



RATES	Weekdays (Single Day Event)	Weekends (Friday 8 AM to 12AM, Saturday, Sunday until 5 PM)
		<b>Fall Special!</b> <b>\$4900</b>
<p><i>A \$1000 non-refundable rental deposit is due upon booking.</i></p> <p><b>An additional \$500 security deposit will be required and returned upon approval at the completion of the event.</b></p>	<p><b>Taylorred to Your Event.</b> (Monday - Wednesday 8 AM - 12 AM) Additional Days - Negotiable</p>	<p><b>Includes usage of the Pond House, Chapel, Bride's Cottage, Stable House, Solarium, and Grounds.</b></p>

We welcome you to Highgrove Farm and were happy you've selected us to host your special event. You will be assigned a Highgrove Farm staff member for your convenience and contact for the duration of your event. You will have use of the Highgrove Farm venue for Friday, Saturday, and Sunday( Or individual preselected event days during a regular week). Cost Includes usage of the Pond House, Chapel, Bride's Cottage, Stable House, Solarium and Grounds. For weddings, cost includes use of the solarium for a bridal luncheon by appointment during the week, prior to your event event (6Hrs). Additionally included in your booking at High Grove Farm, for your convenience, is two photography sessions that may be scheduled prior to your event. You may setup or have event rehearsals on Friday from 8:00 AM – 12 Midnight, Saturday from 8:00 AM until 12 midnight, and Sunday. Sunday afternoon is for cleanup and removal of all wedding items. Cleanup and departure must be complete by 5:00 PM on Sunday.

**Rates are based on events with up to 300 guests. .**

**Event Contact:**

To ensure proper use and care for the facilities, a member of Highgrove Farm staff may be onsite during your event. Your Highgrove Farm contact will be available for the client's or client coordinator during your event. In order to appropriately prepare the facility and venue for your event, an event setup of tables and chairs should be provided the day before your event begins. All catering service, alcohol service, and entertainment service providers must be

licensed, insured, and appropriate certificates of insurance listing Highgrove Farm, clients( bride/groom family members as additionally insured; and **Must** be provided to Highgrove Farm (1) week prior to your event.

At the conclusion of the event your Highgrove Farm contact or staff member will complete a final walk through of all facilities and grounds to assess any possible damages or excessive cleanup that may have occurred during the event. The security deposit will be handled as addressed in the deposit and security deposit section of this agreement.

### **Hazardous Weather:**

For the safety of all involved, should hazardous weather occur, such as tornado, severe thunderstorm or hurricane watches and warnings, the property owner/operator reserves the right to mandate taking shelter, stop alcohol beverage service and consumption, and require entertainment to terminate until the hazardous weather is deemed no longer a threat. For events of 100 people shelter will be take in the Pond House. In the event hazardous weather requires evacuation of the property for the safety of the guests, the event will be terminated, guest will return to their vehicles and vacate the property. In all of the above cases the Highgrove Coordinator or staff, if available, will contact guests and inform them of the situation as well as the steps needed to be taken to ensure safety.

### **Parking:**

Parking is complimentary at Highgrove Farm. Guests should be directed to park in the gravel lot. In the event that the gravel lot is full guests may be directed to park in the grassy area near the stables. The area near the pond house side entry is suggested to be reserved for vendors, deliveries and handicap parking. Caterer and venue service providers are asked to park vehicles in the designated area behind the bridal cottage. Golf-carts, ATV, recreational type vehicles, skateboards and bicycles are not permitted without prior approval from High Groove Farm Staff.

Overnight stay or recreational vehicles for overnight stay are not permitted.

No cars may be left onsite before Friday and after Sunday at 5 PM. Any cars left at High Grove Farm after 5 PM on Sunday may be subject to towing at the owner's expense.

### **Rental Deposit and Security Deposit:**

The \$1000 rental deposit will be due upon your returning this signed and initialed agreement. The deposit will secure your date and is non-refundable and non-transferable for any reason including natural disasters, including flooding, acts of God and terrorist attacks. Cancellations within ninety days of the scheduled event may constitute the loss of all venue rental fees paid toward the balance at that time. This will be handled on a case by case basis and the ability to re-book for the venue canceled dates.

The full balance of the rental fee(including security deposit), depending on selected event package, is due no later than four (4) weeks prior to the event.

The \$500 security deposit is a separate installment that will be due no later than (1) week prior to the event. It will be returned after the final walk through at the end of the event. The Highgrove Farm representative will determine if there is any excessive cleanup or damage done to the property and grounds as a result of your event and if necessary the security deposit will be applied to additional clean up fees and repairs. Additionally, disregard or violation of High Grove Farm policy listed herein, may constitute the loss of the venue clients returned deposit.

### **Tents and Rentals:**

Tents and other rentals are not included in the rental fee. The pond house and solarium can comfortably accommodate up to 175 guests, so it serves very much as an outdoor venue. Clients are strongly encouraged to use a tent in conjunction with the pond house and solarium for larger events. All tents must be set up per Highgrove Farm policy in the designated area and on the day prior to the event. Additionally, tents are to be removed the following day of the event. **No Highgrove Farm furniture/fixtures may be moved or used in the tent areas without prior approval.**

### **Vendors:**

It is required that all vendors including event caterers, bar services, and entertainment provide the appropriate license(s) and liability insurance documentation prior to the event. Highgrove Farm also requires certificates of insurance listing Highgrove Farm and the leasing clients as additionally insured for the specified event. All vendors and service contractors are responsible for the cleanup and removal of their equipment, food, bar supplies, and garbage prior to the event conclusion. In accordance with Lowndes County ordinances preparing food onsite is

restricted. Any questions in regard to food preparation on site should be directed to your Highgrove Farm representative.

### **Setup:**

Personal décor and decorations for your event are welcome but must be approved through Highgrove Farm staff. No fasteners used to hang decorations or decor are allowed without prior approval from Highgrove Farm. Any personal decor, decorations or rental items left at the venue must be removed by 5 PM on Sunday. No items of value may be left overnight.

Entertainment service providers set up location will be in the designated area indicated by Highgrove Farm policy or its staff. Any electrical connections that need to be made must be pre-approved by Highgrove Farm staff to insure we do not overload our electrical capabilities.

Any onsite music or entertainment must cease no later than 10:00 pm. **(No Exceptions)** This includes live bands, DJs or personal audio equipment or music players. The decibel level is not to exceed 65 decibels at 50 feet from the sound source and 40 decibels at the edge of the venue. Base levels shall be kept at appropriate levels designated by Highgrove Farm staff. At any time, if the decibel levels are above what is listed above or the volume is too loud the band or DJ will be asked to turn the music down.

**No open flames, sparklers, wishing lanterns or fireworks may be used on the property.** Open flames are only allowed in the Highgrove Farm designated fireplaces. Smoking is strictly prohibited in **ANY** indoor areas of Highgrove Farm and should be confined to the two designated areas, the pond house and stable exterior fireplaces.

As a reminder all send off items should be environmentally friendly.

### **The Chapel:**

The chapel is to be used for religious purposes only. It is strictly prohibited to use this facility for any events other than religious purposes. It may only be used in regard to the wedding rehearsal, weddings, or renewal of vows. Dancing and dining in the chapel is prohibited. Any furniture or decor in the chapel may not be moved or relocated without prior approval from Highgrove Farm Staff.

### **Beverage Service:**

While “ Toast Alcoholic Beverage” consumption is permitted at Highgrove Farm(beer, wine, & champagne), alcohol may **Not** be served to minors or anyone appearing to be intoxicated. Hard alcohol liquor is not allowed. While Highgrove Farm and its staff appreciates the special

significance of your event, we ask that the consumption of alcohol be done so responsibly. Any alcohol must be served by a professional bar service with the necessary licenses and liability insurance listing Highgrove Farm and client(s) as additionally insured.

### **Catering/Food/ Service:**

Highgrove Farm allows professional and family catering with outdoor cookers based on pre-approval due to local ordinances.

Catering / Bar service providers are to provide Highgrove Farm appropriate licenses and insurance certificates including liability and workers compensation.

All cooking devices, of any kind such as grills, fryers, smokers must pre-approved and placed in areas designated by Highgrove Farm staff. In addition, any such devices must have a heat cover and ground cover to prevent damage to the area.

All trash is to be placed in heavy-duty contractor bags furnished by Highgrove Farm to minimise spillage.

Please remove any food and drink from the refrigerator, microwave, and oven and clean up any spills or leftover food (including inside appliances).

All vendors and service contractors are responsible for the cleanup and removal of their equipment, food, bar supplies, and garbage prior to the event conclusion.

Please sweep and spot mop the floors, wipe down the counters, sink and all equipment.

The catering and bar service representative is required to survey the pond house and grounds for proper clean up before leaving the property. ( Renter/Clients are responsible for ensuring cleanup is properly performed by caterers and venue service providers prior to leaving ).

### **Event / Grounds:**

For your safety, swimming in the pond is not permitted. Access into horse pastures or interaction with horses is not permitted. Fishing in the pond is permitted, from east bank only, for individuals with proper Georgia Department of Natural Resources licensing. Fishing is catch and release only.

**Security:**

Highgrove Farm Staff reserves the right to require on-site security personnel based on the event type. Such security shall be provided through Highgrove Farm designated staff or its approval otherwise. Cost of provided security shall be the financial responsibility of client(s) renting venue.

Upon signing the agreement, the client agrees to indemnify and hold harmless Highgrove Farm and its employees from any damages, costs or expenses, including reasonable attorney fees, which may arise as a result of consumption of alcoholic beverages by the client and any of the clients' guests. Proof of bar service licenses and liability will be required prior to alcohol being served on the premises. Any serving of alcohol on the property without the required paperwork will require the client and all guests to vacate the premises immediately. **(Highgrove Farm reserves the right to remove any individual acting in violation of any local and state laws or in a indecent or inappropriate manner from the property.)**

**Event Packages and Rate Plans**

Deposit Required for ALL packages is \$1,000,Non-Refundable.

**Fall Special! - \$4,900**

**Financing Plans:**

PLAN 1: Venue paid in full when reserved gets a \$400 discount and total amount due \$4,900 -\$400= \$4,500. \_\_\_\_\_

PLAN 2: Venue fee \$4,900, deposit \$1,000, balance of \$3,900 made in 4 equal payments between booking date and (4)four weeks prior to event. \_\_\_\_\_

PLAN 3: Venue fee \$4,900, deposit \$1,000, balance of \$3,900 paid in equal payments per month so that it is paid in full 30 days prior to the event date. Ex: If you book 11 months in advance, divide 10 months into \$3,900 balance for monthly installment. NO INTEREST! \_\_\_\_\_

Discount for Active Duty Military / First Responder - \$300 \_\_\_\_\_

(Circle/Select "X" Plan Desired and Initial)

**RENTAL AGREEMENT**

No part of the rental contract or terms and conditions may be altered without agreement y both parties, nor may it be transferred or sublet by the renter. Full payment must be received no later than four (4) weeks prior to the scheduled event. Your event date will be reserved upon receipt of this contract, the terms and conditions page and the non-refundable \$1000 deposit.

Client/Renters Name\_\_\_\_\_

Bride Name\_\_\_\_\_ Fiance Name\_\_\_\_\_

Address:\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Home/Work Phone\_\_\_\_\_ Cell Phone\_\_\_\_\_

Email\_\_\_\_\_

Rental Day and Date\_\_\_\_\_

Type of Event\_\_\_\_\_ Start Time\_\_\_\_\_ End Time\_\_\_\_\_

Number of Guests\_\_\_\_\_ Ceremony Location\_\_\_\_\_

Tent Location\_\_\_\_\_ (if applicable)

How did you hear about High Grove Farm\_\_\_\_\_

**PAYMENT INFORMATION**

Total Rental Fee \$\_\_\_\_\_ 300 Guest

\$1000 Deposit of Total Fee \$\_\_\_\_\_ Due with signed contract.

Security Deposit \$500\_\_\_\_\_ (Separate cashier's check / Cash due prior to event)

METHOD OF PAYMENT

Cash and All Major credit cards accepted

Please make checks payable to Highgrove Farm

Mail to: PO BOX 1971, Valdosta, Ga 31603

OR

Scan and email to: highgrovefarmga@gmail.com

OR

Fax to 229 -242-1415

The individual, agent or entity signing this contract, along with the event guests and any contracted labor will hold Highgrove Farm LLC, all employees and affiliates, individually and jointly harmless for any loss, damage, or injury to person or property resulting from the use, occupancy or possession of the premises.

I, \_\_\_\_\_ hereby acknowledge that I have read the above rental agreement and foregoing terms and conditions and i agree to the terms and conditions this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**Client/Renters Signature** \_\_\_\_\_

**Service Providers**( Print service provider name and acknowledgement signature)

Event Coordinator / Planner \_\_\_\_\_ / \_\_\_\_\_

Entertainment Service Provider \_\_\_\_\_ / \_\_\_\_\_

Catering / Food Service Provider \_\_\_\_\_ / \_\_\_\_\_

Additional Service Providers: \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_ / \_\_\_\_\_

**Highgrove Farm Representative Signature** \_\_\_\_\_

**Highgrove Farm and its staff thank you for choosing Highgrove Farm to host your special event.**

Questions, Please Contact Us:

Ed Lund - 229-460-4757

Evelyn Lund - 229-548-1234



