

Frequently Asked Questions

How many people can the Allan House accommodate?

Indoors: 80 -120 (depending on the nature of event)

Outdoors: up to 275

Indoor/Outdoor: 250 is comfortable, up to 350 (again, depending on the nature of the event)

Can I choose my own vendors?

Yes. Our flexibility is our hallmark, and we pride ourselves in allowing you to bring in the vendors of YOUR choice, who meet YOUR needs and YOUR budget. Our only requirement is that a licensed and insured bartending company serves all alcohol.

Does the Allan House have preferred vendors?

Yes. We have a list of vendors that we have enjoyed working with in the past, have done a great job, and are familiar with the layout and rules and regulations of the house. However, you are welcome to bring in the vendors of your choice that fit within YOUR personal tastes and budget.

Is there a Manager on Duty during the event?

Yes, an MOD is on-site for the duration of the event to monitor compliance with rules and regulations as well as time constraints and ensure the event is running smoothly.

What type of events can be held at the Allan House?

We host an array of events including Holiday Parties, Rehearsal Dinners, Graduation Celebrations, Bar and Bat Mitzvahs, Anniversary Celebrations, Bridesmaids Brunches and Bridal Showers, Weddings and Receptions, Birthday Celebrations, and Quinceaneras. We also allow brides to take their bridal portraits in our beautiful 125-year-old mansion and luscious garden courtyard.

Does the Allan House cater?

No, we allow YOU to bring in the caterer of YOUR choice.

Does the caterer have access to a kitchen?

There is a kitchen staging area for caterers, with large sinks and sufficient counter space for food prep. There is also an outdoor staging area for caterers if needed, out of sight from the event.

How many bathrooms do my guests have access to?

There are 2 large restrooms; 1 on the first floor of the house and another on the second floor of the house.

Who is responsible for cleaning after an event?

It is the client's responsibility to arrange for post-event clean up. In most instances, the caterers will stay through the end of the event and ensure the house and grounds are both clean to the Allan House's requirements. The Allan House staff will handle the heavy cleaning, such as buffing the floors and power washing the courtyard and porches. The Allan House staff will also break down any Allan House owned tables and chairs. Depending on your rental company, most of the time, your rentals may be left over the weekend on the Allan House property.

Does the Allan House provide linens?

No, you may rent your linens from the rental company of your choice. Such rental companies are listed on our Preferred Vendors List.

Where does trash need to be taken and by whom?

We currently have a contract with an adjacent facility which gives us weekend access to a dumpster within very close proximity to The Allan House. It is the client's responsibility to arrange for any trash left on the Allan House grounds to be taken to the contracted dumpster. The client's vendors such as the bartending staff and catering staff typically do this. This is a new service we have just started offering to our brides and grooms, and is not covered in our current contract.

We offer this service for an additional fee of \$50.

Does the Allan House provide any tables and chairs?

Yes, our rental fee includes tables and chairs for up to 190 guests. We currently have 152 white wooden folding garden chairs, 19 60" round tables (seat 8-10 guests each), 6 6' tables (for your bar, buffet, dj, and/or groom's cake), 2 48" tables (for the bride's cake and a sweetheart table for the bride and groom during the reception), 40 black iron café style chairs, and 10 matching black iron café style tables. Should you choose to use any of our furniture, as most clients choose to do, we will set up the tables and chairs before the event, and break them down after the event.

Is there a place for the Bridal Party to dress?

Yes, we do have a large bridal suite that is connected to the large lounge bathroom on the first floor of the house.

Does the Allan House allow alcohol to be served?

Yes, alcohol must be served by certified and insured TABC licensed servers. The bartending company the servers are working for must have a \$1 million liability coverage (most have this already). Proof of insurance & certificates are due to the Allan House no later than 10 days prior to the event.

What time does the music have to be turned off?

Following the city noise ordinances, the following music restrictions must be followed:

Sunday – Thursday: music off by 10:30 PM

Friday and Saturday: music off by 12:00 AM

Does the Allan House provide Wedding Coordination services?

Yes. The Allan House is proud to offer event consulting services through Sparkling Engagements. With over 15 years of combined experience and working knowledge of the Allan House events, you can rest assured that your event will be a success. Hiring an event consultant is no longer considered a luxury. With the hectic schedules that clients keep, having a knowledgeable consultant to make suggestions and recommendations helps eliminate any unnecessary stress.

Sparkling Engagement consultants are well informed on the latest trends and are able to supply you with information and creative solutions that will represent your vision. They have done the time-consuming research on the area's vendors, and can make recommendations that fit your style and budget. They guide clients through the planning process and the event day itself, assisting in whatever capacity is needed. From budget management, vendor recommendations, etiquette advice, event timelines, down to the smallest details they offer a variety of packages and can assist with as much or as little planning as needed.

Angela Ross, the Director of Event Sales and Management for the Allan House, will typically serve as the "day of coordinator" your wedding or event unless she is unavailable. In this instance, Sparkling Engagements will provide an alternate coordinator.

How many hours can I rent the Allan House for my event?

The Allan House does not limit the number hours you can rent the house. The only time constraint that must be considered is the music being off by the time specified by the City.

Where do guests park during the event?

Travis County: behind house, FREE, 40 spaces; 512.854.9343

Texas PTA: across street, \$300, a little over 40 spaces; 512.476.6769

Central Christian Church: across street, \$300, a little over 40 spaces; 512.476.6941

It is the client's responsibility to call the parking lots they would like to rent and make proper reservations.

Does the Allan House have a rain plan?

Yes, we work with Austin Party Central and Marquee Event Group to rent tents for your event.

Using Marquee Event Group's large 60' x 40' tent, we can seat approximately 240 people underneath a tent. For smaller events (under 150 guests), we recommend Austin Party Central OR Marquee Event Group. Both companies will help you select the tent that is best for your event.

The indoor space of the Allan House is also available in case of rain for smaller weddings.

Does the courtyard provide enough lighting in the evening?

Yes, the majestic century old oak trees in the courtyard are wrapped in twinkle lights. The porches and veranda have adequate lighting and there are spotlights in the trees that provide up lighting as well. We have recently installed rope lighting and other spotlighting features that are on dimmers and can be adjusted to your specifications.

Does the Allan House have a decorations policy?

Yes; no hot glue, staples, or nails may be used in the interior or exterior walls of the premises or in the trees. No candles are allowed inside the house. There are no exceptions. Candles in holders may be allowed outside with prior approval. No rice, birdseed, helium balloons, crepe paper, glitter or confetti of any type or form is allowed for use on the premises at any event. Flower petals (not artificial) and bubbles are approved for use on the premises.

Is the Allan House handicap and child friendly?

The Allan House is handicap accessible. We have a ramp, from the courtyard to the front sidewalk that leads to the front door of the house. There is a restroom on this first floor of the house. Any children under the age of 18 years of age present on the premises during the event will, at all times, remain under adult and/or parental supervision and are subject to the "Rules and Regulations for use of the Allan House." Children shall not be unsupervised at any time during the event.

How late can I rent the Allan House?

The Allan House does not have time constraint on how late you rent the house, but there is a certain time the music must be off.

How many hours before my event can I get into the Allan House?

The Allan House is rented by the hour, so it depends on how much preparation time is needed for the event.

Is the wedding party allowed to do a rehearsal the day before the event?

Yes. If the rehearsal is held during normal business hours (8:30 am – 5:30 pm) there is not a charge for the rehearsal hour. If the rehearsal is scheduled outside regular business hours, there is a \$40 charge for the rehearsal hour.

What parts of the home and grounds do I have access to?

You have access to the first floor of the house, including the great room, the parlor, the Map Room, the LBJ Room, the first floor lounge restroom, the back porch and the veranda, the kitchen on the basement level, the restroom and foyer on the second floor of the house, the courtyard and vendor driveway.

Does the Allan House decorate for Christmas?

Yes, the house is typically decorated the Monday after Thanksgiving through the week after New Year's Day. It may be possible for us to make exceptions to this if we have two weddings scheduled the weekend after Thanksgiving. This decision will be up to the owner of the house and the Director of Event Sales and Management.

Does the Allan House ever host an Open House?

Yes, the Allan House usually hosts one open house a quarter, complete with wedding vendors and a mock wedding. Starting in April 23, 2008 we will begin hosting weekly open houses on Wednesday evenings from 5:30 pm – 8:30 pm. Brides and grooms can attend this after work to see the house and courtyard in the evening with all of the twinkle lights and lanterns on. An Allan House staff member will be on site to give tours to couples. If for any reason the open will not be held for a particular week or will be ending early the Director of Event Sales and Management will post this notification on the "Events, Specials, and News" and "What's In Bloom" pages of the website.

What is the history of the Allan House?

The Allan House began as the private residence of Scottish immigrant and educator John T. Allan. As one of the few remaining Victorian homes in the downtown central business district, The Allan House offers a truly unique place for people to gather.

Is the Allan House currently hiring a full time or part time position?

We are currently seeking a full time event sales and management assistant. This position will be open in May 2008. Interviews will begin in May 2008.

How do I get an internship at the Allan House?

We offer unpaid internships in the Spring, Summer, and Fall semesters. To apply, submit a resume and cover letter to angelaross@allanhouse.com.