

McCoy Farm & Gardens (MFG) Pricing, Rules and Regulations

Wedding Celebrations

1) THE GRAND ESTATE PACKAGE WITH GARDENS –

Friday and Saturday: \$4,000.00; Sunday - Thursday: \$3,000.00

Includes: House, Pavilion, Rehearsal Dinner Space, Bridal Dressing Rooms, Carriage House Restrooms, Fire pit, Gardens and Grounds 5 hours day before set up and rehearsal usage and 10 hours day of wedding usage for total of **15** hours. (Flexibility may be offered for the 15 hours of usage.)

2) THE HISTORIC MANOR WITH GARDENS PACKAGE –

Friday or Saturday: \$3,000.00; Sunday – Thursday: \$2,000.00

Includes: House, Bridal Dressing Rooms, Carriage House Restrooms, Front lawn, Boxwood and Serpentine Gardens, **12** hours, day of event usage

3) THE WOODLAND PAVILION WITH GARDENS PACKAGE –

Friday or Saturday: \$2,000.00; Sunday – Thursday \$1,500.00

Includes: Pavilion, Fire Pit, Horseshoe Gardens, Apple Orchard, Carriage House restrooms, **10** hours, day of event usage

4) FARM AND GARDENS PACKAGE –

Friday or Saturday: \$1,500.00; Sunday – Thursday \$1,250.00

Includes: Gardens, Grounds, Fire Pit, Carriage House restrooms, **10** hours, day of event usage

5) ALMOST ELOPEMENT WEDDING PACKAGE –

Sunday – Thursday only, 3 hours maximum, 50 people: \$500.00

Includes: Pavilion or Grounds only, Fire Pit, Carriage House restrooms, **3** hours, day of event usage

EXTRAS:

Chairs - \$2.00 each

Tables - \$7.00 each

Rehearsal Dinner - \$750.00 flat fee with a wedding package where not included

Speaker/sound system - \$75.00 per diem

Set-up, take-down, trash removal fee – minimum \$250.00 paid directly to worker

Additional hours added to any package - \$150.00 per hour

To secure the venue, a 50 percent of the rental package fee is required for a deposit securing the venue along with a signed and dated contract*.

Renter's initials: _____

Final Payments, bringing the balance to \$0, are due 90 days prior to the scheduled event. A security deposit of \$500.00 is also due at the time of the final payment under separate check. It is held until after the end of the event (not deposited) and returned to renter if there are no damages to the property.

*Once confirmed, MFG does not offer refunds, full or partial. If, however, an extenuating circumstance should arise, MFG will make every effort to work with the client to secure an alternative date within a twelve-month period following the revision,

Wedding Rehearsals may be scheduled with the MFG Event Director. One complimentary hour for wedding rehearsal is offered with each wedding ceremony held at MFG.

Parties and Events

1) ALL INCLUSIVE PACKAGE –

Friday or Saturday: \$1,500.00; Sunday - Thursday: \$1,000.00

Includes: House, Pavilion, Carriage House Restrooms, Fire pit, Gardens and Grounds 5 hours, day of event usage.

2) HOME AND GARDENS PACKAGE –

Friday or Saturday: \$1,250.00; Sunday – Thursday: \$850.00

Includes: House, Carriage House Restrooms, Front lawn, Boxwood and Serpentine Gardens, 5 hours, day of event usage

3) PAVILION AND GROUNDS PACKAGE –

Friday or Saturday: \$1000.00; Sunday – Thursday 750.00

Includes: Pavilion, Fire Pit, Horseshoe Gardens, Apple Orchard, Carriage House restrooms, 5 hours, day of event usage

4) GARDENS AND GROUNDS PACKAGE –

Friday or Saturday: \$750.00; Sunday – Thursday \$625.00

Includes: Gardens, Grounds, Fire Pit, Carriage House restrooms, 5 hours, day of event usage

5) SMALL SHINDIG PACKAGE –

Sunday – Thursday only, 2 hours maximum, 50 people: \$300.00

Includes: Pavilion or Grounds only, Fire Pit, Carriage House restrooms, 2 hours, day of event usage

For outdoor gatherings of 25 people or fewer, there is no charge. Groups of 25 or more using the outdoor grounds during public hours should contact MFG for permission and to make arrangements.

EXTRAS

Chairs - \$2.00 each

Tables - \$7.00 each

Speaker/sound system - \$75.00 per diem

Set-up, take-down, trash removal fee - \$250.00 paid directly to worker

Additional hours added to any package - \$150.00 per hour

Renter's initials: _____

To secure the venue, a 50 percent of the rental package fee is required for a deposit securing the venue along with a signed and dated contract*.

Final Payments, bringing the balance to \$0, are due 90 days prior to the scheduled event. A security damage deposit of \$500.00 is also due at the time of the final payment under separate check. It is held until after the end of the event (not deposited) and returned to renter if there are no damages to the property.

Non-Profit and Community Gatherings

Sunday through Thursday gatherings available at a discounted rate. Contact Event Director for a quote.

RENTAL/PROPERTY DETAILS:

Renters must vacate the property by 11 p.m.
Alcohol service must end by 10:00 p.m.

At least one representative of MFG will be present at an Event. The number will depend on the time, guest size, and length of the Event. Please note: McCoy Farm & Gardens Representatives are not event planners or coordinators, unless the MFG Event Director is hired separately to do so, but act as Property managers, responsible for overseeing the buildings, facilities and grounds. The MFG Event Director or Representative is available for matters pertaining to the venue. A wedding planner/coordinator/director is recommended for wedding celebrations whether the McCoy Farm & Garden Event Director is hired or another.

The grounds are open to the public on Saturdays and Sundays, dawn to dusk. The public hours are subject to change with the seasons. When a specified area of the Property is rented, MFG will make every effort to effectively communicate Renter's private use of such area. The trail is open to visitors during daylight hours, seven days a week.

For every 10 minors at an Event, one adult must be present and attentive. There are potential dangers associated with the historic buildings, grounds, trails, streams, and other aspects of the Property. For the safety of all concerned, children are to be always supervised by a conscientious adult.

Cancellation

Once confirmed, MFG does not offer refunds, full or partial. If, however, an extenuating circumstance should arise, MFG will make every effort to work with the client to secure an alternative date within a twelve-month period following the revised scheduling.

In the event of an extreme situation, such as a death or natural disaster, which might warrant some type of refund the MFG Event Director will address on a case-by-case basis with approval by the MFG Executive Director and/or the MFG Board Chair.

Caterers and Vendors

MFG does not restrict caterers or vendors. The MFG Event Director may provide suggestions after contracting with MFG, if requested, of vendors who have worked at MFG. MFG does not profit from nor

Renter's initials: _____

guarantee satisfaction of any vendor recommended. The Renter may choose any caterer or cater an Event themselves. MFG requires the caterer to visit the Property before the Event. It is suggested that the Renter be present with the Event Director on this visit.

Cooking from scratch is not allowed except for outdoor grilling with grills brought by renter or caterer. Appliances include a freezer, microwaves, warming ovens and a refrigerator. There is no stove top for cooking. Chocolate fountains and punch fountains are not permissible indoors. Beverage stations should be set up on porches, out of doors, or over tile - preferably other than where there are wooden floors. Sterno-type warmers are acceptable in designated areas, as long as the area is supervised. Radiant heaters may be used, except in the house, but must be approved by MFG Event Director.

Cleanup

MFG is a self-service facility with the option (Extra) to have set-up and clean-up secured by the Event Director. Such "contracted workers" are to be paid directly by Renter. Otherwise, all setup and cleanup must be done by the Renter or their crew. **Please be sure to include time for setup, cleanup, and breakdown in rental hours. It is strongly recommended that a worker(s) be hired to offer this service for wedding celebrations.** Overages in hours and failure to cleanup can result in loss of damage deposit. Overage hours are charged at double rate of \$300.00 per hour.

Cleanup Specifics:

- chairs and tables cleaned, folded, and returned to storage area
- all trash picked up, bagged and put in dumpsters, including bathroom trash
- garbage cans rinsed out
- ice poured out on grass, not on shrubs or gardens
- tile floors mopped if needed, other floors swept or vacuumed,
- incidental spills cleaned up,
- all equipment and personal items removed
- counters, sinks, toilets, refrigerator, and microwaves cleaned.

Capacity

Capacity depends on how an Event is planned.

Formal seating in the Manor House is about 60 to 65, more when expanded to porches.

Capacity for a buffet-style, walk-around Event, with seating in various rooms and on the porches of the Manor House is approximately 97.

Capacity for the pavilion for a formal seated Event is about 90 to 96. Capacity for a buffet-style, walk-around Event is about 135.

Use of the grounds around the buildings in good weather allows for larger groups. Tents provide outdoor alternatives.

Grounds and Garden Areas

MFG volunteers are dedicated to providing an attractive, clean, well-maintained area for Events.

Renters must leave any rented area as they find it. Any damage to the Property (including grounds and gardens) caused by the Renter or the Renter's guests and invitees at the Event will be the responsibility of the Renter. Renters are not permitted to walk through or step inside the planted garden areas and should stay on the grass, drive, or walkways. MFG is an arboretum and care is expected to protect the

Renter's initials: _____

trees, florals and fauna. Children are to be supervised by an attentive adult and encouraged to enjoy the children's garden.

Appearance of the grounds changes continually. MFG cannot guarantee that the grounds will have the same appearance at the time of the Event as when originally viewed by the Renter. **Vehicles are not permitted on the grass** with the exception of handicap vehicles as specified or unless prior arrangements have been made. Only licensed drivers may drive any type of motorized vehicle on MFG property, including renter-owned vehicles of any type – 4-wheelers, lawn mowers, golf carts, etc..

The grounds are extensive; the buildings are historic; and there are many natural features such as rocks, uneven ground, streams, bridges, flora and fauna, including poison ivy. Attention is to be exercised when moving around. Visitors assume the risk of such hazards and must use care during their visit.

Please note that the Property is a Non-Smoking Property

Parking

Due to the limited parking on the Property, off-site parking arrangements are required for Events of 80 or more vehicles. Renter will need to arrange transportation or Valet services to the Property or work with the MFG Event Director to secure alternative parking. MFG may assist with arrangements.

A gravel parking lot is located off Taft Highway, and that entrance and parking lot should be used unless prior arrangements are made.

Restrooms

The house has one small downstairs restroom and two upstairs restrooms, and the pavilion has one restroom. In addition, there is one handicapped-accessible portable restroom in the parking lot. Three additional restrooms are located in the downstairs of the Carriage House. These are included in the rental when either the house or the pavilion is rented. The Renter can arrange for additional portable restrooms to be placed in areas designated by MFG. It is highly recommended that for Events exceeding 300 guests, additional portable restrooms be secured by the Renter, depending on the length of the event and the area(s) rented.

Decorations

Due to the delicate nature and age of the Property, MFG asks that visitors and Renters help us to preserve the Property for the next guests and the community. All decorating plans that involve wire, and floral attachments **must** receive prior approval from the MFG Event Director. Existing hooks or hangers may be used. No staples, paints, nails, tacks, glue guns, glitter, confetti, or tape may be used. Any items or decorations that require any type of staking into the turf must also have prior approval.

At wedding receptions, guests will be allowed to blow bubbles or throw lavender at the couple. Real rose petals are acceptable but must be removed from indoors prior to the end of the rental or the Renter will incur the cost of cleanup. Sparklers may be used only outdoors; remains must be cleaned up after use. Birdseed, wildflower seed, fireworks, rice, confetti, potpourri, party string, glitter and floating decorations such as helium balloons are not permitted.

Photography

Renter's initials: _____

Photography for personal use is allowed. Professional photographers will be charged an annual \$50 fee to MFG for an unlimited number of sessions for family, group and individual portrait shots. Any more extensive photo shoots will require another arrangement. No Professional photography fee is required if photos are taken in conjunction with an Event on the Property. MFG appreciates the use of professionally taken event photographs and will give photographer credit for their usage.

Professional scheduling is by appointment only and subject to Property availability. The fee will be for the calendar year. Photography sessions are out of doors unless special arrangements are made for indoor photography. Professional photographers are required to have photographer's liability insurance.

Photographers may not interfere with a scheduled event or with the regular use of the Property by other visitors for an unreasonably long time and should respect the activities of other visitors, volunteers and contractors. No furniture, plants and the like may be moved for photographic purposes without the permission of MFG.

Tables and Chairs

MFG has indoor/outdoor white plastic table tops with black legs, 6 foot, rectangular tables and matching chairs for rent to accommodate 160 people. Tables are \$7 each and chairs are \$2 each. Set-up and take-down is to be paid by Renter to "worker" or done personally. The MFG Director is available to offer direction and provide a layout design, not to move and set up furniture.

Tents and Dance Floor

Tents and dance floors are acceptable but must have prior approval by MFG Event Director for location, setup and removal. It is important that the least amount of damage possible be done to the grounds.

Weather

MFG will not refund money due to inclement weather. MFG Event Director strongly recommends rental tents for any portion of an Event that is to take place outdoors and over 75 guests. Tents must be secured by the Renter. The MFG Event Director may help with vendor selection and installation coordination.

Pets

Pets are allowed only on a leash. Pets are not allowed inside the house or pavilion or other structures. Please clean up after pets.

Music

Live or pre-recorded music is welcome. Please note that we do have a limited number of outlets as well as voltage. It is recommended that this be communicated to the music vendor and that they contact MFG to discuss power strips, voltage, and extension cords.

Outdoor music must cease by 10:00 p. m. At no time during the Event, should the music be too loud. The MFG representative will be aware of the appropriate volume and will have the final say as to volume of music.

Sound System

Renter's initials: _____

McCoy has a sound system consisting of two speakers with stands, one microphone with stand, and cables available for rental for \$75 per day. One speaker is Bluetooth compatible, and the speakers are mono rather than stereo. Renters are responsible to arrange for the sound system set up and operation by a knowledgeable individual.

Alcoholic Beverages

Use of alcoholic beverages on the Property is acceptable when specific arrangements have been made **in advance for host alcohol insurance coverage, otherwise it is prohibited.**

Use of alcoholic beverages on the Property is allowed, as follows:

(a) A Renter must secure a special event liability insurance policy with \$1,000,000 limits for each occurrence, with the Town of Walden and McCoy Farm & Gardens listed as additional insureds. Proof of insurance shall be provided to the Town Recorder at least seven (7) days before any Event in which alcohol is served.

(b) All state laws pertaining to the serving of alcohol, including beer and wine, must be strictly followed. Alcohol may not be served to any person under the age of 21.

(c) Alcoholic beverages may not be **sold** unless:
(i) for wine and alcohol in excess of eight percent (8%) , a special occasion alcohol permit is obtained from the State of Tennessee Alcoholic Beverage Commission and/or,
(ii) for beer (not more than 8% alcohol), a special occasion beer permit is obtained from the Town of Walden.

“Sold” means *any* money changing hands at an event, including the acceptance of donations at a fundraiser. These permits are available only to non-profits and qualified political organizations.

Note that the permitting process takes several weeks, so adequate time must be allowed to obtain the permits.

(d) The serving, possession or consumption of alcohol, including beer and wine, on the Property may be ordered discontinued at any time at the discretion of an MFG Representative, Town authorities or the Hamilton County Sheriff’s Department. Such discretion may be exercised in the case of inappropriate behavior, exposure to liability due to excessive drinking, intoxication of individuals, underage drinking, damage to property or injury to individuals, and other such activities and may result in the closing of the bar and the discontinuance of the serving, possession or consumption of alcohol, including beer and wine.

Fires

Firewood is provided by MFG when requested. The kindling of any fire is allowed only as follows.

(a) Fires are allowable in designated picnic areas when the fire is confined in a fireplace/fire ring provided for the use of visitors, or grills, or in other locations specifically marked by MFG; or

(b) Fires are allowable in an industry-approved portable fireplace, and in stoves or lanterns using gasoline, propane, butane gas or similar fuels.

(c) Fires must be kindled in such a manner that no tree, shrub, grass, or other flammable or combustible matter will be set on fire or caused to be set on fire.

(d) When no longer needed, the fire shall be completely extinguished. Leaving a fire unattended is prohibited.

(e) Throwing or dropping a lighted cigarette, cigar, pipe heel, match or other burning material is prohibited.

(f) The gathering of wood for use as fuel in picnic areas shall be limited to dead material on the ground. To avoid the spread of pests and diseases, no material should be brought to the Property that originated from outside a fifty mile radius of the Property.

Renter’s initials: _____

(g) If a fire is kindled, the Renter is responsible for making sure the fire is completely out using water, not dirt.

Candles

The use of candles is allowed as follows.

(a) Candles may not be used in the house, pavilion or any other structure.

(b) Outdoors, candles and/or open flame devices must be under constant supervision, and not unattended while burning. An approved fire extinguisher shall be immediately available in the area and a person will be present who has been trained in its use, serving as a fire watch. Candles and/or open flame devices shall be lit only during the Event. Flames will be immediately extinguished at the conclusion of the Event. Candles and/or open flame devices must be kept in stationary, securely supported non-combustible holders. No candle or open flame device shall be placed in a polystyrene holder or decoration. Candles and/or open flame devices must not be placed on windowsills or other areas that are unstable; or, where they could come into contact with curtains or other hanging objects. Readily combustible materials, including draperies and curtains, must be secured at least three (3) feet from an open flame.

(3-2022)

Renter's initials: _____