



*Congratulations on your engagement! Welcome to Ewing Cultural Center, and we are delighted that you are considering it as the site for your wedding celebration. It is our pleasure to discuss our facility and amenities with you.*

The grounds and Ewing Manor are a splendid setting for weddings and receptions. It is beautiful virtually all year long, with each season more spectacular than the last. The property is comprised of approximately 6 acres of land, and features several gardens within a tree-bordered estate. There are several areas that lend themselves to ceremonies, dinners and celebrations. If you are planning a dance as part of your festivities, our courtyard is intimate and convenient. While the house itself has a relatively small capacity, it is available to you and your guests as well as part of your rental fee.

Please consider carefully the enclosed materials and guidelines. Because it is a historic property, Ewing has many restrictions and limitations, and you may find that it does not fit with your plans. Please bear in mind that most of the house is not air-conditioned, and access to all areas of the property involves stairs and uneven surfaces. We will do our very best to accommodate your needs and advise you as you plan your event, but we do enforce our policies.

Please do not hesitate to telephone or email the Director of Ewing Cultural Center if you have any questions. You may visit the grounds every day from 8:00 a.m. until dark. Our staff is very small, and for this reason, we do ask that you schedule an appointment to inspect Ewing Manor and to meet with staff, and that you do your best to bring all interested parties together so that meetings are efficient and limited in number.



## *Weddings at Ewing Cultural Center*

The lovely grounds and regal manor house at Ewing Cultural Center are a perfect setting for weddings and/or receptions. Wedding ceremonies and receptions can be outside on the lawns and plazas, within the courtyard, or inside the house. Because of the limited number of dates available for weddings, it is wise to contact Ewing Cultural Center as early as possible in the planning process. There are restrictions on the size of events that can be accommodated, particularly inside the house. Please make an appointment with the director to inspect the property and discuss possible wedding arrangements.

Ewing Manor is a historic house. Every attempt shall be made to accommodate the needs of renters, but preservation of the house and grounds must be the first priority. Every regulation has been crafted because an occasion required it. Please respect the policies for use of Ewing Cultural Center, and provide them to your caterer and family. A complete list of policies is contained in the wedding packet, which can be downloaded from this page.

### Facilities

The Ewing Cultural Center provides an elegant setting for your wedding and/or reception. The manor house, originally completed in 1929, provides a classic backdrop to complement your event. The spectacular Genevieve Green Gardens surround the house, and offer many settings for ceremonies.

### **Rooms Available**

#### Gold Room

Ceiling Height: 9 feet

Dimensions: 16' by 40' (640 sq. ft.)

Capacity:

90 Theatre style

50 at round tables

#### Living Room

Ceiling Height: 15 feet

Dimensions: 16' by 25' (400 sq. ft.)

Capacity:

30 Theatre style

8 to 10 at comfortable seating; additional chairs can be added

#### Sun Room

Ceiling Height: 9 feet

Dimensions: 12' by 16' (192 sq. ft.)

Capacity:

2 tables (banquet or round) for food and beverage service

#### Dining Room

Ceiling Height: 9 feet

Dimensions: 15' by 18' (270 sq. ft.)

Capacity:



Dining table and sideboards for food service

**Equipment Available (indoor use only)**

- Stereo system (CD changer, tuner); speakers located on main and lower level
- 6' and 8' rectangular tables
- 48" and 60" round tables
- Cocktail/pub tables
- Pianos

**Setup**

Lower level

The lower level meeting room can be set up for banquet or theatre-style seating. There is a lower level foyer for food and beverage stations. There are elegant bathrooms that can be accessed from the exterior as well as the inside of the house.

First floor

On the first floor the dining room and sunroom are available for food and beverage stations. The living room and library have comfortable seating for gathering.

Tables and chairs for interior setup are furnished by Ewing Manor. Tables and chairs for outdoor events are not provided. The renter must make arrangements for delivery, setup, and removal of tables, chairs, tents, and any other equipment for outdoor use.

**Amenities**

- Air-conditioning is available on the lower level.
- There are 200 parking spaces at St. John's Lutheran Church (There is no parking on Ewing grounds or driveways)
- 2500 feet of pathways around the site
- The entire campus is illuminated for evening events
- There is a second-floor changing room for the bride

*Please note that Ewing Cultural Center is a smoke-free campus. Pets are not allowed except for assistance dogs.*

**Caterers**

Renters are free to use the caterer of their choice. All caterers must complete an application and provide a certificate of insurance for liability and workman's compensation insurance. Ewing Cultural Center does not provide equipment for the preparation or service of food and drink. Table skirting is provided at no cost. Tablecloths are available for purchase (disposable) or rental (white cloth), or they can be provided by the caterer.

*Note: The kitchen at Ewing is not approved by the Health Department for food preparation.*

**Accessibility**

Accessibility to all areas of Ewing Cultural Center involves stairs and uneven surfaces. The grounds, including pathways, are accessible.



### Caterers

This is not a complete list of local caterers; this list represents only those that have catered here in the past or have been recommended to us. If you use a caterer who has not worked at Ewing Manor, please ask the manager to arrange to meet with the Director at least 30 days prior to your event. An application must be completed and certificates of insurance provided. All caterers must be approved by the Director.

**Biaggi's**

(309)661-8322

**CJ's Catering**

(309)829-3443

**Campus Dining**

(309)438-3913

**Central Station**

(309)828-2323

**Chateau Hotel**

(309)665-5699

**Country Thyme Tea Room**

(217)379-4800

**Doubletree Hotel**

(309)664-6446

**Fireside Inn**

(309)365-8711

**Lancaster's Fine Dining**

(309)827-3333

**Michael's Catering**

(217)351-2500

**Nelson's Catering**

(217)787-9443

**Redbird Catering**

(309)828-8000

**Insurance**

The caterer and any other vendor servicing your wedding is responsible for providing the director of Ewing Cultural Center with a Certificate of Insurance naming Illinois State University Foundation, Ewing Cultural Center, as a certificate holder. The coverage should include a minimum limit of \$500,000 per occurrence for general liability and \$500,000 per occurrence for products and completed operations. If the vendor has employees that will be working at Ewing Cultural Center, workers' compensation coverage with minimum limits of \$100,000/\$100,000/\$100,000 is required. There are no exceptions. The certificate of insurance must be received 30 days in advance of the event. Without it, the vendor will not be allowed to service the event. If alcohol is to be served, caterer must also provide evidence of the necessary license required by the City of Bloomington.



### Tents

Listed below are the tent vendors that are approved to erect tents at Ewing Cultural Center. Vendors must agree to conform to the guidelines regarding the use of the property. Tents are to be erected by appointment and only under the supervision of Ewing Cultural Center staff. Tents may be erected no earlier than the day before the event, and must be removed no later than 3:00 the following Monday. Many of the vendors listed below can also furnish tables, chairs, dishes and linens. Any vendor furnishing equipment at Ewing Cultural Center must be informed that their vehicles are not allowed within the courtyard or on the lawns and therefore equipment often must be carried some distance. Staking of tents is allowed in specific areas of the courtyard only, and a vendor who fails to limit staking to approved areas will be asked to remove the tent immediately. When tents are to be erected on the lawns, the vendor is required to meet with Ewing staff to identify locations of irrigation equipment. Failure to do so will prevent the erection of the tent. Electric power can be provided to tent locations; please notify the Director of Ewing Cultural Center of the electrical requirements.

**Bloomington Tent and Awning**  
(309)828-3411

**Champaign County Tents**  
800-252-1355

**Parties Plus**  
(309)662-9542

**Sunrise Tents**  
(309)378-2313

**The Party Tree**  
(217)793-5037

**Weaver's Rent-All**  
(309)452-7368



## Wedding Guidelines

The lovely grounds and regal manor house at Ewing Cultural Center are a perfect setting for weddings. Ewing Cultural Center can be the site for both wedding ceremonies and receptions outside on the lawns, within the courtyard, or inside the house. A deposit is required to reserve for weddings, and there are a limited number of available dates, so it is wise to contact Ewing Cultural as early as possible in the planning process. There are restrictions on the size of weddings that can be accommodated, particularly inside the manor house. Please make an appointment with the director to schedule an appointment to get information regarding weddings and to inspect the property.

Ewing Manor is an historic house. While this list of rules may seem lengthy, please understand that they have been made to ensure that future generations may continue to enjoy to beauty of the house and grounds. Every attempt shall be made to accommodate the needs of renters of Ewing Cultural Center, but preservation of the site must be the first priority. Every rule has been written because an occasion required it. Please respect the policies for use of Ewing Cultural Center and provide these rules to your caterer and family.

1. The renter is responsible for leaving the house and grounds clean. All debris must be disposed of. The caterer is responsible for cleanup of the kitchen area and all other areas where food or beverages are served. The renter must make sure that their caterer is aware of this responsibility, or the renter must assume it. Manor personnel are not responsible for clean up.
2. It is important that everyone servicing the event and those attending it be aware of the time arrangements that you have designated with Ewing Manor. This includes the caterer, florist, bartender, cake provider, photographer, etc. The house will not be open prior to the agreed upon time. All set-up and clean-up must take place within the designated time frame. Tents, tables and chairs, etc. may be set up on the grounds by the renter earlier during the day by request. **Receptions must conclude no later than 11:00 p.m., including clean-up.**
3. The use of glitter, confetti, or any other product that is difficult to clean up is not permitted.
4. Bird seed, confetti, or rice may NOT be thrown on Ewing Manor premises. Please do not release balloons on the premises. Light-colored flower petals are permitted only if the renter immediately cleans them up.
5. Animals are not allowed on the grounds of Ewing Manor, with the exception of assistance dogs. Arrangements must be made with the manor director there is going to be a horse and buggy on the site.
6. Children must be supervised at Ewing Manor. Please do not allow children to run, pound on the piano, play with artifacts or equipment, or use crayons or markers inside the manor. Climbing on site furniture, trees or fences is not allowed. Ewing does not provide space for children to spend the day; they must remain with their parents.
7. Permission to decorate the inside or outside of Ewing Manor must be obtained from the director.
8. A representative from the wedding party must remain until all guests have departed.
9. Please be informed that Ewing Cultural Center is smoke-free, both indoors and out of doors.

## Facility Usage/House

1. Nails may not be placed in any wood on the property nor can adhesives be used on any part of the Manor house, interior or exterior. The stairway candles may not be lighted at any time.
2. The use of live evergreens is not allowed inside the facility.



3. Dancing is permitted on the lower level only.
4. If candles are used they must be in a glass enclosure taller than the top of the candle flame.
5. Food and drink may be served from the sunroom, dining room and lower level only. The sideboard and dining table must be covered with pads and cloths.
6. The changing room on second floor of the facility is available to the bride's party for dressing when the wedding is taking place at Ewing Manor. No food or drink is allowed on the second floor. This area is not open to the public. Men in the bridal party may dress in the downstairs service room or restrooms.

### **Grounds**

1. The grounds may not be altered in any manner.
2. Flowers or bulbs may not be removed from the property.
3. The outdoor theatre may not be used by any renting party.
4. Please be aware that the landscaping on the property must be protected. Walking in the flower beds severely damages our plant collections by compacting the soil and injuring the plant material. If any member of the wedding party, or any vendors servicing the wedding damages any plant materials, there will be a replacement fee charged to the renter.
5. Children may not be allowed to climb on trees, rocks or fountains. They must remain with their parents at all times.

### **Equipment**

1. Supplies and equipment at Ewing Manor may be used by permission only. Caterers are expected to bring the required linens, dishes, glassware, silverware and paper products. Garbage bags are available for the use of trash removal; receptacles for the outside can be provided by request. A dumpster is located just outside the east courtyard entrance for the disposal of garbage.
2. The kitchen at Ewing Manor is equipped with microwave, stove, refrigerator and dishwasher which may be used by the caterer or renting party. The kitchen is to be used for last-minute food preparation only. It is not approved by the health department for cooking of meals. The kitchen is not available to caterers prior to the beginning of the rental time.
3. The manor has pianos and stereo equipment for the use of renters indoors. Renters may bring compact discs and a staff member will load them; the stereo system may not be connected to equipment brought in by renters.
4. No equipment owned by Ewing Manor may be taken out of the building; it is for interior use only. Do not remove any item or put any item away without consulting with and obtaining permission from a staff member.
5. There are many locations to which electric power can be provided. Please notify the Director in advance of any power needs. The renter must provide any extension cords that are needed.

### **WEDDING CHECK LIST**

1. Be sure that your caterer, photographer and beverage, cake and flower vendors know the exact time the house will be open. Emphasize that it will not be open prior to the time you give them. Your rental time must include the set up, wedding and/or reception and clean up. Set the time for clean up to begin so that you do not run over your time limit.



2. Your guests must park at St. John's Church, and should cross the street at the corner of Towanda Avenue and Emerson Street. Be sure you have indicated this to them either through the invitation. There is ample parking at St. John's in the front, side and back lots. No vehicles may park on the grass. **Parking on the Manor drives or property is not allowed.**
3. Be sure that all of your vendors know what equipment they are to provide. This includes linens, utensils, tableware, etc. All equipment brought in for the event must be removed from the house the day of the event. Be sure that vendors know this or arrange for a member of the renting party to take it with them. Ewing is not responsible for any items left behind after an event.
4. Tents may be erected on the day before the event and must be removed no later than the Monday following the event. All tables and chairs must be folded and stacked under the archway to the north lawn. Ewing Manor cannot guarantee the security of tents, tables, chairs or equipment delivered before an event or left after, including the kitchen porch. The renter assumes this liability when such equipment is stored on the premises. There is garage space available for rental for items that must be in a secured space.
5. Ewing Manor is not open to the public. It is not available for tours, and we request that you do not ask the staff to make it available for viewing outside of your rental time. We are happy to make appointments on a limited basis for you to bring your caterer, florist, coordinator, etc. as you plan your wedding.
6. Please plan ahead! You must bear in mind the size restrictions at Ewing Manor. Have a contingency for bad weather; there is very limited seating for ceremonies and banquets within the house. If you are planning an outdoor event, keep in mind that there are uneven surfaces and perhaps suggest to your guests that they dress appropriately. Similarly, be mindful of the fact that the building is not air conditioned. Insects are always present out-of-doors and we cannot guarantee that they will not trouble you and your guests.

*Thank you for choosing Ewing Cultural Center for your event and for your observance of the policies governing its use.*

**I have read the guidelines and agree to be bound by them.**

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Responsible Party

Date



## EWING CULTURAL CENTER

### *Reception Agreement*

Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_

Reservation Date \_\_\_\_\_ Type of Event \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Time of Event \_\_\_\_\_

*Please read the following guidelines, sign and return 1 copy to Ewing Manor, 48 Sunset Road, Bloomington IL 61701.*

1. Weddings and receptions will be limited to 150 people. No more than 50 people can be seated for dinner inside the manor.
2. Tables and chairs will be provided for indoors only. Tables, chairs, and any other required equipment for outdoors must be acquired from a vendor. Renter must make arrangements for delivery, set up and removal of all chairs and tables. Tables and chairs must be stacked under the north archway after the event. Dishes, linens, etc., may be left on the kitchen porch.
3. Belongings of the renter must be removed from the site on the day of the event. Ewing Cultural Center is not responsible for the security of any items left on the site.
4. A professional caterer, approved by the Ewing Manor Director, must cater all receptions. Caterer must provide proof of insurance no later than 30 days prior to event. Ewing Manor will not provide any equipment or staff for preparation, service or clean up of refreshments.
5. Dancing is limited to the lower level room in the Manor or the courtyard outside. Amplified music is limited to the courtyard outside. Renter must have prior approval from the Director for any entertainment group desired. Renter may use the grand piano and electric piano in their present locations. They may not be moved.
6. Alcohol is permitted on the premises in accordance with state and local regulations. Renter should be aware that the insurance coverage held by Ewing Cultural Center does not cover their personal liability. Proof of liquor liability coverage is required.
7. The Ewing Manor Director must give clearance for use of tents. Tents may be erected no earlier than the day before the event, and must be removed no later than the following Monday. The tent vendor must meet with Ewing staff prior to the day of installation to locate tent and irrigation equipment. Renter must furnish the Director with the time for tent erection; all tents must be erected under the supervision of Ewing staff.



8. Parking is restricted to the St. John's Lutheran Church lots. Guests must be notified that they are to park in the church lots. Parking will not be permitted in the driveways and no vehicle may be driven or parked on the grass at Ewing Cultural Center.
9. The renter will be held responsible for the conduct of their guests and all of their vendors. The renter agrees to pay for all damage that may occur to the building, grounds, furnishings and equipment as a result of the scheduled event, including damage caused by a vendor. Damage determination shall be at the discretion of the Director.
10. The second floor of the Manor has a changing room for the bride when the wedding is taking place at Ewing Cultural Center. No food or drink may be consumed on the second floor; the only exception is if the bride and groom wish to have a toast from the balcony.
11. The Illinois Shakespeare Festival uses the theatre area for rehearsal each evening beginning the last week in May through the last week in June. Signing this agreement accepts the condition that the theatre may be in use during your event.
12. The Genevieve Green Gardens are open to the public. Renter accepts the condition that visitors to the gardens may be present during rental time.
13. No decorations or lights may be placed on the plants or their containers. Movement of potted plants by anyone in your party or by any of your vendors will result in forfeiture of your damage deposit.
14. Ewing Cultural Center, including all buildings and grounds, is smoke-free. Pets are not allowed on the property.
15. Fee policy:
  - a. \$1,800.00 for use of the Manor and/or grounds up to 5 hours (minimum rental).
  - b. A charge of \$250.00 for each additional hour of use for reception will be assessed.
  - c. Additional time for rehearsal may be rented at the rate of \$100.00 per hour (inside only, no charge for outside).
  - d. A payment of \$500.00 is due 6 months prior to the event; a payment of \$500.00 is due 3 months prior to event; the final payment is due 14 days prior to event. Once received, these payments are not refundable in the event of cancellation. Checks are made payable to the Illinois State University Foundation.
  - e. Reception indoor setup, reception and clean up must take place within the rented time segment. Outdoor setup may be done on the day of the reception without charge. This must be arranged with the Director. The house will be open during the designated rental time only. Receptions must conclude no later than 11:00 p.m., including clean-up.
12. A \$500.00 damage/cancellation deposit must accompany this signed agreement in order to hold the reservation. If the reservation is canceled, this deposit will not be refunded. The deposit is not applied toward the final payment. It is returned following the event, assuming there is no damage.



I have read the above terms and agree to be bound by them.

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Renter

Date



## **LIQUOR LIABILITY STATEMENT**

Return one copy to Ewing Manor with your contract.

If any alcoholic beverage is served to or consumed by anyone in attendance during the event you have scheduled at Ewing Manor and any misfortune should result, it is possible that you might be held liable. Therefore, if your event includes the consumption of liquor, you are required to provide host liability insurance covering you with respect to the event. The insurance carried by Illinois State University Foundation for its protection does not cover you as its licensee. You should contact your own insurance agent for coverage or, if you wish, you may apply for it through The Van Gundy Agency, Inc., Normal, Illinois, who looks after the Foundation's insurance program.

Alcoholic beverages must be served in accordance with state and local regulations. Please note that the City of Bloomington has very specific regulations regarding the sale of alcohol. Please contact the director of Ewing Cultural Center if you intend to have a cash bar.

I have received a copy of the above statement, have read and understand same.

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Renter

Date



## Frequently asked questions

1. *How far in advance should I reserve the date?*

Weekends in the spring and September are most in demand, and usually require a reservation one year in advance. Ewing Cultural Center is the home of the Illinois Shakespeare Festival, which takes place from the third week in Jun through the second week in August; the site is not available for weddings during the Festival. Please call the director to inquire about availability.

2. *How many guests can be accommodated at Ewing Cultural Center?*

The maximum number of participants is set at 150, including the wedding party. No more than 90 people can be seated inside to witness a ceremony. Dinners for more than 50 must be outside, rain or shine. If you are planning a stand-up reception, all guests can be accommodated in the house in case of inclement weather.

3. *Can alcohol be served at Ewing Cultural Center?*

Yes, alcohol can be served based on state and local regulations. A licensed and insured vendor must pour the alcohol (usually the caterer can provide this service). Proof of liquor liability insurance is required.

4. *Am I required to use a designated caterer?*

You may use the caterer of your choice. If the caterer you select has not worked previously at Ewing Cultural Center, we do ask that they meet with the director at least 30 days in advance of your event. The staff at Ewing will be happy to offer any guidance you require in selecting a caterer. A certificate of insurance for the catering operation is required.

5. *What is provided as part of the facility rental fee?*

For the most part, your fee is for the use of the facility only. Tables and chairs inside the house are included in your fee. Food and beverage service, equipment for outdoors (tables, chairs, PA equipment, tents, dance floors, etc.) must be arranged for by the renter. Ewing can provide electric power to most areas of the site; in some cases it may be necessary for the renter to provide drop cords.

6. *Can I decorate at Ewing before my event?*

You set your rental time (5 hours minimum) and your fee is determined by it. You will not have access to the house prior to that time. You may do set up and decorating outside the day



before or earlier in the day of your event. However, Ewing cannot assume responsibility for the security of your property and rented equipment.

7. *Where do the wedding party and guests park?*

Ewing Cultural Center has an arrangement with St. John's Lutheran Church across from Ewing to the south. There is ample parking on the north, west, and south parking lots. From the St. John's lot, please use the crosswalk on the corner at the stoplight. For your own safety, Ewing and the City of Bloomington strongly urge you not to use any other location to cross the street. No parking is allowed on the Ewing Cultural Center property.

8. *Is Ewing Cultural Center accessible?*

Many parts are accessible to persons with disabilities; however, some areas do involve stairs and uneven surfaces, most notably the restrooms. Please contact the director if you need an accommodation.

9. *Is smoking allowed?*

All areas, inside and out, are smoke-free.

10. *How do I arrange a tour of Ewing Cultural Center?*

The grounds at Ewing Cultural Center and the Genevieve Green Gardens are open to the public from 8:00 a.m. until dusk. To view the interior of Ewing Manor, we suggest you view the images elsewhere on this web site. If you are interested in renting Ewing for your event, please call the director and schedule an appointment to tour the facility during business hours Monday through Friday.

11. *If I cancel my reservation, will I get my money back?*

Payments are made in phases prior to the wedding and become non-refundable as the date of the wedding nears. If you cancel more than 6 months prior to your wedding and we are able to rebook the date, your \$500 deposit will be refunded to you. Similarly, each \$500 payment becomes non-refundable. The reason for this policy is that, because of the planning required, it is very difficult to fill a wedding date 3 month or even 6 months out. Keep in mind that this date has been held for you for many months. The revenue generated by weddings and receptions is very important to the operations at Ewing Cultural Center, and a late cancellation has a negative impact on our income. We will cheerfully refund your payments if we are able to rebook your date.