

# BROOKGREEN *Gardens*



## Facility Rentals Information

### *Huntington Event Package*

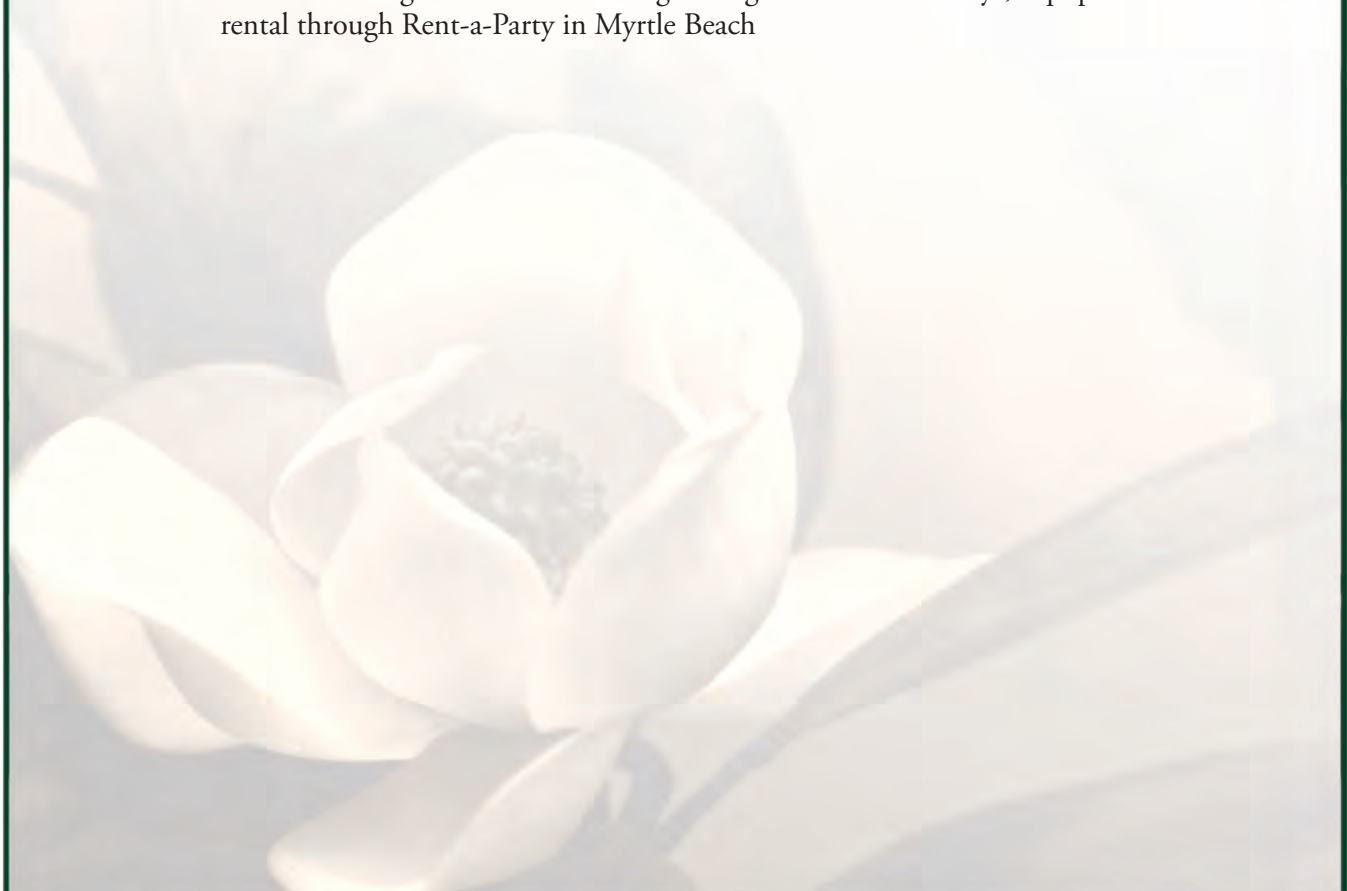
Up to 600 people

Brookgreen Gardens is pleased to offer the unique opportunity to rent the Archer and Anna Hyatt Huntington Gardens. The stunning and timeless beauty of the Live Oak Allée, Fountain Gardens and Dogwood Gardens overlooking the centuries-old abandoned ricefields will make any event simply unforgettable.

#### **Huntington Garden Wedding**

**\$7,500**

- Up to 600 guests
- Includes: Huntington Society Membership
- Access to the entire garden from 5 p.m. to 11 p.m. day of event; plus one hour rehearsal day prior to event (except month of April)
- Tent rental, outdoor tables, chairs and linens are additional
- Food & beverage service and catering through Austin's at Pawleys; Equipment rental through Rent-a-Party in Myrtle Beach



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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.

