

# Event Rental Information for The Karlan Mansion



Wilderness Road State Park  
8051 Wilderness Road  
Ewing, VA 24248  
(276) 445 – 3065

Hours of Operation: 8 a.m. – 4:30 p.m.

[www.historicmartinsstation.com](http://www.historicmartinsstation.com)  
[www.friendsofwildernessroad.org](http://www.friendsofwildernessroad.org)

## **WILDERNESS ROAD STATE PARK MANSION RENTAL PROCEDURES**

The Karlan mansion is available for rent. Park office hours are; Monday - Friday from 8:00 a.m. – 4:30 p.m. Appointments can be scheduled to view the mansion for potential rental. It is recommended you view the facility before renting.

### RESERVATION PROCEDURES

After initial contact, a tentative reservation will be made. The Park will forward you a rental packet with a special use permit application and a list of rental guidelines. Your tentative reservation will be held for (15) fifteen days from the date of initial contact. During this time you should schedule an appointment to view the facilities and make payment in full. Please fill out and sign the Special Use Permit Application and one of the rental guidelines, keep the other copy of the rental guidelines for your reference, and return the forms. Checks should be made payable to the **Treasurer of Virginia** and sent along with the special use application and guidelines sheet to:

**Wilderness Road State Park  
Attention: Mansion Rentals, 8051 Wilderness Road, Ewing, VA 24248  
(276) 445 - 3065**

### CANCELLATIONS

Full refunds will be given if the event is cancelled at least (90) ninety days prior to the scheduled date. Half refunds will be given if cancellation is made (30-89) thirty to eighty-nine days prior to scheduled date. No refund will be given if cancellation is made less than (30) days prior to scheduled event.

### MANSION RENTAL FEES

One day rental of Mansion: \$350 + Tax (8AM – closing)  
Additional Hours after Closing: \$25 + Tax (per hour)  
Each additional day: \$150 + Tax  
**Refundable** Cleaning Deposit: \$150

There is no charge for a two hour rehearsal on the previous evening IF the Mansion is available. If the mansion is needed to set up tents, tables, chairs, decorations, etc. on the previous day there is a \$150 charge.

### OCCUPANCY LIMITS:

Limits will be determined by which areas the group wishes to use. Occupancy limits shall be adhered to by all groups using the facility. Maximum occupancy in the mansion is 75. Maximum occupancy on the grounds is 400.

### EVENT COMPLETION AND CLEAN UP:

Events and the clean up must be completed by the end of your rental period. It is the responsibility of the renter to allow enough time to clean up after the event. If a function exceeds the scheduled time, an additional fee will be charged.

**WILDERNESS ROAD STATE PARK  
KARLAN MANSION RENTAL GUIDELINES**

1. Smoking is not permitted in any area of the mansion. Persons wishing to smoke must do so outside and dispose of their smoking materials in designated containers.
2. No decorations, lights, nails, staples or tape are to be attached to the exterior structure of the mansion, shrubbery or trees contained in the grounds area. If stakes are used to support a structure, they must not be within a ten (10) foot radius of any trees or shrubs.
3. No vehicles are allowed in the circle drive or garage parking areas except for the unloading or loading of catering and decorating supplies. Vehicles must be removed promptly after unloading and loading.
4. Rental parties and guests are not allowed in the guest house area, parking garage, and private areas at any time. Visitors are allowed upstairs to use the bathrooms and bride changing room only.
5. Rice, confetti, glitter, etc. may not be used on the grounds or in the mansion. Bird seed or rose petals may be used on the grounds, but not in the mansion.
6. No picnic tables, trash containers, or other equipment will be moved from its current position unless discussed prior to the function.
7. Rental parties and/or their guests will not deface, alter, remove or destroy any flower, tree, shrub, plant, or rock during their rental function.
8. Electrical outlets are available for outside use on the grounds. The rental party will provide grounded extension cords.
9. Music and entertainment noise levels must remain at an acceptable level. Music must end by 10:00pm.
10. Rented tents are to be put in place one day only before the event and taken down at least two days after the event. This applies to dance floors also.
11. **\*\*Rental parties are responsible for providing tables, chairs, tablecloths, and any other equipment needed during the function.**
12. Wilderness Road State Park rented tables and chairs must not be left out over night.
13. No pets are allowed inside the mansion. Pets are allowed on the grounds, but must be on a 6-foot leash and supervised. Pet owners must clean-up after their pets.

**\*\*WRSP has tables, chairs, and linens available for rent. See list attached.**

Mansion and Grounds (Page 2)

14. Employees will be available at the mansion, the maintenance compound or visitor center in case of an emergency or if assistance is needed. There is a phone in the mansion for emergency calls only.
15. The park has designated parking areas. The renter is responsible for providing individuals to park cars before the event and to let traffic out at the end of the event. Parking for 50 vehicles at the Visitor Center is provided for the renter. Additional parking will be subject to the Park's parking fee.
16. The renter will be provided with a clean facility. It is the renter's responsibility to return the facility in a like manner. The renter is also responsible for the removal of all decorations. Garbage and waste must be bagged. Park employees will dispose of garbage bags.
17. Decorations must be free standing. No decorations, signs, etc. may be hung from or on walls, woodwork, pictures, windows, light fixtures, mantels or ceilings in the mansion. All decorations on the stairway must be artificial and attached with wrapped floral wire or pipe cleaners. No tape is to be affixed to any of the above areas.
18. No one is allowed to adjust the thermostats located in the mansion. If a temperature adjustment is desired, please contact park personnel and they will adjust the temperature.
19. All live plants must be in a pot or vase with a drip pan underneath.
20. No fires are allowed in any of the mansion's fireplaces.
21. Candles are allowed for decorations but may not be lit. Only canned fuel will be allowed for heating food in chafing dishes.
22. Coasters are required for any beverage container that is placed on the woodwork, cabinets, tables, or countertops within the mansion.
23. Please ask for staff assistance when moving tables, chairs and furniture.
24. Renters will be held responsible for any damage that occurs by the renter and his or her contract labor such as caterers, florist and/or decorators. The cost for any damages, repairs or replacements will be charged to the renter.
25. All Virginia State Park Regulations apply to events.

I have read and understand the above guidelines. \_\_\_\_\_  
(Signature) (Date)

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I have read and understand the above guidelines. \_\_\_\_\_  
(Signature) (Date)



### State Parks Special Use Permit Application

Please fill in all areas below as completely as possible. If a question does not apply, use N/A. Allow up to thirty days for processing. Please enclose a \$11 nonrefundable processing fee for each event, made payable to the Treasurer of Virginia.

Return to:  
Wilderness Road State Park  
Route 2, Box 115  
Ewing, VA 24248

Permit Requested by: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Represented by: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location (State Park/Area in Park): \_\_\_\_\_

Date (Month/Day/Year): \_\_\_\_ \_\_\_\_, 20\_\_\_\_

Time Beginning: \_\_\_\_ Ending: \_\_\_\_

Number of people involved or attending: \_\_\_\_

Necessary to set up in advance? Yes  No  When? \_\_\_\_

Any exhibits or displays? Yes  No  Number and type: \_\_\_\_

Any special requirements? (show type, location, number and responsibility for cost and set up)

Electricity: \_\_\_\_

Water: \_\_\_\_

Signs: \_\_\_\_

Stage or Platform: \_\_\_\_\_

Public Address System: \_\_\_\_\_

Port-a-Johns: \_\_\_\_\_

Picnic Tables: \_\_\_\_\_

Any special personnel? (show type, location, number and responsibility for obtaining cost)

Law Enforcement: \_\_\_\_\_

Parking Attendants: \_\_\_\_\_

Rescue Squad (First Aid): \_\_\_\_\_

Fire Department: \_\_\_\_\_

Guest(s) of Honor (Who/How Identified): \_\_\_\_\_

Entertainment (Who/When/Location): \_\_\_\_\_

Items to be sold (Type/By): \_\_\_\_\_

Sales Tax Arrangements (Type/Collected by/Prizes): \_\_\_\_\_

Health Dept Requirements for Food Handlers (Type/By): \_\_\_\_\_

Control Point (Type/Location/Who): \_\_\_\_\_

Traffic Flow Control (Type/Location/Who): \_\_\_\_\_

Potential Safety Hazards (Type/Location/Who): \_\_\_\_\_

Registration or Attendance Fees: Yes  No

Amount: \_\_\_\_\_ Collected By: \_\_\_\_\_

Livestock or animals (Type/Number/Location): \_\_\_\_\_

Clean up (When/By): \_\_\_\_\_

Please summarize below the planned event and all involved activities:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency use only:Comments:

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Caterers**

### **Middlesboro, Kentucky**

J Milton' Steak and Buffet  
910 N 12<sup>th</sup> St  
Middlesboro, KY 40965  
(606)248 – 0458

### **Harrogate, Tennessee**

Gondolier's  
6715 Cumberland Gap Pkwy  
Harrogate, TN 37752  
(423) 869 - 8001

## **Accommodations**

### **Middlesboro, Kentucky**

Holiday Inn Express  
1252 N 12th Street  
Middlesboro, KY 40965  
(606) 248 – 6860

Cumberland Gap National Park  
Wilderness Road Campground  
604 S 21st St,  
Middlesboro, KY 40965  
(606) 248-5766

Downtown Inn & Suites  
1623 East Cumberland Avenue  
Middlesboro, KY 40965  
(606)248 – 5630

The Sleep Inn  
1260 N. 12<sup>th</sup> Street  
Middlesboro, KY 40965  
(606) 576-7523

### **Cumberland Gap, Tennessee**

Cumberland Gap Inn  
630 Brooklyn Street  
Cumberland Gap, Tennessee  
(423)869 – 3996

The Olde Mill Inn Bed and Breakfast  
603 Pennlyn Avenue  
Cumberland Gap, TN  
(423) 869 – 0868

### **Jonesville, Virginia**

Jonesville Motor Lodge  
PO Box 632, Jonesville  
(276) 346-3210

## **Rentals**

### **New Tazewell, Tennessee**

A Touch of Elegance  
New **Tazewell, TN**  
(800) 791-7004

### **Morristown, Tennessee**

Wedding & Party Rentals  
4335 Peace Drive  
Morristown, TN 37814  
(423)317 – 7771  
(423)748 – 4335

### **Johnson City, Tennessee**

Rental Party Linens  
100 Spring Street, Suite 100  
Johnson City, TN 37604  
(423)213 - 8983

### **Kingsport, Tennessee**

Kingsport Action Rentals  
1861 N Eastman Rd  
Kingsport, TN 37664  
(423)246 – 5181

## **Cakes**

### **Harrogate, Tennessee**

Clark's Cake  
165 Bolton Circle  
Harrogate, TN 37752  
(423) 869-8578

### **Kingsport, Tennessee**

Susie's Specialty Wedding Cakes (By Appointment Only)  
675 Rock Springs Road  
Kingsport, TN 37664

## **Horse & Carriage**

### **Tazewell, Tennessee**

Horse & Carriage Services  
273 Holt Ridge Road  
Tazewell, TN 83779  
(423)626 - 3042

## **Flowers**

### **Pennington Gap, Virginia**

4four Seasons Floral  
1546 West Morgan Ave Unit 1558  
Pennington Gap, VA 24277  
(276)546 - 9999

Norton's Floral  
1121 West Morgan Avenue  
Pennington Gap, VA 24277  
(276) 546 - 2571

### **Middlesboro, Kentucky**

Jim & Mary's Flower Shop  
2020 Cumberland Ave  
Middlesboro KY 40965  
(606) 248-5620

Henry's Flower Shop  
132 S. 21st St.  
Middlesboro KY 40965  
(606)248-3670

## **Photographers**

### **Ewing, Virginia**

Merrilee Hartley  
(276) 445 – 5185

## **Videographers**

### **Pennington Gap, VA**

Hartley Media LLC  
(276) 393 – 7970  
(276) 679 - 1260