

BROOKGREEN *Gardens*



Facility Rentals Information

President's Event Package

Up to 50 people

A limited opportunity to rent the M. Russell Holliday Cottage, the facilities within the E. Craig Wall, Jr. Lowcountry Center or the Tarbox Welcome Center. Includes: President's Council membership to Brookgreen Gardens.

M. Russell Holliday Cottage

Rent the exquisite Holliday Cottage for your private event for up to 50 people. The exclusive Holliday Cottage and its private walled garden and secluded location, formal rich interior decor and intimate rooms make it perfect for small weddings, dinner parties, anniversaries, executive meetings and baby showers.

Holliday Cottage Wedding

\$1,500

- Limited to 50 guests
- Wedding access includes: Cottage and Porch, Bride's Room, Walled Garden, Jessamine Pond Overlook and Live Oak Allée woods
- Access to Cottage and Garden includes Six (6) consecutive hours on the day of event between 9 a.m. and 10:30 p.m.; plus one hour rehearsal day prior to event
- Dates are subject to limitations.* (*Limitations include some block out dates of high season: Saturdays in April, May, June and October)
- Cottage furnishings are included; Catering, tent rental, outdoor tables, chairs and linens are additional cost
- 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

Holliday Cottage

\$1,000

- Limited to 32 guests
- Includes: Cottage and Porch
- Access to Cottage includes Six (6) consecutive hours on the day of the event between 9 a.m. and 10:30 p.m.
- Cottage furnishings are included; additional interior tables, chairs and linens are not included
- 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
- Dates are subject to limitations.* (*Limitations include some block out dates of high season: Saturdays in April, May, June and October)

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Facility Rentals Information (cont.)

President's Event Package (cont.)

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

\$750

- Limited to 50 guests
- Rental time: Any six (6) consecutive day-time hours between 9 a.m. and 5 p.m.
- Includes: Tables, chairs, podium, microphone, LCD projector and screen
- Food & Beverage service and Catering through Brookgreen Gardens Food & Beverage Department or Austin's in Pawleys; Equipment rental through Rent-a-Party in Myrtle Beach

Learning Lab One

\$500

- Limited to 30 guests
- Rental time: Any two (2) consecutive day-time hours between 9 a.m. and 5 p.m.
- Includes: Tables, chairs, LCD projector and screen
- Dates are subject to limitations* (*Limitations include block out dates of:
 - o Monday through Friday – February, June and July
 - o Tuesday & Thursday – January through May and September through December)

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

\$500

- Limited to 30 guests
- Rental time: any two (2) consecutive daytime hours between 9 a.m. to 5 p.m.
- Includes: Tables, chairs, podium and screen
- Food & beverage service and catering are available

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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.

