

Policy for Weddings & Similar Events

Anderson Island Historical Society

Johnson Farm

This policy presents the requirements for weddings and similar events held at the Anderson Island Historical Society (AIHS) Johnson Farm (the farm) for the benefit of individuals or groups. The purpose of this policy is to assure that the AIHS recovers all associated costs, minimizes impact to farm activities and facilities, and to assure the safety of organizing personnel and their guests.

The following requirements are necessary for all private events held at the Johnson Farm unless a variance is granted by the AIHS Board of Directors, who have the sole responsibility for such variances. The farm is provided on a non-exclusive basis, i.e., the museum store and display areas will be open as scheduled except for the Archival Building when it is the site of the event. Fees for use of the facilities are shown in appendix B.

Definitions

AIHS (HS): The Anderson Island Historical Society

AIHS Member: Individual or immediate family member, in good standing for more than 3 months prior to scheduling an event.

Farm: All of the buildings, grounds and improvements of the original Johnson Farm owned and operated by the AIHS.

Archival Building: Display and meeting building containing Stephenson Hall, McGoldrick Library, AIHS Office, Archival Storage and Historical Displays.

McGoldrick Library: Single room adjacent to the main auditorium in Stephenson Hall used for small group meetings.

Stephenson Hall: The main auditorium of the Archival Building

AIHS Sponsor: The AIHS member sponsoring the event

Event Sponsor: The person scheduling usage of the building

Event Coordinator: The primary interface with the AIHS Sponsor and the Event Sponsor. They may be an AIHS member, the AIHS Sponsor, the Event Sponsor or other person designated by the AIHS Sponsor.

Building Manager: The AIHS person responsible for managing the use of the Archival Building and its facilities.

(1.0) Farm supplied items

The farm will provide access to buildings as agreed to at the time of the request, including reasonable amounts of water, electrical power (50KWH Max), lights and heat. Expendable items including but not limited to paper products, cups, glasses and towels are not supplied by the farm.

Kitchen facilities may only be used for holding or warming food and not for hot meal preparation.

Tables and chairs located in the Archival Building are provided without additional charge provided they are not removed from the building interior. For events not held in the Archival Building, if requested and **for an additional charge**, the farm may provide tables and chairs for use at the farm (see appendix B).

(2.0) Conditions of use

~~Only AIHS members may hold events at the farm.~~ Unless agreed to in advance, with the exception of the Archival Building, the farm is provided on a non-exclusive basis. The roadway through the farm is for emergency access and must not be blocked or restricted in any way. Events will not be entered on the farm schedule until the deposit has been received.

(2.1) AIHS Sponsor

The Anderson Island Historical Society will provide an AIHS Sponsor for the event. The AIHS Sponsor will be the official AIHS contact between the Event Coordinator for the AIHS Board and will assure that all conditions required for a successful event as defined herein, have been met.

(2.2) Event Sponsor

The **Event Sponsor** is the individual scheduling the use of the farm facilities. They must be a member of the AIHS in good standing when requesting the use of the farm for a private event. The **Event Sponsor** is responsible for all financial obligations incurred for the use of the facility and equipment.

(2.3) Event Coordinator

~~The Event Sponsor will enter into a separate contract with an AIHS approved Event Coordinator for the event.~~ The AIHS Sponsor will provide a list of approved paid Event Coordinators or may serve as the event coordinator. The function of the Event Coordinator is to assure the event takes place in a well-organized and safe fashion and that all the requirements of this contract are fulfilled. The Event Coordinator provides the primary interface between the Event Sponsor and the AIHS Sponsor. ~~The Event Coordinator Contract Fee, if any, shall be paid by the Event Sponsor and not by the AIHS.~~

(2.4) Damage Deposit

A damage deposit is required when the reservation is made, in the amount shown in appendix B. The deposit shall be held in escrow by the AIHS Treasurer. The Event Sponsor responsible for the event assumes full responsibility for loss or damage of any kind to any and all equipment and facilities in their use at the farm. No farm equipment may be removed from the farm.

Unless otherwise arranged in advance, all equipment, including tables, chairs, utensils, etc. which are the property of the farm shall be returned unharmed to their normal place of storage in a clean condition at the conclusion of the event.

The AIHS will make the determination if damage has occurred and assign a reasonable damage claim based on replacement or repair costs.

(2.5) Other Conditions

All material not the property of the AIHS including setups, tents and stages, food, serving materials, cleaning supplies, trash and other refuse shall be removed from the farm at the conclusion of the event.

All AIHS signs, banners, notice boards, equipment, tools, etc. on the farm premises prior to the event setup shall remain in place unless removal is temporarily approved by the AIHS Sponsor. If approval for the temporary removal is granted, the items shall be replaced or installed by the Event Sponsor within one day after the conclusion of the event. Damage to such items shall be at the expense of the Event Sponsor.

The Event Sponsor shall be responsible for any permits and insurance costs required for the event.

Open flames of any kind, firearms, and fireworks are strictly prohibited on any part of the farm property. Smoking, vaping and the use of recreational drugs is not permitted on farm property.

Moderate use of alcohol is allowed with the proper permits, at the responsibility of the Event Sponsor who assumes all liability. When alcohol is served, the Event Sponsor will provide a responsible person who will assure that all State laws related to the serving of alcohol are strictly enforced. A temporary permit for alcohol use may be required and a banquet permit may be required (reference state alcohol policy).

All private events (including setup and restoration) are limited to between the hours **of 8:00 a.m. and 10:00 p.m.**

The Event Sponsor hereby indemnifies the Anderson Island Historical Society and its Board of Directors and Officers of all responsibility and liability for any injury, damage to persons or personal property or violation of government regulations occurring during any phase of the event ~~if not already covered~~. If required, the AIHS will provide, through the AIHS insurance agent, event liability insurance, the cost of which ~~is included in~~ **will be included in** the facilities use fee.

The Event Coordinator, or their representative, shall be present during every event activity, including preparation, setup, conduct of the event, restoration of the facility and cleanup.

The Event Sponsor, Event Coordinator and the AIHS Sponsor will complete the checklist and signoff at the end of the event.

Agreed to by:

_____ Event Sponsor



_____ AIHS Sponsor

The AIHS Sponsor must validate deposit was received _____ date _____

Description of Event:

Event Sponsor Contact Information:

Name: _____

Address: _____

Phone Number: Home _____ Cell _____

Email Address: _____

Number of guests: _____ Hours of the event: _____

Date of event: _____ Setup Date: _____

Farm facilities and equipment requested.

Appendix A

CHECKLIST FOR PRIVATE EVENTS

The Event Coordinator shall assure that the following is accomplished at the conclusion of the event subject to forfeiture of deposit.

A-1 USE OF FARM GROUNDS ONLY:

- All users are responsible for pets and scoop as required.
 - Trash is picked up in restrooms, trash bags removed, toilets flushed, and sinks wiped dry.
 - All trash and recyclables removed from the premises.
 - If AIHS chairs and/or tables were used at the event, all are clean, dry, and put away.
 - Event Signs and decorations (if used) removed from property
 - AIHS signs and equipment replaced if temporarily moved.
 - No smoking on the farm property
 - All required permits are obtained
-

A-2 Lois Scholl Room use (included if only farm grounds are scheduled):

Fixed leg chairs shall not be removed from the room.

- All dishes, coffee pot, utensils washed and dried and put away.
- Check to be sure all stove elements and ovens are turned OFF.
- DO NOT put hot dishes directly on tables.
- Bring your own dishtowels
- Floors swept, and any spots or spills wiped clean Restroom tidy; trash taken out; sink wiped clean; toilet flushed
- Stove wiped clean
- Items brought and refrigerated removed from refrigerator
- All doors locked
- Turn off all lights
- Decorations (if used) removed

- All trash, boxes, and recycle removed from the farm property and disposed of properly
- Positively no smoking, vaping or use of recreational drugs** on the farm property or in buildings

If the forgoing is not completed by the Event Sponsor, the AIHS reserves the right to complete any open items and deduct all associated costs from the deposit

Agreed _____

A-3 ARCHIVAL BUILDING USE

All applicable requirements as defined in this policy and in AIHS Policy 2018-19 are compulsory.

Fixed leg chairs shall not be removed from the Archival Building.

NO cooking is permitted on the stove; warming of pre-cooked food only is allowed.

Appendix B

Required Payments:

B-1 Use of Johnson Farm Grounds and Lois Scholl Room

Deposit: A \$500 deposit shall be collected by the AIHS Sponsor at the time the event is scheduled. The deposit shall be escrowed by the Treasurer and will be returned, less expenses:

- (1) If the event is cancelled more than one month prior to the scheduled event date
- (2) Within two weeks of the conclusion of the event.

1-Fees and charges:

Fees and charges for use of the exterior farm grounds and Lois Scholl Room are shown in the chart below. All charges shall be paid to the AIHS Sponsor no later than 14 days prior to the event. There is no extra charge for use fixed leg chairs normally available inside the Lois Scholl room.

AIHS volunteers are not available for setup or restoration. It is the sole responsibility of the Event Sponsor for all setup and restoration activities which include removing equipment from storage for setup and returning to that location at the conclusion of the event. In addition to the Event Coordinator, AIHS volunteers may be on hand to direct the Event Sponsor to the equipment storage locations and to provide direction for returning equipment to storage. As an option, the Event Coordinator can arrange for the setup and removal of equipment and restoration of the facility for an additional fee.

(Note: If weather on the scheduled day of the event, prevents the event from being held outside, with the approval of the AIHS Sponsor, the event may be moved into the Archival Building at no additional cost, provided all requirements of Policy 2018-18 are adhered to for events.

Schedule of Fees for use of the farm facilities and equipment (in addition to the Event Coordinator contracted fee)

Cost of Tables and Chairs:	Number Reserved	Total
Use of AIHS folding chairs add -\$3 each		
Use of AIHS folding tables add \$8 each		
Use of AIHS picnic tables add \$15 each		
	Total for Table and Chair Rental	

Mark an "X" for all that apply	Basic use of Johnson Farm properties:	Total
	Under 40 people- \$400 (Includes one day setup, one day for event and one day restoration.)	
	Additional setup or restoration days at \$250 each)	
	40-99 people- \$700 (Includes one day setup, one day for event and one day restoration.)	
	Additional setup or restoration days at \$300 each)	

	100-300 people- \$1000 (includes one day setup, one day event, one day restoration.)	
	Additional setup or restoration days at \$350 each)	

Grand Total due 14 Days Prior to Date of Event: \$

B-2 Fees for use of the Archival Building

All fees and charges for events held in the AIHS Archival Building are shown in AIHS Policy 2018-17.

Decision

Appendix C

EVENT COORDINATOR PROCEDURE FOR PRIVATE EVENTS

Prior to the Event

- ~~Event Coordinator engaged~~
- ~~Policy Reviewed with Event Sponsor~~
 - ~~Any exceptions to policy approved by the Board~~
 - ~~Facility walk-around accomplished~~

~~Deposit Received Date _____~~

~~Event Scheduled on AIHS calendar~~

~~Facility and Equipment Rental fees collected 14 day prior to event date.~~

~~Event Coordinator fee collected~~

After the Event

~~Facility closeout accomplished including walk-around inspection~~

~~Deposit (less expenses) returned within 14 days after event.~~

~~Checklist completed and provided to AIHS Sponsor~~

~~Event Sign-Off sheet completed~~

Appendix D

WORK SHEET FOR PRIVATE EVENTS

(To be submitted to the AIHS Board when complete)

Event Coordinator: _____

Name of Event: _____

Date for Event: _____

Request taken by: _____ **Date:** _____

Request taken from: _____ **Date:** _____

Recorded on AIHS event calendar

by: _____ Date: _____

Other information:

- ~~Policy Reviewed with Event Coordinator~~
- ~~Any exceptions to policy approved by the Board~~
- ~~Pre event facility walk-around accomplished~~

Deposit shall be paid at the time the reservation is made.

~~All fees for use of the farm facilities and equipment shall be paid to the AIHS sponsor at least 14 days prior to the event.~~

~~Deposit check received. From: _____~~

~~Date: _____~~

~~Amount: \$500~~

~~Gave to AIHS Treasurer on _____~~

~~Facilities and equipment use fee check received.~~

~~From: _____~~

~~Date: _____~~

~~Amount: _____~~

~~Gave to AIHS Treasurer on _____~~

After the Event

~~Facility closeout accomplished including walk-around inspection on _____~~

~~(Utilize checklist found in Appendix A and attach to this work sheet)~~

~~Individuals present at facility closeout and walk around inspection:~~

~~Items noted (including assessment for damages if applicable):~~

~~Deposit (less expenses) reported to AIHS Sponsor on _____ (date)~~

~~Checklist completed and provided to AIHS Sponsor _____ (date)~~

~~Event Sign-Off sheet completed _____ (date)~~

~~Event Coordinator initial off on the amount of disbursement shown below and submittal to AIHS Sponsor to be signed off for payment~~

~~Any accompanying paperwork should be attached to disbursement request to AIHS Treasurer at this same time.~~

~~Disbursement in the amount of _____ should be sent to:~~

~~Name and address:~~

~~_____
_____~~

~~_____
_____~~

~~_____
_____~~

~~_____~~