

Byron Herbert Reece Farm and Heritage Center

Facility Rental Policies

Wedding Application

And

Pavilion Application

Farm Phone: 706-745-2034

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www.reecefarm.org

GPS Location (not mailing):

8552 Gainsville Highway, Blairsville GA 30512

>>Facility Rental Policies for Byron Herbert Reece Farm & Heritage Center

The pavilion is available to rent for weddings, family reunions, group picnics and other events. Please note that such activities may not interfere with the normal public operation of the BHRFHC and are subject to the policies and procedures listed below. The facility cannot be used for discriminatory practices and the BHRFHC reserves the right to refuse or cancel any rental to individuals, organizations or events that discriminate based on race, color, ethnicity, gender, age, religion, or disability.

All arrangements pertaining to special events must be made through the Reece Farm designee. A signed Agreement, a letter from your insurance agent confirming specific coverage (see below) and a non-refundable deposit fee are required to confirm and reserve your date. Non-refundable deposit of \$100 is due to potential loss of a scheduling opportunity for BHRFHC.

BHRFHC requires that a single contact person be designated to represent the sponsoring group or organization in all matters regarding event arrangements. Changes to any aspect of the event will only be made at the request of the designee indicated on the Agreement.

GENERAL

- A person designated by the BHRFHC is available for all events.
- Smoking, tobacco use, and unapproved consumption of alcohol are prohibited throughout the BHRFHC. Please inform your guests prior to their arrival.
- Visitors are permitted to have their pets on the grounds only if they are on leashes. It is the responsibility of owners to remove from the premises any waste left by their pets. Pets are strictly forbidden entrance into any of the buildings of the venue (Exception: official service animals carrying out normal duties).
- Any advertising or promotion of an event, in any format of media (other than a simple naming of the BHRFHC or Union County Government must have prior approval from the BHRFHC designee.

The BHRFHC is not legally responsible for personal injuries or property damage sustained by parties associated with the renter's event at the pavilion or on the grounds throughout the BRHFHC. A letter must be provided from the renter's insurance company stating that appropriate insurance (typically \$1,000,000 in total liability insurance) is provided by the renter for bodily injury, property damage and if alcohol is served, for liquor liability. If the renter uses a caterer or any other business for their event, in addition to the letter certifying coverage for the renter, each caterer or business must provide a letter from their insurer certifying coverage of at least \$1,000,000 liability coverage. Both the renter's policy and any caterer/business policy should have a rider covering the BHRFHC and Union County as additional insureds for the duration of the event.

- Objects to be thrown inside or outside the pavilion area must have the approval of the BHRFHC designee. Bird seed and bubbles are generally acceptable.
- In permitting use of the facility, BHRFHC reserves the right to enter the premises to be used, or any of the Center's premises, at any time or on any occasion with no restrictions whatever. All parking areas on the BHRFHC venue shall be under the charge and control of BHRFHC.

FOOD & BEVERAGES

- All caterers for the event, including for drop-off boxed meals, must be given prior approval by the BHRFHC designee.
- Per Union County legal ordinance alcoholic beverages may not be sold on the BHRFHC premises. If alcoholic beverages are served, the renting party is responsible for ensuring restraint in the use of such beverages in the interest of proper decorum and preventing property damage.
- Attendees should be advised that the BHRFHC is a tobacco free venue.
- Outside grill-style cooking of food to be served must be approved by the BHRFHC designee.

SET UP & TEAR DOWN

- All deliveries set up times & decorations must be approved by the BHRFHC staff.
- All deliveries must enter through the south gate entrance to the Pavilion area (via Virginia Drive off U.S. 129)
- BHRFHC does not have any decorations, ladders etc. All decorations (lighting, streamers etc.) are the responsibility of the renter.
- Tables and chairs are stored at the Pavilion and are available for use. These can be set up and taken down only by BHRFHC personnel or under supervision of their designee. *Should renters decide to provide their own tables and chairs: They will use only theirs for the entirety of the event & they will be responsible for both set up and take down.
- The Pavilion must be returned to its original condition immediately at the conclusion of the event. Spills should be cleaned up as they occur. Floors should be swept and mopped (if necessary) at the close of the event. Otherwise, any general cleaning of the area, including the rest rooms, will be provided by the BHRFHC staff.
- All food and materials supplied by the renter must be removed by the renter IMMEDIATELY following the event.
- In short, renters are responsible for returning the Pavilion to its original condition at the conclusion of the event, before leaving the premises. Renters are responsible for removing from the premises everything they bring in. This includes any food and beverage items, bathroom paper disposals and general garbage created by the event. Garbage pails and bags will be provided by BHRFHC personnel.
- Unless a period of delay is otherwise approved by the BHRFHC designee all clean up and/or removal of equipment must be completed by the end of the rental period. **Failure to do so will incur additional rental charges.**

FEES

- ***Non-refundable Deposit/Security fee for any rental is \$100***, payable with the signing of the rental agreement reserves your date. The Pavilion or any other area of the venue is not considered “reserved” until the full rental deposit is received along with the rental agreement form completed and signed by renter and BHRFHC designee.
- ***The total fee for the rental must be paid in full 14 days prior to the date of the event.*** Optional payment plans are available and can be arranged through consultation with the BHRFHC designee.
- ***“Hours of use”*** refers to all hours in which the pavilion or other designated area is reserved exclusively for the use of the renter. All events must be scheduled to terminate no later than 9:00p.m. on the evening of the rental date.
- Payments in the form of cash, check or credit card are acceptable.
- ***FOR WEDDINGS***, a flat fee of \$800 applies.
 - >This includes eight hours of use on the scheduled day, plus exclusive use of the Pavilion and/or a grounds location (e.g. the Bettie Sellers Memorial Amphitheater, Creekside Deck, etc.) for the ceremony and reception, the use of the Conference/Bridal party dressing room (all items to be removed as you leave for ceremony), also including set up and take down of tables and chairs by BHRFHC personnel (if our tables & chairs are used) and the availability of a BHRFHC designee throughout the rental period.
 - >This also includes an additional free two-hour use for wedding rehearsal prior to the day of the wedding (if needed) if it does not interfere with visitors at the farm.
 - >***An extra fee of \$50*** for each hour of use over the eight hours will apply, as well as use for rehearsal (free two-hour), rehearsal dinners or celebrations on the day before the wedding.
 - >>Due to lack of space, the Welcome Center or Conference/Bridal party room cannot be made available to the groom and his party. Men may use the pavilion men’s restroom if needed.

- ***All Other Pavilion Events*** will be charged \$150 for a minimum of two hours. An additional fee of \$50 for each hour of use over the two-hour minimum will be charged.
- Non-profit organizations, including churches, civic groups may be eligible for a discount if the booking schedule permits. Active Military personnel who are booking an event for themselves, (but not for family members) may be eligible for a discount if the booking schedule permits.
- The Pavilion is available to rent to musical or theatrical groups when the booking schedule permits. The fee will generally be a percentage of gate receipts and will be negotiated between the BHRFHC designee and the renting groups.
- Rental of the grounds for an event, which may or may not include the pavilion, generally does not include the Welcome Center, or exhibits areas. Locations in the venue other than the pavilion, for example the Bettie Sellers Memorial Amphitheater or Creekside Deck, are available to use for weddings and other events only at the discretion of the BHRFHC.
- The circumstance of renting groups will occasionally be such that a slight adjustment in the fee schedule may be in order. The BHRFHC designee is given discretion in such matters.

Damages

- The renter promises to pay for all damages to the facility or other property and equipment caused by the event's participants.
- The BHRFHC reserves the right to require an increased damage deposit amount or to cancel the event, whenever in its judgment an event contemplated herein may pose a danger to the facility people in and around the facility or other property and equipment. This right is discretionary and will not be exercised unreasonably.

Welcome Center Use

It is important to remember that the Welcome Center is usually open to visitors during the hours that weddings occur on our premises. This explains the necessity for the following policies regarding its use:

- Due to lack of space, the Welcome Center or Conference/Bridal party room cannot be made available to the groom and his party. Men may use the pavilion men's restroom if needed.
- Food preparation cannot be accommodated in the Welcome Center kitchen.
- The bridal party or its designee is responsible for removing all belongings and materials brought into the Conference/Bridal party room **Before** the ceremony and/or reception.

Use of Other Locations

If locations other than the pavilion are desired for event activities, (e.g. the Bettie Sellers Memorial Amphitheater, Creekside Deck) arrangements must be made with the BHRFHC designee, who shall have discretion as to whether such use shall be allowed.

- During the open days and hours, care must be taken to avoid conflict with the flow of visitors touring the exhibits. The use of these locations will need to be scheduled.
- The tables and chairs stored in the pavilion area cannot be moved to other locations of the venue.
- Any special requests regarding the use of outdoor areas for weddings or other events must be approved by the BHRFHC designee.

POLICY CHANGES

The BHRFHC reserves the right to make policy changes without prior notice given to prospective renters or users of our property and facilities. Notice of policy changes will be provided promptly to those with an existing reservation.

PAVILION SPACE AVAILABLE:

(2,640 Square Feet including two restrooms with hot & cold water).

Total Building Capacity: 200 (seated only) 120 (Seated at Tables for eight)

Fireplace.

TABLE & CHAIR AVAILABILITY:

Must use tablecloths on all tables

23- Rectangle Tables 8' x 29" White (8-chairs will fit at each table unless the tables are set up end to end then 6-chairs will fit at each table)

2- Round Tables White 60" (seats 6 chairs)

125- Chairs White

8- Wooden Picnic Tables (hold 6-8 people)

>Please print and fill out the appropriate Application below for the rental you choose (Wedding or Pavilion Rental)

>Please return to the BHRFHC with the \$100 Non-Refundable deposit to reserve your date.

Byron Herbert Reece Farm and Heritage Center Wedding Rental Agreement

This rental contract is made this _____ day of _____ 20__

Between the Reece Farm and _____

Hereafter called "Renter".

1. **Rented Space** – The Reece Farm grants Renter permission to use the:
***Pavilion** _____ ***Sellers Amphitheater** _____ ***Creekside Deck** _____
***Bridal Dressing Room** _____ (Items must be removed as you leave for wedding.
Designate someone for this task)
2. **Pavilion Set Up** (if needed, a **diagram must be supplied 2-weeks prior to wedding**)
_____ # of Rectangle Tables (8'x29") _____ #of Round Tables (60")
_____ # of Chairs _____ # of Picnic Tables inside or outside of Pavilion
Renter must provide tablecloths for each table
3. **DATES OF RENTAL** **Deposit Fee: \$100, due with signed agreement. Non-refundable.**

Wedding ____/____/20__ Time: _____ until _____ Amount paid \$ _____ ck/cc/cash

Rehearsal ____/____/20__ Time: _____ until _____ 2- hours free

Additional Time: (\$50 each hour) _____ until _____ Amount paid \$ _____ ck/cc/cash

Trash Hauled off by Renter (no charge) _____ **Trash Hauled off by BHRFHC \$50** _____ ck/cc/cash

>>>>Balance to be paid in full 14 days prior to event. _____ Amount Due\$ _____

*****Clean up and/or removal of personal items &/or equipment must be completed by the end of the rental period. Failure to do so will incur additional rental charges.**

I the undersigned person, persons, or organization release the Reece Farm & Heritage Center and Union County along with any and all of its employees, representatives, designees directors and officers from any and all claims, injuries, demands, action, cause of actions, or suits which may arise from said event.

I further agree that I or my organization will be responsible for any cost to repair any damages that might be caused by my/our event and or any person(s) throughout the course of my/our event. I/we will leave the area clean and all signs, banners, posters, lighting, trash etc., will be removed and disposed of properly. I have read and agree with the BHRFHC Facility Rental Policies.

The Reece Farm agrees to fulfill its duties in providing as listed in policies for the proposed event.

Signed: _____
(Renter) (Reece Farm Designee)

Date: _____ Date: _____

CONTACT INFORMATION: Name _____

e-mail _____ Phone: (____) _____

Data Sheet Reece Farm Wedding Event

Time of Ceremony: _____

Approximate number of people attending: _____

>Contact Person: _____ Relationship _____

Phone: _____

E-mail: _____

>Name of the Bride: _____

Mailing Address: _____

E-mail Address: _____

Phone(s): _____ Cell: _____

>Name of Groom: _____

Phone(s) _____ Cell: _____

Mailing Address: _____

E-mail Address: _____

>Wedding Director: _____

Phone(s): _____ E-mail _____

Caterer: _____

Phone(s) _____ E-mail _____

