

BROOKGREEN *Gardens*



Facility Rentals Information (cont.)

Chairman's Event Package (cont.)

Rainey Pavilion Restaurant and Lawn

The grandeur of the gardens is felt at this location. It is perfect for larger weddings and business dinners while offering spectacular views of the Live Oak Alleé and stunning views of sculpture.

Pavilion Lawn Wedding

\$3,000

- up to 400 guests
- Includes: Chairman's Council Membership to Brookgreen Gardens
- Area Includes: Pavilion Restaurant Portico, Moss Draped Live Oak Lawn
- Access to area: 5 p.m. to 11 p.m. day of event plus tent set up and one hour rehearsal day prior to event
- Dates are subject to first come-first serve reservation
- Tent rental, outdoor tables, chairs are additional
- Food & Beverage service and Catering through Brookgreen Gardens Food & Beverage Department or Austin's at Pawleys

Pavilion Restaurant

\$2,000

- Limited to 80 guests
- Includes: Chairman's Council Membership to Brookgreen Gardens
- Includes: restaurant and portico, tables and chairs to accommodate up to 80 people
- Access to Restaurant: 5 to 11 p.m.
- Food & beverage service and catering through Brookgreen Gardens Food & Beverage Department or Austin's at Pawleys

E. Craig Wall, Jr. Lowcountry Center

This historic landmark is the site of the Huntington's barn that has been restored to the Center for Lowcountry History. The meeting rooms within the centrally located E. Craig Wall, Jr. Lowcountry Center are ideal for teacher retreats and club meetings, lectures and lunches.

Auditorium

\$2,000

- Limited to 90 guests
- Includes: Chairman's Council membership to Brookgreen Gardens
- Rental time: 9 a.m. to 11 p.m.
- Auditorium includes: 15.6 ft. tables or 10 round tables, chairs, podium, microphone, LCD projector and screen
- Food & beverage service and catering through Brookgreen Gardens Food & Beverage Department or Austin's at Pawleys; Equipment rental through Rent-a-Party in Myrtle Beach.

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Facility Rentals Information (cont.)

Chairman's Event Package (cont.)

Tarbox Welcome Center

Located at the entrance to the gardens and adjacent to the main parking area, this room is ideal for meetings and seminars. Large picture windows provide natural light with expansive views and connect people with nature to enhance the meeting's productivity. The conference room is available for private meetings or functions during the day when the gardens are open to the public and in the evening after the gardens are closed.

Conference Room

\$1,500

- Limited to 30 guests
- Rental time: 9 a.m. to 5 p.m.
- Includes: tables, chairs, podium and screen
- Food & beverage service and catering through Brookgreen Gardens Food & Beverage Department or Austin's at Pawleys



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Facility Rental Policies & Procedures

Reservation and Payment Process:

Events are reserved on a “first come-first served” basis and may be subject to availability. In order to secure your event date, one half of the facility rental fee must be paid with the submittal of the Facility Rental Contract and serve as a reservation deposit. Payments must be made by cash, personal check, MasterCard, Visa, American Express or Discover to guarantee payment of the balance of the rent and to hold the Facility. The other half of the rent will be due 14 (fourteen) days in advance of the date of the event.

Refund Policy:

All cancellations must be submitted in writing. In the case an event must be cancelled, the following refund policy will be exercised:

- Cancellation more than sixty (60) days prior to the event, the entire reservation deposit, minus a \$300.00 processing fee, will be refunded
- Sixty (60) days and fifteen (15) days prior to the reserved date, the refund will be pro-rated
- Less than fifteen (15) days prior to the reserved date shall not be refunded
- There are NO refunds for cancellations due to inclement weather if BROOKGREEN is open to the public on the date of the event
- Membership fees are non-refundable

Brookgreen Membership:

- BROOKGREEN Membership is required in order to hold and rent the facilities at BROOKGREEN GARDENS. Membership fees vary based on number of guests and the facility rented. Full payment of the BROOKGREEN membership fees are required to hold and rent the BROOKGREEN facilities. All BROOKGREEN memberships are 12-month annual partnerships, and will begin on the date of signing this contract. In the case that the event date is more than 12 months out from the time of signing the facility rental contract, the above stated RENTER agrees to pay-in-full and join the appropriate level BROOKGREEN membership at least 12-months prior to event, in order to hold the event on property. Membership fees are non-refundable.

Catering:

All events held on property are catered by Brookgreen Gardens Food & Beverage Department or Austin's in Pawleys; Menus are provided by request.

Equipment Rental:

Rent-A-Party is Brookgreen's official equipment supplier for all tents, tables, chairs and linens. Consultations will be set up upon request.

Special guided tours and creek excursions:

Arrangements may be made one month prior to the event for personal guided tours of the gardens or trails or explore the back creeks and waterways of Brookgreen on our pontoon boat, *The Springfield*.

Special Guided Tours - \$5 per person (15 people minimum)

Creek Excursions - \$350 per excursion (48 people maximum per excursion)

(Excursions and tours are in addition to the rent and any other charges)

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Facility Rental Policies & Procedures (cont.)

Photography of Events:

References are available for local and regional photographers to photograph your event at Brookgreen. All site visits must be pre-arranged through the Brookgreen Events Manager. Brookgreen's property, buildings, and sculpture may be photographed as background or setting of the event and may be used only for private non-commercial purposes.

Music & Bar Service:

Music and Bar Service on the Brookgreen property must cease no later than 10:30 P.M.

Decorations:

Decorations, signs, notices, banners, etc. may not be written on or taped, nailed, stapled, or otherwise fastened to any of the Brookgreen property or sculpture. No holes may be drilled, cored, or punched in any Brookgreen property or sculpture. Brookgreen must pre-approve of all deliveries and set-up of decorations, etc. All decorations, equipment, and any other items must be removed promptly after the conclusion of the event.

