

Rental Information





Our Mission

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To promote, present and preserve the history of Upcountry South Carolina through education, research and service.

Our History

In 1983 a group of civic leaders, many of whom were involved with the Greenville County Historic Preservation Commission, formed a new organization known as the Historic Greenville Foundation. This group was committed to preserving Greenville's rich history. Over time, the Foundation's vision grew to encompass the creation of a regional history museum, and as a result, the Upcountry History Museum was born. With a generous donation of land provided by Phil Hughes (Hughes Investments) and monetary donations from Alester Furman, Mary Sterling, Tom Hartness and others, the Foundation began an arduous journey towards what would become the Upcountry History Museum (UHM).

The museum's structure was completed in 2002 and five years later, UHM opened to the public. UHM now sits proudly on Heritage Green and promotes the history of the Upcountry's 15 counties. The exterior of the building itself incorporates various architectural features representative of Upcountry history. The distinguishing feature of the building is the prominent clock tower that is reminiscent of Greenville's Old City Hall, and at the foot of the tower sit original cobblestones preserved from downtown Greenville. Known as the "textile center of the South," the Upcountry's textile history is represented by the brick façade of the building and the barrel-vaulted roof which resembles Textile Hall.

Inside the Museum, interactive exhibits showcase the diverse history of the Upcountry. Designed by the award-winning Chadbourne & Associates of Boston, these exhibits include touch screen displays, oral histories, multimedia presentations and replicated buildings. Cast figures of prominent Greenvillians such as Richard Pearis and Vardry McBee provide interesting stories, available at the press of a button, and the various temporary exhibits offer something new for frequent visitors.



Rental Information

The Upcountry History Museum offers a variety of venues to suit your special event. We have the capability to host family and high school reunions, wedding rehearsal dinners, ceremonies, and receptions, corporate retreats, seminars, and meetings, and birthday and anniversary parties.

Our unique venue is conveniently located near Greenville's scenic Main Street and its wonderful restaurants, shops, and hotels. While at the museum, your event guests will have the added bonus of taking a walk through the fascinating history of the Upcountry. As they experience the interactive exhibits and the storytelling, your guests can glimpse into the beginnings of our beautiful region.

Our Events Coordinator can assist you in finding the best vendors in the area, equipment rental, décor ideas, and more in order to ensure that you and your guests have an event that exceeds your expectations.

In the following pages, you will find information about our venues, services, preferred vendors, and pricing. Please let us know if you have any questions and thank you for considering the Upcountry History Museum for your event.



Venue Information

Full Museum – Enjoy the entire museum gallery space, including the balconies and the grand horseshoe staircase.

Capacity*: 400-500 Standing

300 Seats and Tables

First Floor Museum – With its historic building facades and horseshoe staircase, the museum lobby and exhibit area present a unique backdrop for any occasion.

Capacity*: 250 Standing

120 Seats and Tables

F. W. Symmes Resource Center – This private room is ideal for conferences, bridal showers, rehearsal dinners, and seminars.

Capacity*: 170 Standing or Row Seating 100 Seats and Tables

Alester Furman Theater – This state-of-the-art theater includes DVD, CD, and PowerPoint capability.

Capacity: 65 Fixed Seats Space for Additional Chairs Wheelchair Space Available

Conference Room – A boardroom table and seating for 10-12 make this space ideal for meetings and luncheons in a cozy room with windows overlooking Heritage Green.

Capacity: 10-12 Seated

*Capacity numbers depend on specific floor diagrams and layouts**



General Museum Policies

In addition to the Rental Agreement, the following policies must be strictly adhered to.

- **CLIENTS AND/OR THEIR VENDORS ARE RESPONSIBLE FOR ALL SETUP, BREAKDOWN, AND CLEANUP OF EVERY EVENT.**
- **THE MUSEUM DOES NOT HAVE ANY EQUIPMENT FOR USE BY CLIENTS' VENDORS UNLESS SPECIFICALLY LISTED IN THIS PACKET. ITEMS SUCH AS TRASH CANS AND LINERS, GLASSWARE, STEMWARE, CHINA, TOWELS, ZIP TIES, VOTIVES, ETC. MUST BE BROUGHT BY THE VENDORS.**
- Setup is not permitted until 5:00pm the day of the event. Items may be brought to the basement earlier in the day, and vendors may "stage" in this area.
- The event must be concluded by 11:00pm unless otherwise agreed upon by the Licensor staff and noted in writing. Cleanup must be complete by 1:00am. A \$200 fee will be assessed for each additional half hour or part thereof needed for cleanup and must be paid by the Licensee.
- Museum staff will be present during your event and one will always be stationed at the front desk. Museum problems and emergencies should be reported to the front desk immediately. Museum staff is present to oversee the best interest of the museum and to follow what has been signed off on in the Agreement. Issues outside of these parameters should be addressed with the Events Coordinator.
- For events with alcohol, or other events in which the Licensor deems it necessary, one security officer per 100 guests is required and is to be paid for by the Licensee.
- No open flames are permitted. Votive candles and tapers with hurricanes are allowed.
- Contact information for all vendors (caterer, florist, band, DJ, etc.) must be provided at least two weeks prior to the event.
- Licensee is responsible for vendors adhering to all Museum policies.
- If serving alcoholic beverages, Licensee is the ultimate responsible party.
- The Museum will not be responsible for any item or property belonging to guests that is lost, stolen, damaged, or destroyed while on the Museum's premises.
- Smoking is prohibited anywhere within the museum, including the basement and the stairwells.
- Children must be under adult supervision at all times.



General Museum Policies

- In the instance of receptions, send-offs are limited to outdoors only and are limited to bubbles, light colored flower petals, potpourri, and sparklers. Licensee must clean up all debris left on the outside grounds. Confetti, rice, and birdseed are not permitted. Any item not listed here must be approved in writing by the Events Coordinator.
- No adhesives or attachments of any kind are permitted anywhere in the Museum.
- Licensee should provide the name and contact information for one person who will be responsible for decision making during the event.
- The Rental Time listed in the Agreement is the actual time the Licensee has use of the building, including setup and cleanup. It is not the actual event time. This time window covers the vendors time needed to set up for the event and clean up after the event.



Catering Policies

In addition to the Rental Agreement, the following policies must be strictly adhered to.

- **CLIENTS AND/OR THEIR VENDORS ARE RESPONSIBLE FOR ALL SETUP, BREAKDOWN, AND CLEANUP OF EVERY EVENT.**
- **THE MUSEUM DOES NOT HAVE ANY EQUIPMENT FOR USE BY CLIENTS' VENDORS UNLESS SPECIFICALLY LISTED IN THIS PACKET. ITEMS SUCH AS TRASH CANS AND LINERS, GLASSWARE, STEAMWARE, CHINA, TOWELS, ZIP TIES, VOTIVES, ETC. MUST BE BROUGHT BY THE VENDORS.**
- The Upcountry History Museum must be left in the EXACTLY same condition it was found.
- Absolutely no setup in public areas until 5:00pm. Tables and chairs and catering supplies may be delivered to the basement the day of the event.
- Cleanup must be completed by 1:00am. A fee will be charged to the client for every half hour or part thereof after 1:00am.
- Caterers and bartenders are expected to clean the kitchen and any location (wipe counters, walls, and sweep) where food is served immediately following the event.
- All trash must be picked up and disposed of in the dumpster parking lot immediately following the event. No trash is to be left in the building.
- Frying and open flames are not permitted.
- Votive candles and tapers with hurricanes are acceptable.
- All clients and vendors must supply their own equipment (extension cords, power strips, etc.). No tapes or adhesives may be used to secure cords and it is the responsibility of the person using the cords to provide safety coverage for anything that may present a hazard.
- **All serving equipment, tables, chairs, trash cans, paper towels, dishes, glassware, and flatware must be supplied by caterer or client.**
- The Museum does not own high chairs or booster seats. Should these be necessary they are to be provided by the client or caterer.
- Absolutely no attachments or adhesives to walls or floors are permitted anywhere in the Museum, including tape of any kind.
- The kitchen DOES NOT have a disposal. Please use trash can for all food.
- Smoking is prohibited anywhere in the Museum, including the basement and stairwells.
- Bartenders must be provided by the caterer.
- Alcohol must be served by licensed catering staff or bartender. Under no circumstances is alcohol to be served to anyone less than 21 years of age.



Catering Policies

- The client may not extend the service of alcohol or music past the event end time signed off on in the Agreement. At any time, the Museum staff may direct the bar to stop service if guests are becoming unruly, destructive, or exhibiting other unacceptable behavior.
- Museum is not responsible for any items or property belonging to caterer or guests that are lost, stolen, damaged, or destroyed while on Museum premises.
- Caterer must follow a checklist with Museum staff before leaving.
- Failure to comply with any of these requirements will result in the caterer losing privileges to cater in the Museum for future events.



Frequently Asked Questions

- 1. Does the Upcountry History Museum cater?** No, we do not provide in-house catering but we will be happy to assist you in finding a caterer.
- 2. What caterers may be used?** We do have certain caterers in the area who we recommend, based on their knowledge of the venue and their experience. These caterers will handle many of your event needs, such as linens, tables, chairs, and to some extent the décor. While you are permitted to use any licensed caterer of your choice, it is strongly suggested you contract with a full-service caterer who will handle all of your rental items as well. If you do not use a full-service caterer, it will be your responsibility to arrange for delivery, setup and tear down of all rentals. Tear down must be completed by the designated event ending time as stated in your contract or an extra charge will be incurred. Full-service caterers normally are licensed to dispense alcoholic beverages as well. There may be a caterer or other vendor in the area which is no longer afforded the right to cater at the museum, so please let us know which caterers you are considering.
- 3. What is a Certificate of Liability Insurance?** This insurance is required for every event. It provides coverage for you as well as the Museum. There are a number of ways in which it may be obtained. Many full-service caterers carry this and their coverage extends to events held at the Museum. Please discuss this with your caterer as some do not cover you if you provide your own alcohol, while others may charge a small fee. Another means of obtaining this coverage is through an umbrella liability rider on your homeowner's insurance. Often a special event rider can be arranged with little or no charge to you. If the previous means are not an option, we can provide a website where you can purchase the necessary coverage. Please be aware that if coverage is provided by the caterer, it may not necessarily cover your liability for damages or alcohol related incidents, only theirs and the Museum's. It is, therefore, advisable that you consider providing your own coverage.
- 4. What are the guidelines for serving alcohol?** The serving of alcoholic beverages is permitted provided the proper liability insurance is obtained. All alcohol must be served by a bartender. This provides you and the Upcountry History Museum a measure of protection in the event of an alcohol related incident. It also helps ensure that no one under the age of 21 is served alcohol, which is illegal in the state of South Carolina. Should our staff or security become aware that alcohol is being provided outside of the bar area, we will ask the offending person(s) to cease and desist. If it continues, the offender will be escorted from the premises. Please be certain your guests are aware



of this policy should you feel it may become an issue. You must apply for a permit from the state for a cash bar unless it is being operated by a caterer with a liquor license.

5. **When can setup begin?** You may start setting up at 5:00pm in all public areas of the Museum. Items may be brought to the basement or kitchen beginning at 10:00am the day of the event or the day prior if arrangements have been made.
6. **When must items be removed?** The public areas of the Museum must be clear of all items no later than 1:00am (or earlier if your contract so states) so that our cleaning crew may begin. Rental and personal items may be left in the basement or kitchen until the following Tuesday (the Museum is closed on Monday). Any items left longer than this must be approved in advance. The museum is not responsible for any items left after the event rental end time.
7. **What provisions are made for the band or DJ?** There are two separate areas with three electrical outlets, each of which is on a dedicated breaker which is ample for the majority of bands. One area is between the stairs, and the other area is in front of the large screen in the lobby. A DJ can use those two areas as well as in front of the bank doors or even upstairs on the second floor.
8. **What other expenses/fees can be expected outside of the rental fee?** In addition to the rental fee, there is a labor fee for the museum staff, security fee if your event will have alcohol, and equipment fees for tables, chairs, A/V equipment, etc.
9. **Do you have parking?** The Museum has a private parking lot which can accommodate 65 vehicles. There is also a city parking deck next to the library, which is less than a block away. Parking at this lot is free on weekends and in the evenings.
10. **Can a date be held without a deposit?** You can tentatively hold a date for 7 calendar days. Should someone else request this date, you will be given first right of refusal. After 7 days, your date will be released if we have not received a contract and deposit. The deposit to hold a date is \$1000.00. **It is nonrefundable should you decide to cancel.**
11. **What if I cancel my event?** If you change your original date to a new date within six months of the original, there is no penalty. Anything outside of this or a complete cancellation will forfeit your deposit. If you have paid half of the balance due 90 days out from the event and you cancel after this payment, it is also nonrefundable.



Venue Information

Area	Size	Capacity	Price
First Floor Exhibit Space*	7961 sq ft	Up to 350	\$1750.00
Theater*	1071 sq ft	65 Permanent Seats	\$400.00
Resource Room	1416 sq ft	Up to 200	\$750.00
Conference Room	373 sq ft	Seating for 10-12 Up to 24	\$250.00
Full Museum (First Floor, Second Floor, Mezzanine)		Up to 500	\$2600.00
Full Museum plus Resource Room for Ceremony or Meeting			\$2900.00

*The exhibit space areas and the theater have very limited availability during Museum operating hours.

Fee Information

Security - \$30.00 per hour per security guard per hour

DVD in Pulpit area - \$50.00

Projector/Screen in theater - \$100.00 per hour

Linen Rentals – Ivory (other colors may be available; all linens are square and not floor length)

85 x 85 for 60" Rounds - \$8 6' and 8' Banquet Tables - \$10

52 x 52 for Cocktail Tables - \$5 Linen Napkins - \$5 for 10

Tables and Chairs – Included in Rental Rate (Quantities Subject to Change)

10 60" Round Tables ~ 1 72" Round Table ~ 6 Cocktail Tables ~ 20 6' Rectangular Tables ~ 5 8' Rectangular Tables ~ 160 Black Chairs

Other Fees May Apply on a Per-Event Basis

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Preferred Vendors

Catering



Good Life Catering – 864-605-0130 – www.goodlifecateringonline.com



Bagatelle Caterers – 864-322-9001 – www.bagatellecaterers.com

Bar Service



Liquid Catering – 864-248-4850 – www.liquid-catering.com

Wedding Coordinators



b&r events – 864-423-1398 – www.bandreventssc.com



I Do Wedding Planning and Coordination – 864-380-5900 – www.upstateido.com

Photography



Flying Pig Photography – 864-706-7700 – www.flyingpigphotography.com



Jana Candler Photography – 864-313-6990 – www.janacandlerphoto.com

Entertainment



G-Vegas DJ – 864-834-2131 – www.qvegasdj.com



Hot as a Pepper – 864-979-1224 – www.HotAsAPepper.com



Preferred Vendors

Cake Decorators



Holly's Cakes – 864-224-6655 – www.hollyscakes.com



Couture Cakes of Greenville – 864-288-6610 – www.couturecakesofgreenville.com



ICED Cupcakes – 864-243-8338 – www.icedforyou.com

Florists



Just Weddings, Flowers by Kaye – 864-246-5888 – www.justweddings.biz



CURLY WILLOW
DESIGNS, LLC

Curly Willow Designs, LLC – 864-284-6260 – www.curlywillowdesigns.com

Rental and Lighting Companies



Professional Party Rentals – 864-627-8808 – www.professionalpartyrentals.com



Optrics Ltd. – 864-525-9840 – www.optricsltd.com