

Pebble Hill Plantation

1251 U. S. Highway 319 South / Thomasville, Georgia 31792 / www.pebblehill.com

Special Event Information

All special events on the Main Grounds and at Oak Post are held outdoors. Uno Hill Barn, Piney Grove Church, and Sugar Hill Barn are available for indoor events. Only one event occurs per day at each site. Contact Cara Dollinger, Event Manager, to check availability of dates and/or for further information (229-227-5387 or cdollinger@pebblehill.com).

Procedures for holding a special event at Pebble Hill:

1. Check availability of selected date with Cara Dollinger.
2. Schedule appointment with Cara Dollinger to discuss possible event.
3. Reserve date by paying the Booking Fee applicable to the package and/or site and signing the applicable Lease Agreement.
4. Sixty (60) days in advance of event:
 - ❖ Identify specific location(s) for event
 - ❖ Furnish full list of service personnel
 - ❖ Determine tent requirements, if necessary
 - ❖ Lessee and Caterer must have signed and returned Catering Conditions form
 - ❖ Submit proof of liability insurance coverage (www.wedsafe.com)
 - ❖ Furnish start & end time for event
 - ❖ Furnish fair estimate of number of guests expected
 - ❖ Identify if audiovisual system at Uno Hill Barn will be used, if applicable
5. Fourteen (14) days in advance of event:
 - ❖ Identify all electrical requirements
 - ❖ Submit sketches for placement of tables, chairs, etc.
 - ❖ Provide final number of people expected at the event
 - ❖ Establish rain plan for outdoor event
 - ❖ Submit hours for audiovisual operator at Uno Hill Barn, if applicable
 - ❖ Submit rehearsal time, if applicable
6. Seven (7) days in advance of event
 - ❖ Pay all charges in full
 - ❖ Pay Damage Fee.

All special events are required to submit proof of public liability insurance in the amount of a minimum of \$300,000. You may satisfy this requirement by supplying a copy of your homeowner's insurance policy, provided the personal liability coverage is for a minimum of \$300,000. If you do not have a homeowner's policy that meets this requirement or prefer not to use such a policy, you must obtain a certificate of insurance for the hours of your event that is in the amount of \$300,000 per liability occurrence. There are several companies, such as Wed Safe (www.wedsafe.com), that offer special event insurance and some insurance agents can write such policies. This certificate must identify Pebble Hill Plantation as the added insured.

All events are required to have a Security Officer on hand from the start of the event until the end. The cost for this is \$30 per hour. Pebble Hill will secure and schedule the Officer.

For events held at Pebble Hill, all rental items that are offered in Pebble Hill's inventory must be rented from Pebble Hill. If rental items are requested that Pebble Hill does not have in its inventory, an outside rental company is permitted.

Pebble Hill must give advance authorization for any tents erected on the property. Please make sure you check with the Event Manager prior to booking any tents. Pebble Hill does have (4) 20' x 20' tents available for rental, see "added rental list for pricing." See preferred vendor list for recommendations on outside rental companies.

Please note that the use of sparklers is not permitted.

Glass beer bottles are not allowed on the property. Beer must be served in cans, aluminum bottles or cups/glasses.

Brides who have weddings booked at Pebble Hill may have engagement and/or bridal photos made on the grounds of Pebble Hill at no charge. There is a charge of \$300 for photos made inside the Main House and additional guidelines apply. Advance reservations must be made for all photo sessions.

A Damage Fee is required for all special events. For events held on the Main Grounds, the Damage Fee is \$700. For events held at Uno Hill Barn or Sugar Hill Barn, the Damage Fee is \$750. If a package is secured, the Damage Fee will be \$1000. For events held at Piney Grove Church and/or Oak Post, the Damage Fee is \$350. This amount is refundable at Pebble Hill's discretion within thirty (30) business days following the event, provided reasonable care is taken with the grounds and facility, there were no damages, additional rental items added on the day of the event, or additional labor needed in order to correct damages. Security personnel will do final inspections of the areas used at the end of the event and again the following morning. These checks will determine if any damages have occurred.

Please note that all prices are subject to change without notice. Facility pricing is firm at the time lease is signed.

Cancellation Policy:

Twelve months or more in advance of the event date, 90% refund will be given.

Nine to twelve months in advance of the event date, 35% refund will be given

Less than nine months in advance of the event date, no refund given

Wedding Packages

The Platinum Wedding Package is \$7,500 and includes:

- ❖ All (5) locations for your wedding and/or reception (Main Grounds, Uno Hill Barn, Sugar Hill Barn, Piney Grove Church and Oak Post)
- ❖ Uno Hill Barn, Sugar Hill Barn or Oak Post for your rehearsal dinner
- ❖ (350) chairs
- ❖ (30) tables
- ❖ One-night stay in the Firehouse Apartment on the Event Date
- ❖ Garden Cottage for Bride/Bridal party dressing
- ❖ Plantation Store for Groom/Groomsmen dressing
- ❖ Access to all catering kitchens
- ❖ Horse and carriage for up to 2 consecutive hours
- ❖ Main House Bridal Photos (scheduled in advance)

**Please note that Piney Grove Church does have size restrictions.*

The Deluxe Wedding Package is \$6,500 and includes:

- ❖ (3) locations for your wedding and/or reception (Main Grounds, Uno Hill Barn and Oak Post)
- ❖ (300) chairs
- ❖ (25) tables
- ❖ Garden Cottage for Bride/Bridal party dressing
- ❖ Plantation Store for Groom/Groomsmen dressing
- ❖ Access to Main Grounds and Uno Hill Barn catering kitchens
- ❖ Horse and carriage for up to 2 consecutive hours

For the wedding packages: 50% of package price is due at the time of booking, and the remaining balance is due one week in advance of event date.

Extra fees will apply if you have more than 250 guests.

***To avoid last-minute stress regarding weather decisions, ask about options for setting up both your Plan A and your rain plan event areas.*

A La Carte Pricing

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| Main Grounds..... | \$4,000 |
| <i>Includes (150) white outdoor chairs and (20) tables.</i> | |
| Uno Hill Barn..... | \$3,500 |
| <i>Includes (150) brown indoor chairs and (20) tables</i> | |
| Sugar Hill Barn..... | \$3,000 |
| <i>Includes 250 fruitwood chairs and (30) tables.</i> | |
| Piney Grove Church..... | \$1,800 |
| <i>Seats a maximum of 170 guests</i> | |
| Oak Post..... | \$1,000 |

If booking a la carte, the full amount is due at the time of booking.

Added Rentals

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| Tables | \$8 each |
| Outdoor White Chairs | \$1 each |
| Indoor Brown Chairs | \$3 each |
| Staging (4' x 8' sections) | \$30 per section |
| Elevated Staging (maximum size 20' x 24') | \$45 per section |
| Propane Heaters (10 available) | \$50 each |
| Firepots (2 available) | \$100 for 1 or \$150 for 2 |
| Pedestal Fans (4 available) | \$25 each |
| Drum Fans (2 available) | \$45 each |
| 20' x 20' tents (4 available) | \$250 each |
| Horse and Carriage | \$300 (up to 2 consecutive hours) |
| Audiovisual System and Attendant | \$75 per hour (Uno Hill Barn only) |
| Fireplace at Uno Hill Barn | \$175 |
| Main House Photos | \$300 |
| <i>By advanced appointment only and limited to approved areas only</i> | |

Overnight Accommodations

The Overflow Cottage.....\$450 per night*

This renovated two story furnished house overlooks the kitchen garden and has four bedrooms. This house can sleep a maximum of ten with a queen bed suite, king bed suite, a room with two full size beds and a room with two twin beds. It also has a full kitchen, living room, sitting room and four restrooms.

*Additional \$200 cleaning fee and taxes are applied.

The Firehouse Apartment..... \$250 per night*

This one bedroom apartment suite sits above of the old nurse's station and plantation firehouse. This, too, was recently renovated and is furnished very comfortably with a living room and full kitchen. The apartment has a queen bed and a full-size sofa pull-out bed, ideal for 2-4 people.

*Additional \$75 cleaning fee and taxes are applied. Discounts available for stays of two or more nights.

Special Event Frequently Asked Questions

Can I use my own caterer and other service personnel?

Yes. Pebble Hill does not have in-house vendors. We can make suggestions to you of vendors we recommend and who have worked here for other events or you can select your own. Any caterer that has never catered at Pebble Hill has to tour the catering kitchen(s) ahead of the event and sign & return our Catering Conditions form.

Can we take photos anywhere on the Grounds?

For events that have booked the Main Grounds (or a package), photos may be made anywhere on the Main Grounds. For events booked anywhere else, photos may be made there, but can only be made on the Main Grounds if there is no event being held there or permission has been given in advance by the other party.

Can we take our engagement photos on the grounds?

Yes, if you are booked with us you can take your engagement photos and/or bridal portraits on the grounds free of charge, but this does need to be scheduled in advance. If you are not booked with us, photography fees will apply, contact Cara Dollinger for further information.

Is there a charge for the ceremony rehearsal?

No, but you do have to schedule this in advance and work around any other events scheduled that day.

Can we store items onsite the day before the event?

Yes, provided we do not have another event booked that day. You must get approval in advance from Cara Dollinger.

Can we come back the next day to pickup items?

Yes, provided we do not have another event booked that day. You must get approval in advance from Cara Dollinger.

Can we use rose petals?

All items that are going to be thrown at the event send-off need to be approved in advance by Cara Dollinger

Can we use sparklers?

No.

How early can we have access to the property the day of the event?

Your lease time begins at 8am.

What time must our party end?

All events must end by midnight.

Can we serve alcohol?

Yes, but alcohol may not be consumed or served outside on the grounds until after 5pm. Exceptions must be approved in advance if your event starts prior to 5pm. Please note that glass beer bottles cannot be handed to guests, your licensed caterer and/or bartender can pour from beer bottles into cups and/or pilsners but bottles cannot be served to guests.

Are there dressing areas available?

Yes, there are dressing areas available for parties renting our wedding packages. These facilities are on the Main Grounds. There are not separate dressing areas aside from the restrooms at our other venues.

Are the white lights on the inside poles at Uno Hill Barn & Sugar Hill Barn permanent?

Yes, these are permanent. They do not have to be plugged in, but we cannot take them down.

Are there restrictions regarding decorating the various areas?

For Main Grounds events, any decorations being hung from trees and/or walls must be approved in advance. At Uno Hill Barn & Sugar Hill Barn, no adhesive, nails or screws can be used. Any decorations requiring electricity must be approved in advance.

Will the plantation be open to the public on the day of my event?

Yes. Our museum is regularly open Tuesday through Saturday from 10am to 5pm and Sunday from 12pm to 5pm. Museum guests are informed of any event occurring that day and asked to avoid the event location(s) ahead of the starting time.

Can I use candles?

Yes, although all candles must be contained in some sort of jar, lantern, votive holder, Mason jar or other sort of container.

Can you hold a certain date for me?

The only way we can hold a date for you is with a signed lease and booking payment received. We can offer a first right of refusal to you for one week while you decide. If someone else contacts us who wants the date you want, we will contact you and you'll be required to make a decision, complete the lease and pay within 24 hours.

Do you automatically hold the overnight spaces for me on my event date?

No, if you do not rent the overnight accommodation areas there is a chance that they could be booked to someone else, as they are open rentals.

Will there be another wedding at the plantation on the same day as mine?

If you book the platinum package then no, you have exclusive rental of the venues at the plantation. If you book the deluxe package, there is a chance that we could book Oak Post, Piney Grove Church and/or Sugar Hill Barn to someone else. If you book only certain venues a la carte, there is a chance that the other venues will be booked to someone else.

Can I have my rehearsal dinner, bridal lunch/brunch or send off party at the Overflow Cottage since we already have it rented?

Yes, but additional fees may apply. See Cara Dollinger for pricing information.

Do I have to have a security officer present even if I am not serving alcohol?

Yes, this is a Pebble Hill policy regardless of whether alcohol is served or not.

I have a friend who is in law enforcement; can they act as the security officer for my event?

No, Pebble Hill will secure and schedule the security officer(s) needed for your event. The charge (\$30 per hour) is calculated on the start and end time of your event and will be passed along to you.

What size tables are included in my rental?

We have 60” round, 48” round, 36” round, 8ft long, 6ft long and hi-top tables available. Some have limited quantities, so please check with Cara Dollinger prior to solidifying your table plans.

Can I add Piney Grove Church or tents on the day of if it is raining?

No, this is something that you will need to prepare for in advance and start watching the forecast closely the week of your event. At the 60-day mark, we will require that you tell us your rain plan. We need advance notice if you are planning on using the Piney Grove Church. The church still has an active congregation, and we must schedule moving of certain items and cleaning prior to your event. The latest we can accept a last-minute request to add the church due to inclement weather is the Thursday morning before your event. For Pebble Hill tents, we need to know by mid-week. The crew that installs the tents does not work on the weekends, and we need time to get the installation of the tents on their schedule.

Who sets up for my event and when does set up occur?

We have a crew that sets up all rental items that you are receiving from Pebble Hill. We will also take down anything that is provided by Pebble Hill. It will be your responsibility to place your décor, linens, etc. and to take down those items after the event. We typically set up the day before the event so that you can check everything ahead of the day of the event. However, inclement weather or another event taking place in your same area(s) the day before your event might not allow for set up until the day of your event. Please note that if you make changes after your set up is in place, you are responsible for moving the items (please note that tents and staging cannot be moved once placed).

When do I pay my final charges?

Two weeks ahead of your event date, you will be asked to submit sketches of your event areas. Pebble Hill can provide blank layouts of your chosen areas. The Event Manager will review your sketches and then turn them over to our set up crew. Your setup will be done per your direction on the sketch(s). The sketches need to include any additional rentals you need beyond what is included in your package/rental. After the sketches are received, a final bill will be provided to you and it will be due one week out from your event date.