**  
**Prices are subject to change without notice.**

## Overnight Accommodations

The mansion bedrooms are currently being upgraded. Please contact the Center office for information and current pricing.

## Meals

### Reception

Kings Gap does not have a list of approved caterers so you are free to select your own. The center will cater indoor receptions for 48 or less, but does not cater larger indoor or any outdoor receptions. Contact the center for additional details on Kings Gap catered receptions. All caterers are required to meet with the center staff prior to event and are required to have valid Pennsylvania State Park Commercial Use License with Kings Gap. The annual license fee is \$100.00. The fee is annual fee and not a per event fee. Contact the center office for details.

- Alcohol is permitted with signed agreement. A separate agreement is required for each function of your event.

The mansion kitchen is available for food assembly and staging during indoor receptions. The kitchen is not available for outdoor 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.

### Rehearsal Dinner

**Meals are prepared on site by the Kings Gap Kitchen Staff.**

- A minimum of 15 guests is required.
- Dining room capacity is 48. If the reception is scheduled for inside the mansion, the rehearsal dinner may need to be served in a room other than the dining.
- Alcohol is permitted with signed agreement. A separate agreement is required for each function of your event.

**Use Fee:** \$200.00 (A use fee will not be charged if the mansion rented for ceremony and/or reception)

### **Appetizers & Dinner (\$27.00/ person):**

- Includes appetizers: cheese ball, vegetable tray with dip and snack crackers.
- Dinner includes: garden salad & dressings, two entrees and two sides. Menu is available on request.
- Served with coffee, hot and iced tea and dessert.

**(All fees are plus applicable taxes.)  
Prices are subject to change without notice.**

## Additional Meals

Meals are prepared on site by the Kings Gap Kitchen Staff.

- A minimum of 15 guests is required for food service.
- Dining room capacity is 48
- Alcohol is permitted with signed agreement. A separate agreement is required for each function of your event.
- Menus are available on request and include options and selections.
- No Use Fee

Meal Cost: (per person)

Breakfast: \$8.00 - \$10.00		Dinner: \$16.00 - \$25.00
Breakfast/Brunch Buffet: \$13.00		Snacks: \$2.50 - \$7:00
Lunch: \$9.00 - \$22.00		

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

**(All fees are plus applicable taxes.)**  
**Prices are subject to change without notice.**



**Cameron-Masland Mansion**

For additional information contact Kings Gap:

**717-486-5031**

**Monday - Friday: 8:00 a.m. to 4:00 p.m.**

**Or**

**[kingsgapsp@pa.gov](mailto:kingsgapsp@pa.gov)**