

Hills & Dales

E S T A T E

SPECIAL EVENT RENTALS

Thank you for considering Hills & Dales Estate for your event. There are two locations available for rental: the Visitor Center and the Pool Terrace adjacent to the Callaway home. Most events occur at the Visitor Center; however, the Pool Terrace is available for a limited number of events each year. Please note that we do not accommodate wedding ceremonies or political events.



VISITOR CENTER RENTAL RATES

50 people or less

Individuals/For-Profit Organizations	\$750
Non-profit Organizations	\$250

51-100 people

Individuals/For-Profit Organizations	\$1500
Non-profit Organizations	\$500

101-150 people

Individuals/For-Profit Organizations	\$2250
Non-profit Organizations	\$750

151-225 people

Individuals/For-Profit Organizations	\$3000
Non-profit Organizations	\$1000

All rentals require a \$500 security deposit in addition to rental fees. Parking attendants are included for events of more than 150 people. Individuals hosting an event also receive an annual pass for future visits to the estate as part of the rental package.

Requests for all special events will be evaluated individually before approval is granted. During regular business hours special event groups are limited to the Great Hall area to accommodate other estate visitors. Special events which require use of the entire Visitor Center must take place after business hours.

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VISITOR CENTER LAYOUT

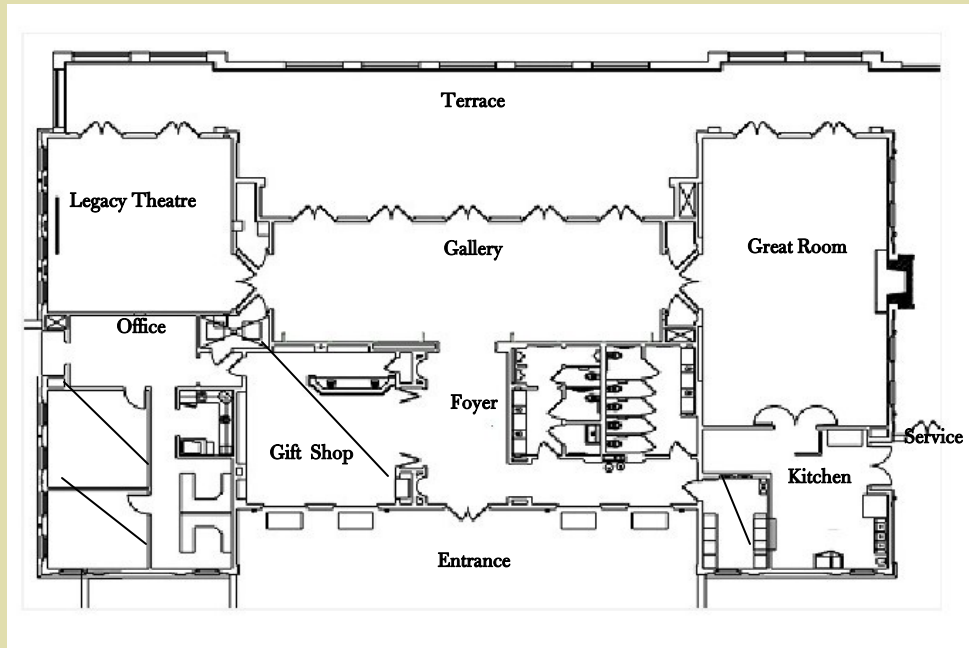
The classically designed Visitor Center is comprised of several rooms and an outside terrace which are suitable for events from 50 to 225 people.

The Great Hall is 1200 sq. ft. and holds nine 5 ft. round tables and 72 chairs. These chairs and tables are included as part of the rental but table cloths are not provided. The catering kitchen is adjacent to this room and has an ice machine, refrigerator/freezer and a separate service entrance. A microphone, lectern, projector and screen are available for use in this room upon request.

The 1000 sq. ft. Gallery is frequently used for buffet and the display cases can be moved against the back wall to provide room for food tables. We have six 6 ft. rectangular tables which can be used for food, beverage or display as needed.

The Terrace is a favorite spot for guests during favorable weather because of the great views of the estate. Its' 2000 sq. ft. can be used for a dance floor, additional seating or for food and drink stations and the Terrace can be tented.

The Legacy Theater has nine benches and a theater screen. It is available for DVD or Powerpoint presentations during evening events. The Theater, Gallery and Great Hall all open onto the terrace.



A four-hour maximum time period is allowed for each rental, except for meetings which are allowed up to eight hours. A \$200 per hour rate is charged after the four-hour or eight-hour period. All events must end by 11 p.m. If you would like to provide tours of the estate for your guests, they may be purchased at reduced rates: \$9 for House & Garden tickets and \$4 for Garden tickets. All house tours must be accompanied by a docent and scheduled in advance.

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POOL TERRACE AREA



The 2000 sq. ft. Pool Terrace is located adjacent to the Callaway home and historic Ferrell Gardens and can be rented for outdoor events. Rental of this location enables your guest to enjoy the gardens. The area contains a central fountain, covered bathhouse and porte-cochere. It is conveniently located near restrooms, parking and a catering workroom. The central fountain area can be tented with up to a 20' x 60' tent. Individuals who host an event also receive an annual pass for future visits to the estate as part of the rental package.

POOL TERRACE RENTAL RATES

100 people or less

Individuals/For Profit Organizations	\$2000
Non-profit Organizations	\$1000

101-175 people

Individuals/For Profit Organizations	\$4000
Non-profit Organizations	\$2000

- ◆ Set up, excluding tents, must be done on the day of the event. Rental includes six rectangular buffet tables; however, all tables and chairs for guests must be rented. All events must end by 11 p.m.
- ◆ All guests can tour the historic Ferrell Gardens as part of your event, but \$9 tickets are required if you would like tours of the home. (Tours must be scheduled in advance and are accompanied by a docent.)
- ◆ Guests enter and leave from the gate on Hills & Dales Drive while vendors can enter through the Ferrell Drive gate. Two parking attendants are provided. A lighted pathway from the parking area to the pool terrace is included if needed and the pool terrace and greenhouse are lighted; however, the gardens are not lit at night.

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SPECIAL EVENT PROCEDURES

- Step 1: Complete the rental request form and the insurance requirement form. Return both forms with a security deposit of \$500.
- Step 2: Your request will be reviewed and any issues discussed with you. If your event is approved, you will receive an approval letter and a rental agreement form to be signed and returned. Full payment of rental fees is due at least two weeks prior to your event. You will be notified in writing if your request is denied and your security deposit promptly returned to you.
- Step 3: Caterers must provide a certificate of insurance showing they have liability insurance of at least \$1,000,000 and full worker's compensation coverage. This certificate is due at least two weeks prior to your event.
- Step 4: All hosts renting the facilities must provide an insurance certificate indicating they have \$1,000,000 of liability insurance and naming Fuller E. Callaway Foundation as an additional insured. If alcohol is being served the certificate must state that alcohol related incidences are covered. The insurance requirement agreement specifies what is needed and can be taken to your insurance agent to determine if you have coverage or need to purchase an event policy to provide adequate coverage. This certificate is due at least two weeks prior to your event.
- Step 5: The host will then need to arrange a planning meeting at the Visitor Center with the visitor center manager, caterer, event coordinator and others involved to review logistics and plan a schedule.
- Step 6: Make sure to leave the correct address for the return of your security deposit.

Fuller E. Callaway Foundation reserves the right, acting in its sole discretion to deny or limit the use of the facilities and to determine whether any proposed event is in keeping with the policies then in effect. Similarly, Fuller E. Callaway Foundation reserves the right at any time to amend its policies and guidelines with respect to the rental or usage of Hills & Dales Estate.

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SPECIAL EVENT REQUEST

Name of organization or person requesting permission _____

Contact person _____

Address _____

Work Phone _____ Home _____

Cell Phone _____ Fax _____

E-mail _____

Requesting Rental of the:

____ Visitor Center (Circle each one that applies) No Tours House Tours Garden Admission

____ Pool Terrace (Garden admission included) Do you want House Tours: Yes No

Date and Time of Proposed Event _____

Number of people expected in attendance _____

Description of the event: Include plans for catering and serving of alcohol, entertainment, speakers, etc.

Caterer _____

By signing this event request I certify that I have read and agree to abide by all Hills & Dales Estate Special Event Guidelines.

Signature _____

Please return to:

Hills & Dales Estate
c/o Fuller E. Callaway Foundation
P. O. Box 790
LaGrange, Georgia 30241

Phone 706.882.3242
Fax 706-882-3464
Email info@hillsanddales.org

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SPECIAL EVENT INSURANCE REQUIREMENTS

Because of the historic significance of Hills & Dales Estate, insurance is required for any special event that takes place on the property.

If you are employing a caterer, they must provide a certificate of insurance showing they have liability insurance of at least \$1,000,000 and full worker's compensation coverage. The caterer must provide proof of insurance at least two weeks prior to the event.

All individuals or groups renting the facility are required to supply a certificate of insurance that names Fuller E. Callaway Foundation as an additional insured for the duration of the event. The amount of coverage must be a minimum of \$1,000,000. When alcohol is served the coverage must specify that alcohol related incidences are covered. To meet this requirement most individuals will need to purchase a single special event policy. In addition, many organizations and companies that already have general liability insurance and worker's compensation can add an additional insured to an existing policy for a nominal fee. This document is due at least two weeks prior to the event.

Please contact the Executive Director or Visitor Center Manager at (706) 882-3242 if you have questions.

PLEASE SIGN AND DATE TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THE ABOVE. PLEASE RETURN THIS FORM WITH THE SPECIAL EVENT REQUEST FORM.

Signature of Organization's Contact Person

Date

Event Date and Location

Please make a copy for your records.

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SPECIAL EVENT GUIDELINES

ALCOHOL: Guests hosting an event at Hills & Dales Estate who are serving alcohol must provide a certificate of insurance. (See Special Events Insurance Requirements form) The sale of alcohol (cash bar) is prohibited. The renter must abide by all city and state alcohol laws.

CATERERS: Event host may use any caterer; however, the caterer must provide proof of workers compensation insurance and general liability insurance 2 weeks prior to the scheduled event.

DAMAGES & CLEAN-UP: The renter is liable for damages to the premises and for all clean-up after the event. Caterers are responsible for removing all trash after an event. The security deposit shall be applied to payment for damages or clean-up at the discretion of Fuller E. Callaway Foundation.

DECORATIONS: Event decorations must be pre-approved. Nothing may be attached to walls. Tossing confetti, birdseed, petals, etc. is not permitted. All decorations must be removed immediately after the event. Hills & Dales Estate will not be responsible for any decorations left after the evening of the event.

DELIVERIES: Caterers and other vendors should be advised to use the service entrance to the Visitor Center and the Ferrell Drive entrance to the Pool Terrace.

EQUIPMENT SET-UP: Tents may be put up one day before the event. Hills & Dales staff will set up the afternoon before the event (if no event is scheduled on that day) or the morning of the event. A schedule of vendor delivery, set-up and decorating should be arranged during a planning visit involving all parties to insure a successful event.

INSURANCE: All renters must provide an insurance certificate indicating they have \$1,000,000 of liability coverage and name Fuller E. Callaway Foundation as an additional insured. If alcohol is served the certificate must state that alcohol related incidents are covered. Insurance certificates are due 2 weeks before the event.

MUSIC & VIDEO: Only music appropriate to the character of Hills & Dales Estate will be allowed. Acoustical music such as string quartets, solo guitar, solo keyboard, and harp are preferred. Trios and quartets are most appropriate given the venue size. Parties wishing to have amplified music must submit a letter outlining your music plan (musician description, contact information, stage diagram, equipment list and speaker locations) with your event request form. Access to power is limited - musicians will have access to one 15-amp circuit. Songs with suggestive lyrics or profanity are not allowed. All music must end at 11:00 p.m. Amplifiers are limited to two small speakers on stands and music levels must average below 90 decibels at a distance of 30 feet from each speaker as measured by our decibel meter. The sound level will be set in a pre-event sound check. *90 decibels is roughly equal to a lawnmower. DVD's are to be delivered at least 1 day before the event to insure they are compatible.

PARKING: The Visitor Center has 40 parking spaces. An additional 50 spaces are available at the adjacent Sunny Gables. For events with more than 150 guests a parking attendant is provided. When the Pool Terrace is rented, cars park in a grassy field near the house and 2 parking attendants are provided. Passengers can be dropped off close to the Pool Terrace and a carpeted pathway provides easy access.

REFUNDS: Security deposits will be returned within 30 days of the event. Any event cancellation less than 30 days before the event will result in a forfeiture of all payments. If Hills & Dales Estate must cancel your event due to unforeseen circumstances, your rental fees will be refunded. Hills & Dales Estate will not be held responsible for any other costs related to your event.

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