
AMELITA MIROLO BARN

..... *Wedding & Event Facility*

4395 Carriage Hill Lane • 614-583-5330 • www.amelitamirolobarn.com

Updated April 2016

Rental FAQs

FACILITY RENTAL:

Can I take a tour of the facility?

Yes. You can schedule a tour by calling 614-583-5330 or emailing josborne@uoah.net.

How do I rent the Amelita Mirolo Barn?

A **non-refundable** deposit of \$200 (Fri: 5 pm-11pm, Sat & Sun) or \$50 (Mon-Thu, Fri: 5am-5pm) is required to hold a reservation date. The renter must complete a contract and pay the balance 90 days before their scheduled reservation.

How many hours should I rent the Amelita Mirolo Barn?

You should include ample time to decorate/set-up your event, time during the event, and clean up. An hour prior and an hour after your rental time is suggested. For large events two-three hours is suggested prior to your event and an hour after.

Can I have a wedding ceremony and reception at the Amelita Mirolo Barn?

Yes. Wedding ceremonies can be indoors or outdoors. We have a lovely patio area facing a pond that can be used for an outdoor ceremony.

What decorations can I use?

NAILS, TACKS, TAPE AND STAPLES ARE NOT ALLOWED. You may use wire or other non-marking methods of securing decorations. No helium balloons, confetti, glitter, sand, rice, birdseed or fireworks are allowed. Votive candles and enclosed candles are acceptable for use. **NO OPEN FLAMES ARE ALLOWED (UNITY CANDLE IS THE ONLY EXCEPTION)**. All decorations must be removed at the end of your event.

CATERING AND ALCOHOL:

Can I bring my own food?

Yes. If you are having a potluck event or bringing food and/or beverage that does not require catering services there is no additional charge. Renters are responsible for managing the food tables, clearing guest tables of trash, and completing kitchen cleaning checklist at the end of the event.

Can I use a caterer that does not appear on the Amelita Mirolo Barn Permitted Caterers List?

Caterers not on our permitted caterers list must be pre-approved by the Recreation Supervisor and complete a One Time Caterer Contract with the City of Upper Arlington prior to the event. **Alcohol must be served through a permitted caterer.**

Is alcohol permitted?

Yes. Alcohol is permitted from 6 am-10 pm on the weekends and 6am -9pm Sunday-Thursday during the school year. The renter will pay a \$150 fee and complete an alcohol contract with the City of Upper Arlington if alcohol is served.

Is there a catering fee?

Yes.

12% of total food and non-alcoholic beverage charges for caterers on the AMB Permitted Caterer's list
20% of total food and non-alcoholic beverage charges for caterers NOT on the AMB Permitted Caterer's list

The caterer is charged this fee which is then passed along to the renter – renters will see this fee on their catering bill

Can I bring, purchase and serve alcohol?

No. Renters must work with one of the Amelita Mirolo Barn Permitted Caterers. Permitted caterers must handle and distribute all alcoholic beverages. **Alcohol cannot be dropped off at the facility prior to the arrival of the permitted caterers.**

Can the caterer I have selected that DOES NOT appear on the Amelita Mirolo Barn Permitted Caterer List provide alcohol?

No. Amelita Mirolo Barn Permitted Caterers can ONLY purchase and serve alcohol.

FACILITY QUESTIONS:

What is the maximum amount of guests allowed in the Amelita Mirolo Barn?

The maximum capacity for inside the facility is 150. The barn provides tables and chairs for 150 guests. If guest counts exceed 150 renters may arrange to have a tent setup on the west patio and rent additional chairs for up to 200 guests from an outside vendor. We can only accommodate 150 guests for wedding ceremonies.

Do I have to set up tables and chairs?

No. Barn staff will set chairs and tables based on discussed floor plan prior to arrival time.

Can tables and chairs be set up outdoors?

Yes. Tables and chairs can be set up on the covered stage area and patio areas. No tables and chairs on the grass surrounding patios and stage areas.

What cleaning responsibilities do I have?

Renters are responsible for cleaning up all decorations and items brought in for the event. Caterers will be responsible for cleaning the kitchen area and removing trash. In the case of an event without a caterer renters are responsible for cleaning the kitchen at the end of the event.

Are cleaning materials/trash bags provided?

Yes.

What time does the facility close and when will I have to leave?

The barn closes at 11pm on the weekends (the barn will close at 10pm Sunday-Thursday during the school year). Events must end at 10pm (9pm Sunday-Thursday during the school year). This allows for one hour of cleanup after the event ends. Clean up must be completed by closing. All guests and rental party must be vacated from the facility at this time. This includes caterers.

Are pets allowed in the facility?

Pets/animals are not permitted in the facility, except seeing-eye guide dogs or service dogs for the impaired.

