

WEDDING GUIDELINES

For Brick House Plantation Trust & Brick House Ruins Preservation 501(c) (3)

Terms: The Board of Trustees for Brick House Plantation will be known as (The Board).
Brick House Ruins Preservation, Inc. will be referred to as the (Ruins, Inc.).
Any person, group or organization holding an event will be known as the (Host).

Section 1: Event Guidelines

Section 2: Type of Event, Approval, Cancellation & Responsibilities

Section 3: Event Application and Insurance

Section 1: Guidelines - There are many things to consider as you plan for an event. The Board has established these Guidelines and Procedures as framework to protect you, attendees, donors, sponsors, Hosts, and the Ruins, Inc. from negative liability and tax consequences.

Section 2: Type of Event – For generations Brick House has been the site of many joyous occasions like family gatherings, visits by scout troops, weddings, charitable fundraising events, and historical tours. An Event Application with insurance information and vendor information is required for all types of events except family gatherings. The number of attendees will be determined according to each event and may be limited by The Board.

Approval of Events - All event requests must receive approval from The Board. The host of any event must submit an Event Application that contains your plan for insurance with carrier information to the Board Secretary. You may reply to our google form or send a completed application as an attachment via email to brickhouse1798@gmail.com. After reviewing your application and making sure it is complete, the secretary will present it to The Board for approval and will contact you to let you know if your request has been approved.

Cancellation/Denial of Events - The Board or the Ruins, Inc. reserves the right to cancel any event where the host or organization is not in compliance with the Brick House Events and Guidelines Procedures. The Board will consider approval of events and any legal fundraising events, but reserves the right to deny approval of any proposed event. Events may be denied, if in its sole discretion, the Board or The Ruins, Inc. determines that the proposed event is not in keeping with their image, values, or for any other reason that they see fit.

Responsibilities of The Board will be:

- Approval of all events held on the property.
- The management of the property.
- Assuring that the Host has the appropriate insurance coverage for the event.
- Providing the name and contact information of an Events Coordinator Contact to work with the Host.

Responsibilities of the Host:

The Host will retain responsibility for all events and matters related to them including:

- Submit a completed Event Application.
- Comply with the Event Guidelines and Procedures.
- Supply copies of insurance documents detailing coverage.
- Acknowledge that any damages incurred as a result of the event will be the responsibility of the Host.
- Comply with applicable local, state and federal laws.
- If necessary, obtain all proper licenses, permits, etc., required by law.
- Ensure that your application contains complete contact information for all vendors.
- Plan for an adequate number of restroom facilities.
(<http://www.servicesanitation.com/portable-restroom-calculator>)
- If required, pay a refundable cleaning deposit of \$500.
- Keep the Events Coordinator informed concerning access and deliveries for your event.

Section 3: Proof of Insurance

Insurance plan and carrier information must be submitted at the time of request. Proof of Insurance must be submitted four to six weeks prior to the event date. It should be submitted to the BH Trust Secretary as an attachment and sent via email to brickhouse1798@gmail.com.

Please fill out attached application for your wedding.

<https://goo.gl/forms/zsYaLT6M0F3pDBpi1>