

# *Burge Plantation Guidelines*

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(770) 787-5152 Office (770) 787-5104 Fax

## Special Events and Wedding Venue Rules and Regulations for Vendors

Renter's Name: \_\_\_\_\_ Day of Event: \_\_\_\_\_

1. **Event Rental Time**- The rental time for special events and weddings is from 11:00am-11:30pm. The maximum bar time for an event is 6 hours. Last call and music must stop by 11:00pm to comply with local county sound ordinances.
2. **Catering and other food items**- All meals and non-alcoholic beverages served at the event will be catered by the Chef at Burge Plantation. You are welcome to provide your own snacks and beverages in the cabins. We do allow the renter to provide their own wedding cakes. Burge Plantation is not responsible for storage and set-up of wedding cakes.
3. **Alcohol**- All alcohol can be dropped off to a designated area a day or two before the event date. You are welcome to provide for your guests: bottled beer, kegs, wine and mixed drinks. Please note that we do recommend providing bottles no larger than 750 ml.
4. **Set-up, Clean-up & Supplies**- All vendors are required to remove their own equipment and other supplies. Burge Plantation is not responsible for the clean-up or storage of these items.
5. **Candles**- Any use of candles must be approved by the facility. Any damage to Burge's linens due to flames or melted wax will be taken out of the security deposit.
6. **Decorations**- Decorations may be hung from the ceilings as long as no damage is done to the walls or ceilings. Nails and tape are prohibited. Any decorations provided by the renter must be removed without leaving damage immediately following the event. If prior arrangements have been made with the Burge event staff, decorations can be left over night and picked up the following day.
7. **Smoking**- Smoking is permitted on all outdoor patios and lawn areas, not in the Conservatory or covered patio. Cigarette butts should be disposed in designed trash bins. Ashtrays are available upon request.
8. **Parking**- All guests are required to park in the large field adjacent to the Conservatory. A parking attendant is included in the rental fee and will assist your guests when parking for an event. We do have a designated area near the event site for those guests who may need additional assistance.

**Violation in any of the above may result in a loss of security deposit. This amount is at the discretion of Burge Plantation.**

\_\_\_\_\_  
Burge Plantation Management Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor

\_\_\_\_\_  
Date