

# Mahaffie Picnic Shelter Rental Policies and FAQ's

CAPACITY	200
FURNISHINGS	Farmhouse tables (36 – 8') with benches. Furnishings cannot be removed from shelter
AMMENETIES	Lights, ceiling fans, electrical outlets, outdoor restrooms, water fountain nearby
PARKING:	Farmhouse parking lot; 56 parking spots (carpooling suggested)
RENTAL TIME	4:00 p.m. – 10:00 p.m. Event Time 10:00 p.m. – 11:00 p.m. Cleanup Time
RENTAL FEE	Friday, Saturday, Sunday \$875.00 Monday – Thursday \$100.00 per hour (2 hour minimum)
DAMAGE DEPOSIT	Credit Card or Check \$300.00
FEE PAYMENT SCHEDULE	20% Deposit At booking 50% Rental Fee 120 Days Rental Fee Balance 2 weeks Additional Fees 2 weeks
REFUNDS	No refund of any paid fees past the due date. Any fees paid in advance of the due date may be refundable in the event of cancellation
RESCHEDULING	Events may be rescheduled on another available date with paid fees applying to the new date.
LOADING/UNLOADING	Vehicles are allowed down the service road for loading and unloading only
ALCOHOL SERVICE	Alcohol service is allowed with the following requirements: <ul style="list-style-type: none"><li>➤ Security guard must be present from the time alcohol service begins to the end of the contracted time. Security is arranged through the site and the fee is \$40.00 per hour</li><li>➤ A professional bartender is required to serve the alcohol. Guests cannot serve themselves</li><li>➤ Alcohol beverages must be provided by the client, a beverage service or caterer. Guests cannot bring in their own alcohol.</li><li>➤ See Alcohol Policy Agreement and Alcohol Service Guidelines for all requirements</li></ul>
SETUP	<ul style="list-style-type: none"><li>➤ All setup and cleanup must be accomplished during the contracted time</li><li>➤ Tables used for food and beverage service must be covered</li><li>➤ Clients may not use nails, tacks or staples to hang decorations in or around the shelter</li><li>➤ Glitter and confetti are not allowed</li><li>➤ Candles must be in some type of receptacle such as a votive cup, lantern or jar</li></ul>
CLEANUP	<ul style="list-style-type: none"><li>➤ Trash bags will be provided</li><li>➤ Clients are responsible for taking all trash to the dumpster</li><li>➤ Client is responsible for picking up all trash in and around the shelter</li><li>➤ All items must be removed by the end of the contracted time</li></ul>
SITE ACCESS	<ul style="list-style-type: none"><li>➤ The client and guests have access to the picnic shelter and the site to the north and west of the shelter</li><li>➤ Shelter rental clients and guests do not have access to the historic site grounds or buildings</li><li>➤ Shelter rental clients and guests do not have access to the Heritage Center or the Heritage Center parking lot</li><li>➤ Shelter rental clients and guests are prohibited from interfering with the farm animals</li><li>➤ Handicap accessible; picnic shelter is approximately 1,000 feet from the parking lot</li></ul>