

## **GUIDELINES FOR WEDDINGS/EVENTS AT LITCHFIELD PLANTATION**

*-These are an overview of the guidelines as specified in the contract with the Licensee-*



- REPRESENTATIVE OF LITCHFIELD PLANTATION HAS THE RIGHT TO BE PRESENT TO MONITOR THE HOUSE DURING AND BEFORE THE EVENT.
- LICENSEE WILL ENSURE ALL OF THEIR VENDORS HAVE ADEQUATE INSURANCE AND FILL OUT AND RETURN THE LITCHFIELD PLANTATION VENDOR AGREEMENT.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE LICENSEE INCLUDING PERSONAL ITEMS, ALL TRASH INSIDE AND OUTDOORS, AREAS IN THE HOUSE USED BY BRIDAL PARTY OR OTHER APPROVED VENDORS AT THE PLANTATION. ALL TRASH TO BE REMOVED FROM LITCHFIELD PLANTATION AT THE END OF THE EVENT.
- EVENTS WILL BE OUTDOORS ONLY. BRIDAL PARTY, PHOTOGRAPHERS, MAKEUP ARTIST WILL ONLY HAVE ACCESS AND USE OF THE INSIDE OF THE PLANTATION HOUSE. CATERERS CAN USE THE KITCHEN FOR STAGING OR PREP WORK. CATERERS SHOULD USE THE AREA OUTSIDE THE KITCHEN DOOR FOR ANY COOKING OR GRILLING. NO OPEN FLAMES INSIDE THE HOUSE.
- LICENSEE SHALL REQUIRE PORTALETTS TO BE USED BY ALL GUESTS AND VENDORS DURING THE EVENT.
- GENERAL LIABILITY EVENT INSURANCE FOR \$1,000,000 WITH LITCHFIELD PLANTATION POA NAMED AS ADDITIONAL INSURED IS REQUIRED.
- SECURITY OFFICER IS REQUIRED DURING THE EVENT UNTIL THE FINAL PERSON HAS DEPARTED LITCHFIELD PLANTATION.
- CONTRACT FEE INCLUDES PRE EVENT PHOTO SHOOT AND PHOTOS DURING THE EVENT. LICENSEE MUST SCHEDULE WITH LPA FOR PRE EVENT PHOTO SHOOT.
- NO MOVEMENT OF FURNITURE, INDOORS OR OUTDOORS WITHOUT SPECIFIC CONSENT PRIOR TO EVENT IS PERMITTED.
- LITCHFIELD PLANTATION HOUSE AND GROUNDS ARE A SMOKE FREE ENVIRONMENT.
- NO UNDERAGE DRINKING OF ALCOHOL OR ANY OTHER ILLEGAL SUBSTANCE IS PERMITTED AT THE LITCHFIELD PLANTATION HOUSE AND GROUNDS.
- NO SPARKLERS, FIREWORKS, CANDLES OR ANY OPEN FLAMES ARE ALLOWED AT THE LITCHFIELD PLANTATION HOUSE AND GROUNDS.
- EVENT-WORKS RENTALS - MYRTLE BEACH IS OUR EXCLUSIVE TENT RENTAL COMPANY.
- LICENSEE AND VENDORS WILL HAVE ACCESS TO LITCHFIELD PLANTATION HOUSE AND GROUNDS FROM 9AM ON THE DAY OF EVENT TO CONCLUSION OF EVENT. UPDATED AS OF 7/15/19
  - VENDOR SETUP WILL BE FROM 9AM TO 6PM
- LICENSEE MAY HAVE ACCESS TO THE VENUE FOR THE REHEARSAL OF EVENT DURING TIMEFRAME FROM 9AM TO 7PM THE DAY BEFORE EVENT UNLESS OTHERWISE REQUESTED AND APPROVED.
- THE EVENT MUST BE CONCLUDED BY 11PM AS PER GEORGETOWN COUNTY NOISE ORDINANCE.
- LICENSEE AND ALL VENDORS MUST LEAVE LITCHFIELD PLANTATION PROPERTY BY MIDNIGHT ON THE DATE OF EVENT.
- DAY AFTER EVENT ALL REMAINING ITEMS NEED TO BE REMOVED FROM LITCHFIELD PLANTATION HOUSE AND GROUNDS BY 10AM.
- NO PARKING IS AVAILABLE AT LITCHFIELD PLANTATION HOUSE DURING THE EVENT. IF PARKING IS REQUIRED, LICENSEE WILL NEED TO EXECUTE SEPARATE CONTRACT WITH THE ABBEY.
- IF EVENT REQUIRES ADDITIONAL GATE GUARD HOURS AT THE MAIN FRONT GATE LICENSEE WILL BE RESPONSIBLE FOR FEES.
- LITCHFIELD PLANTATION WILL PROVIDED ADEQUATE OUTDOOR ELECTRICAL AND WATER HOOK UP TO BE USED BY THE PORTALETTS, TENTS, LIGHTING, SOUND, CATERERS, ETC.
- FEE SCHEDULE FOR ONE EVENT WILL BE \$7,500.
- SHOULD THE LICENSE REQUIRE A CONSECUTIVE DAY ADDITIONAL EVENT THERE WILL BE ADDITIONAL FEE OF \$2,000.
- THE DEPOSIT FOR ONE DAY EVENT WILL BE 50% OR \$3,750.
- THE DEPOSIT FOR 2ND DAY EVENT WILL BE 50% OR \$1,000.
- FINAL PAYMENT AND ALL COMPLETED SIGNED VENDOR AGREEMENTS MUST BE RECEIVED 30 DAYS PRIOR TO THE EVENT.
- SECURITY DEPOSIT OF \$2,500 WILL BE REFUNDED WITHIN 30 BUSINESS DAYS.  
FOLLOWING AN INSPECTION BY LITCHFIELD PLANTATION REPRESENTATIVE.
- CANCELLATION DUE TO ACT OF GOD PROVIDES FULL REFUND. THIS WOULD INCLUDE NAMED STORMS AND ANY REASON THE PLANTATION HOUSE MAY BE IN DISREPAIR DUE TO FIRE, FLOOD, OR STORM.
- CANCELLATION FOR ANY OTHER REASON MAY RECEIVE CONSIDERATION TO REBOOK AT ANOTHER AVAILABLE DATE LESS 25% OF ORIGINAL DEPOSIT.

UPDATED AS OF 7/15/19