



## **Facilities Rental Terms and Conditions**

**General:** Pine Hill Plantation is available for a wide variety of social or business functions. Our policies help assure proper maintenance so that all of our clients will be able to use and enjoy the building. We require strict adherence to these terms and conditions.

Please check availability of selected dates with Clayton Barton. Our Wedding and Event season begins March 20th and continues through October 15th. A limited number of dates may be available outside of the event season

Facilities rental at PHP includes access during scheduled times, rental items listed in individual packages and additional items, set up and break down all rental items, and final clean up if event facility.

Any group gathering on PHP property (other than contracted event time) will need to be discussed and approved by PHP. This includes lodge rentals.

## **PAYMENTS AND SUBMISSIONS SCHEDULE**

### **To HOLD the Event Date:**

1. Submit 50% of full Facility Package price.
2. Submit signed *Facilities Rental Contract*.
3. Submit signed *Release and Indemnity* for all guest and vendors.
4. Submit signed *Alcohol Policy* to PHP.
5. Schedule appointment with PHP Chef for review of menu selections.
6. Receive recommended floor plans and ceremony layout options.

### **Ninety Days (90) prior to Event:**

1. Submit remaining balance of Facility Rentals.
2. Identify specific location of ceremony, reception, event and floor plan.
3. Furnish PHP with full vendor list and personal.
4. Make final catering selection and submit a 50% non-refundable deposit of the entire cost of catering for scheduled event.

## **Facilities Rental Terms and Conditions**

### **Thirty Days (30) prior to Event:**

1. Submit finalized floor plan, ceremony layout, agenda, schedule for set-up and deliveries and provide electrical requirements for DJ or Band.
2. Establish foul weather back up plan.
3. Submit final payment for any ala carte rental items.
4. Submit final payment for catering and/or sign *Terms for Caterer's*.
5. Submit \$1250 Security Deposit.
  - Security Deposit is refunded within thirty (30) days after the event with the following provisions.
  - No damages of rented facilities, items, and tents.
  - No additional labor or service required repair any damages and/or return Plantation facility to arrival condition.
6. If alcohol will be consumed submit Certificate of Insurance and/or bartender's qualification per PHP *Alcohol Policy*

\*\* If all payments and required documents have not been received by Pine Hill Plantation (10) business days prior to Event Date, the Event will be cancelled, without refund.

**Day of Event:** Admittance to PHP property prior to the contacted time will not be permitted. PHP staff will monitor all set up and event activities and will make note of any additional rental or service items, as well as notes related to PHP operations/procedures, on the **Event Checkout Form**. This form will be used by PHP for many activities relating to its operation and/or determining any additional charges.

**Event Coordinator:** To ensure a fantastic event and proper use and care of PHP facilities, we require that the client either provide or hire a qualified event coordinator to be responsible during the event. The coordinator will maintain the client's agenda for rehearsal, ceremony, and reception. They will also serve in the capacity of decision maker on behalf of the client in dealing with vendors to include, caterer, bar service, florist, entertainment, rentals, etc. and will collaborate with PHP staff during the event. In order to appropriately manage the wedding, the Event Coordinator may not be someone who is in the wedding party.

At the final review (30) day deadline prior to the event, the client and event coordinator must correspond or meet with PHP staff to review the agenda, floor plan, and establish a schedule for set-up and deliveries.

**Security Deposit Policy:** A thorough inspection and/or inventory of all building(s), grounds, fixtures, appliances, and equipment will be completed prior to the next scheduled Event or within (10) business days after event. The Security Deposit will be charged for: Excessive cleaning, items missing or damaged, property missing or damaged, etc (list is not all inclusive).

### **Facilities Rental Terms and Conditions**

**Returned Check Policy:** In the event that any check is returned by the financial institution, Client must redeem the check value plus a \$ 75 Returned Check Fee, in cash or money order with in 48 hours.

**Cancellation Policy:**

- 12 months or more in advance of the event date 75% of deposit is refunded.
- 9-12 months in advance of event date 35% of deposit is refunded.
- Less than 9 months in advance date no refund of deposit will be issued.

**Access/Event Start Times:** PHP will provide a staff person to open the event building and will remain on hand for the duration of your event. Setup time begins at the contracted time that access is granted to the event building. Event end time is considered to be the time the PHP staff closes the building. *The Event end time is not the time you ask your guest to depart, it includes cleanup/teardown time*, hourly **Additional Event Time Fee** will apply.

All Saturday event activities must end by 11:00 pm, Sunday-Friday events must end by 10:00 p.m. PHP requires that all cleanup and removal of equipment be scheduled to be completed no later than one hour beyond

**Parking Policy:** All guest parking will be in the front pasture for duration of event. Guest will arrive through the main entrance of Pine Hill Plantation and make the first right onto the gravel driveway entering the pasture. Parking is designated by signs and roped areas.

- Pine Hill Plantation will provide the total number of vans listed in our wedding packages. They will pick up guest on the grass area at the pasture entrance gate. (If additional van transportation is required please see our ala carte policy) (Shuttles will begin running 1 hour prior to event and stop 1/2 hour after event ends)
- Following the event, guest will exit pasture opposite end of the pasture from the entrance. And exit Pine Hill on GH 253.

**Wedding Rehearsal Policy:** Rehearsal time may not be scheduled until four weeks prior to your contracted event. Client may schedule a daytime (before 5:00 pm based upon availability) rehearsal to occur within one week prior to event date free of charge. A

rehearsal after 5:00 pm (based upon availability) will be charged the hourly **Prime Time Rehearsal Fee**. There will be a fee charged if you go over one hour in 1/4 hour increments. Prime Time Rehearsal invoices must be paid on receipt. **Availability and facility location is based solely at the discretion of PHP based on other bookings.**

### **Vendor Specific Policies:**

**Florists:** Florists must bring their own containers for flowers and decorations. Client must notify Florist that every plant must have an underlying tray to prevent seepage to floors and/or furnishings. All floral equipment and residue (i.e. flower petals and leaves) must be removed from the building and grounds prior to the contracted event end time.

### **Facilities Rental Terms and Conditions**

**Caterers:** If PHP is not providing catering for your event. Client is responsible for providing PHP with signed copy of **Terms of Caterers** 30 days prior to event date. Policies in this contract are expected to be known, understood and adhered to by all clients and providers.

**Musicians/DJ:** All electrical requirements must be submitted 30 days prior to event. If they are not submitted in a timely manner PHP cannot guarantee electrical requirement will be met. All Music must end by 11:00 pm on Saturdays and 10:00 pm Sunday-Friday or at the start of clients clean up whichever is earlier.

**Photographs and Photographers:** We encourage clients and guest to take photographs during their event. PHP staff may take photographs at each event particularly of decor, centerpieces, food displays, cakes, and guests during the course of the event. PHP reserves the right to use any and all photos taken by its photographers in its advertising and marketing materials. It is understood by Client, their guests, and providers that attendance at an event at PHP includes permission to use their images in such materials.

### **Damages/Set up/Clean up and Lodging policies:**

**Damages to PHP Property and Rental equipment:** Client is solely responsible for any damages to building(s), grounds, appliances, and fixtures that may have been caused by any guest or outside vendor. Client is within his/her rights to seek outside redress for any damages caused by these persons. PHP does not involve itself in these efforts beyond the normal policies it follows for each event.

PHP tries to note any damages to, or loss of, property on the day of event, however some things may not be noticed for several hours our days after an event ends. PHP reserves the right make a thorough inspection of the property prior to the next scheduled event or within 10 business days of the event date, and to assess charges for found damage or losses. **Charges for damage or loss to any building, grounds, appliances, fixtures may include the replacement cost (if the item is damaged beyond**

**repair or lost), the cost of labor to repair the item, cleaning costs and a Damaged Item Service Fee.**

The client is responsible for any damages to PHP property that may have been caused by any event vendor and is within his/her rights to seek outside redress for such charges. PHP does not involve itself in these efforts beyond the normal procedure it follows for each event.

All damage charges to client will be deducted from the Security Deposit, if damage exceeds Security Deposit they will be documented and copies will be included with invoice for further damages.

**Cleaning Policy:** PHP is responsible for basic cleaning and maintenance needs associated with your event (i.e. floors, windows, restrooms, etc) and will happily take care of those things after your event. If the need arises for additional cleaning or movement of furniture and fixtures back to original location after an event those tasks will be billed at \$35 per hour and will be (con.)

### **Facilities Rental Terms and Conditions**

(con.) deducted from your security deposit. If not using PHP catering client is responsible for all trash and it will need to be placed in the outdoor trash receptacles. If using the warming kitchen, please see separate **Terms for Caterer's.**

Balloons may be used in moderation and must be removed prior to event end time and any broken pieces must be placed in a trash receptacle. If PHP staff perform these activities, a **Cleaning fee** will apply.

Trash and Cigarette/Cigar butts on the porches, lawns, or parking areas are classified as damage to PHP property a **Cleaning fee** will apply.

**Outside Security Policy:** Pine Hill Plantation reserves the right to require a security officer on hand at all events to provide for the safety of all guests, vendors, and staff. We will secure and schedule the officer (if deemed necessary) at a cost to you of \$25.00 per hour

**Items not allowed:** Rice, Confetti, party string, Chinese lanterns, non-organic thrown items (ex. artificial flowers), sparklers or fireworks are not permitted at the PHP as they present a danger to the property, wildlife, and other guests, and necessitate excessive cleaning. **If these items are used, you will be charged a fee of \$350.**

### **Lodging Policy:**

- All applicable event policies will pertain to lodging rental (Alcohol, Parking, Cleaning, etc.)
- A \$30 per room cleaning fee will be assessed to all bedrooms used.

- Occupancy over listed sleeping arrangements require:
  - a) Pine Hill Plantation hosted Rehearsal Dinner (or)
  - b) Additional fee of \$200 per hour that a lodging facility occupancy is over its sleeping arrangements. (This will cover facilities person to be present at time of gathering and additional usage of the facility and grounds.)
  - c) Occupancy is clearly stated on overnight accommodations.
  - d) This pertains to smaller rehearsal dinner and post ceremony gatherings.
  - e) All lodges are stocked with bed, bath, cooking, and dining essentials and we welcome our guest to use them as needed. If using kitchen facilities and supplies, please return them to the state you found them in.
  - f) Caters are not authorized without signed Catering Policy and PHP approval.

**Alcohol, Catering Policy, Release and Indemnity:** Facilities rental at PHP require strict adherence to these policies. Please review and sign all separate applicable policies.

**Facilities Rental Terms and Conditions**

**\_\_\_\_ PLEASE INITIAL HERE TO VERIFY YOU HAVE READ AND UNDERSTAND ALL LISTED POLICIES.**

The Undersigned certifies the he/she is legally able to enter in to this Facility Contract and that he/she has read, understands, agrees, to and accepts the Terms and Conditions outlined in all pages of this document:

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
PHP Agent & Title

\_\_\_\_\_  
Client Printed Signature

\_\_\_\_\_  
PHP Printed Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Contracted Event Date

**ALL RENTALS AND PURCHASES WILL BE INVOICED SEPERATELY**

**PLEASE MAKE CHECKS PAYABLE TO:**

**PINE HILL PLANTATION**

**\* 3% CREDIT CARD PROCESSING FEE/ SERVICE CHARGE WILL APPLY IF NOT PAID VIA  
CHECK**