

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 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 and a refundable deposit fee are required to confirm your date. Cancellation of the event less than a month before the event date will result in a forfeit of the deposit fee. 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 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.

Any advertising by way of any media using the name of the BHRS 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. It is assumed that appropriate insurance is provided by the renter for bodily injury, property damage, or liquor liability (if alcohol is served).

Objects to be thrown or used inside or outside the pavilion area must have the approval of the BHRS representative. Bird seed, bubbles, and sparklers are generally accepted.

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 & Beverage

All caterers for the event, including for drop-off boxed meals, must be given prior approval by the designated representative of the BHRS.

Alcoholic beverages may not be sold on the BHR Farm & Heritage Center premises. 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 representative.

Set Up & Tear Down

All deliveries, set up times, and decorations must be approved by the BHRS staff.

All deliveries must enter through the east gate entrance to the Pavilion area.

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 their supervision. Should renters 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 that is 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 representative, all clean up and/or the 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 \$600.00 applies. This includes hours of use not to exceed eight hours on a given day, plus exclusive use of the pavilion and/or a grounds location 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 representative 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 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 11:00 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 representative.

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.

Effective March 1, 2015 and 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 the scheduled event be cancelled at any time for any reason.

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 representative 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 representative 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 are available for use for weddings and other events only at the discretion of the BHRS representative.

Beyond the use of the facilities, fees charged include 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 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 representative is given discretion in this regard.

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.