

Hart County Botanical Garden Pavilion Use Policy

Non-Profit Instructional Events

The Hart County Botanical Garden, Inc (HCGB) is pleased to make available the Botanical Garden Pavilion for use by the people of Hart and other surrounding counties. The pavilion was constructed in partnership with the Hart County Rotary Club. To assist in maintaining this facility, the following policies were created. The policies apply to the rental of the pavilion only and there should be no assumption of use of the entire garden area.

1. The use of the pavilion is available to all citizens, civic clubs, churches, businesses, nonprofits and for profit organizations for privately sponsored not for profit events and gatherings. This is on a first come/first serve basis. Reservations are not secure until the deposit has been received.
2. Reservations are permitted year-round.
3. Hours of use are dawn until dusk, depending on the season. There is no lighting in the garden.
4. Availability and reservations are maintained by the Hart County Botanical Garden. Information can be obtained by contacting the scheduler at 706 436-1557 or thehartcountybotanicalgarden@gmail.com. Reservation forms and payment are to be mailed to Hart County Botanical Garden, P O Box 44, Hartwell, Ga 30643.
5. For non-profit, instructional classes offered to the public, there is a non-refundable \$50 pavilion use fee. There is also a \$100 security deposit for anyone using the facilities or a \$250 security deposit for events where beer and/or wine are served. The deposit will be refunded within two weeks of the event after the premises have been inspected by a garden representative and it is confirmed no damage has occurred. The area is to be clean and left as it was found. If anything is moved, it must be returned to its original place.
6. A "Hold Harmless Agreement" must be executed by the person responsible for the rental when the rental paperwork is submitted.
7. Entry to the restroom will be made available the day of the event.
8. Users are welcome to bring their own tables and chairs as their needs require. The pavilion is located approximately 100 yards from the parking lot. Thirteen (13) lightweight tables (four six-foot rectangular and nine eight-foot rectangular), six (6) tall cocktail tables and fifty-six (56) lightweight chairs are available on site for a non-refundable use fee of \$50 or \$25 for nonprofit organizations and current Friends of the Garden and is payable in advance. Tables and chairs are NOT to be removed from the pavilion area and are to be returned to the kitchen. The tables should be leaned against the wall; chairs should be hung on chair hangers above tables and stacked in an orderly manner.
9. Food preparation, including grilling, is NOT permitted in the gardens or pavilion.
10. No candles or other open flame devices are permitted in the gardens or pavilion.

11. All trash and garbage (including the restroom) must be taken away following use of the pavilion. New trash bags are provided in the kitchen and must be placed in the empty cans. There is a dumpster in the next to the Rec. Dept. maintenance building across from the football fields, down the road to the playgrounds and dog park.
12. HCBG encourages recycling. A labeled red bin is provided for this purpose. Please put all plastic, glass, and aluminum cans in this bin. NO cardboard, paper, or food. HCBG will remove the contents of this bin.
13. All lights and ceiling fans must be turned off when leaving the pavilion.
14. The restroom and kitchen doors must be locked when leaving the pavilion.
15. Alcoholic beverages are not permitted in the garden *except as follows*:
 - 14.1 Alcoholic beverages are limited to malt beverage and wine.
 - 14.2 Events that may serve alcohol are: Hart County Botanical Garden, Inc (HCBG) events, Hart County bonafide non-profit civic organization events, wedding receptions and other events specifically approved by the Hart County Botanical Garden, Inc Board of Directors.
 - 14.3 The person responsible for renting the pavilion and signing all paperwork when alcohol is served, must be 21 years of age and provide verification when the reservation is made.
 - 14.5 If alcohol will be *sold*, all City of Hartwell and Hart County ordinances must be strictly followed, including the requirement for a city permit to sell alcoholic beverages by a bonafide non-profit civic organization (See City of Hartwell Code Sec 4270).
 - 14.6 If a City of Hartwell permit is required, a copy of the approved permit must be presented to the HCBG representative at the time of the signing of the "Hold Harmless Agreement."
 - 14.7 Caterers must have a Caterer's License per City of Hartwell code Sec 4.271 to provide or serve alcoholic beverages at authorized events. Verification must be shown when signing the rental agreement.
16. In recognition of their substantial contributions to the Hart County Botanical Garden, the following organizations, as a group, are exempt from the equipment rental fee: The Hartwell Service League, The Hartwell Rotary Club, The Hartwell Kiwanis Club, The Hart County Golden K, The Hart County Board of Commissioners, and St. Andrews Episcopal Church.
17. Failure to comply with these policies can result in forfeiture of deposits, payment for any damages incurred, and loss of use privileges.
18. The HCBG may change these policies at any time without notice.

I have read and agree to abide by this policy. I understand and agree that I am renting and using the pavilion at my own risk. My guests also understand and agree that participation in this event is at their own risk.

Signature: _____ Date: _____