



The Reece Farm Pavilion
at the
Byron Herbert Reece Farm and Heritage Center

FACILITY RENTAL POLICIES

**Space Available for Rental:
Reece Farm Pavilion**

(2,640 Square Feet including two restrooms with hot and cold water)
Total Building Capacity: 200 (Seated only) 120 (Seated at tables for eight)

For more information or to check availability, please contact us:

Farm: 706-745-2034
Message Line: 706-379-5196
Email: reecesociety@gmail.com

The Byron Herbert Reece Society P.O. Box 811
Young Harris, GA 30582

Please visit our website: www.bryonherbertreecesociety.org

Pavilion Rental Policies

Byron Herbert Reece Farm and Heritage Center

The group 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 BHR Farm and Heritage Center and are subject to the policies and procedures listed below. The facility cannot be used for discriminatory practices, and the Byron Herbert Reece Society (hereafter referred to as BHRS) reserves the right to refuse or cancel any rental to individuals, organizations, or events that discriminate on the basis of race, color, ethnicity, gender, age, religion, or disability.

All arrangements pertaining to special events must be made through the Reece Society designee. A signed Agreement (see last page), a letter from your insurance agent confirming specific coverage (see below) and a refundable deposit fee are required to confirm your date.

Effective March 1, 2015 cancellation of a confirmed event will result in forfeit of the deposit fee. This is due to potential loss of a scheduling opportunity for the Center. No portion of the security deposit fee of \$100.00 will be returned should a confirmed scheduled event be cancelled at any time for any reason.

BHRS 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.

The following guidelines, policies, and procedures help govern the use of the pavilion for special events and occasions. Any event held at the site by an outside group, organization, or individual must adhere to these guidelines.

General

- A person designated by the BHRS must be present on the BHR Farm & Heritage Center grounds at all Pavilion events.
- Smoking, tobacco use and unapproved consumption of alcohol are prohibited throughout the Reece Farm & Heritage Center. 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 BHR Farm and Heritage Center as the meeting site) which uses the name of the BHRS, BHR Farm and Heritage Center, or Union County Government must have prior approval from the BHRS chair or his/her designee.

The BHRS 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. 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 \$1,000,000.00 liability coverage. Both the renter's policy and any caterer/business policy should have a rider covering the Byron Herbert Reece Society and Union County as additional insureds for the duration of the event.

- Objects to be thrown or used inside or outside the pavilion area must have the approval of the BHRS designee. Bird seed, bubbles, and sparklers are generally acceptable.
- In permitting use of the facility, BHRS 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 Reece Farm venue shall be under the charge and control of BHRS.

Food & Beverages

- All caterers for the event, including for drop-off boxed meals, must be given prior approval by the designated designee of the BHRS.
- Per Union County legal ordinance, alcoholic beverages may not be sold on the BHR Farm & Heritage Center 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 Reece Farm is a tobacco free venue.
- Outside grill-style cooking of food to be served must be approved by the BHRS designee.

Set Up & Tear Down

- All deliveries, set up times, and decorations must be approved by the BHRS staff.
- All deliveries must enter through the north gate entrance to the Pavilion area (via Virginia Drive off U.S. 129.)
- Tables and chairs are stored at the Pavilion and are available for use. These can be set up and taken down only by Reece Society personnel or under supervision of their designee. Should renters decide to provide their own tables and chairs, 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 this area, including the rest rooms, will be provided by the Center's staff.
- The Reece Farm & Heritage Center is a "green" environmental facility. Accordingly, care should be taken to separate out all recyclable materials (plastic, glass, aluminum) from food, paper, and scrap products. Separate marked pails will be provided for these items.
- 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 Reece Society personnel.
- Unless a period of delay is otherwise approved by the BHRS 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 loss of the deposit fee and extra rental charges.

Fees

- **For weddings, a flat fee of \$800.00 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) for the ceremony and reception, the use of the lower level of the Welcome Center by the bridal party, set up and take down of tables and chairs by Reece

Society personnel (if our tables and chairs are used), and the availability of a BHRS designee throughout the rental period.

- An extra fee of \$50.00 for each hour of use over the eight hours will apply, as well as use for rehearsal, rehearsal dinners, or celebrations on the day before the wedding.
- All other events will be charged \$75.00 per hour for up to three hours of use. An extra fee of \$50.00 for each hour of use over the three hours will be charged.
- “Hours of use” refers to all hours in which the pavilion is reserved exclusively for the use of the renter. All events must be scheduled to terminate no later than 10:00 p.m. on the evening of the rental date.
- The total fee for the rental must be paid in full prior to the date of the event. Optional payment plans are available and can be arranged through consultation with the BHRS designee.
- The deposit/security fee for any rental is \$100.00, payable with the signing of the rental agreement and refundable only if the cleanup requirements are met by the party who is renting. The pavilion or any other area of the venue is not considered “reserved” until the full rental deposit is received and the rental agreement form is completed and signed by both parties.
- Payments in the form of cash, check, or credit card are acceptable, though payment by checks or cash is preferable for purposes of record-keeping.
- Reservations can be made no longer than 12 months in advance of the requested event. Assuming there are no conflicts, reservations can be made for events on any day of the week or during holiday periods.

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- Non-profit organizations, including churches and civic groups, receive a 10% discount on any rental fee exceeding \$200.00. These organizations may use the pavilion for picnics and programs for up to three hours without charge, provided that members of the group visit the Welcome Center and pay for all its participants to tour our exhibits. The BHRS designee is given discretion in this matter.
- Reece Society members in good standing receive a 10% discount on the rental fee, whether for weddings or other events.
- Active military personnel who are booking an event for themselves, but not for family members, are eligible for a 10% discount.
- 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 BHRS 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 and exhibits areas. Locations in the venue other than the pavilion, for example the Bettie Sellers Memorial Amphitheater, are available for use for weddings and other events only at the discretion of the BHRS designee.
- Beyond the use of the facilities, fees charged provide for the opening and closing of gates, set up and take down of the Center’s tables and chairs, providing garbage and trash containers, and availability of BHRS personnel or designee throughout the rental period.
- The circumstances of renting groups will occasionally be such that slight adjustments in the fee schedule may be in order. The BHRS designee is given discretion in such matters.

Damages

- The renter promises to pay for any and all damages to the facility or other property and equipment caused by the event's participants.
- The BHRS 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.

- Should the Welcome Center lower level be used by the bridal party, all entries must be made through the back door at the ground entrance level.
- Due to lack of space, the Welcome Center cannot be made available to the groom and his party.
- Food preparation cannot be accommodated in the Welcome Center kitchen.
- A rest room is available on the lower level for the use of the bridal party, but not for bathing.
- The bridal party or its designee is responsible for removing all belongings and materials brought into the Welcome Center, immediately following 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) arrangements must be made with the Reece Society 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. Generally speaking, the use of these locations will need to be scheduled at 5:00 p.m. or later on the open days (Thursdays – Sundays). Exceptions must be cleared through the BHRS designee.
- The tables and chairs stored in the pavilion area cannot be moved to other locations of the venue.
- Weddings, family reunions, and other events held at the Reece Farm & Heritage Center—including all facilities of the venue—do not entitle visitors to free admission to the exhibits. However, attendees at such occasions may visit the Welcome Center gift shop and museum area without charge. Visitors wishing to tour the exhibits should check in at the Welcome Center and pay the appropriate fee.
- Any special requests regarding the use of outdoor areas for weddings or other events must be approved by the BHRS designee.

Policy changes

The Reece Society 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 existing reservations.

Byron Herbert Reece Farm & Heritage Center Rental Agreement

(Please print clearly, and provide two signed copies to BHRS or their designee. A copy signed by the designee will be returned to you for your records. Also be sure to provide the letter[s] from your insurer as outlined in the box below.)

This rental contract is made this _____ day of _____, 20____, between the Byron Herbert Reece Society (hereafter called the BHRS) and

_____,
hereafter called "Renter."

1. Rented Space - The BHRS grants Renter permission to use the Reece Farm Pavilion and

_____.

2. Purpose(s): The BHRS grants Renter permission to use the premises for a wedding or for _____ event. In granting Renter permission to use the premises, BHRS in no way implies or expresses an endorsement of the Renter's views, and BHRS may prohibit any solicitation proselytizing individuals not affiliated with the Renter. Renter agrees to abide by **all** policies outlined in the Byron Herbert Reece Farm and Heritage Center Use Policies.

3. Dates of Rental and Services

Date(s) Time Usage Rental Charge

___/___/20___ until _____ \$ _____

___/___/20___ until _____ \$ _____

Deposit fee, (refundable **if** there is no damage incurred and no additional cleaning is required, and event is not cancelled): \$100.00, due with signed agreement.

The Renter agrees to all terms of the contract, including fees assigned, and agrees to hold harmless the BHRS, the BHR Farm and Heritage Center, and their employees, representatives, and designees for any harm or bodily injury incurred during the course of the event.

BHRS agrees to fulfill its duties in providing specified services for the proposed event.

Signed: _____
(Renter) (BHRS designee/designee)

Date: _____ Date: _____

The BHRS 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. 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 \$1,000,000.00 liability coverage. Both the renter's policy and any caterer/business policy should have a rider covering the Byron Herbert Reece Society and Union County as additional insureds for the duration of the event.