

**P**ENDLETON HISTORIC FOUNDATION  
*Ashtabula and Woodburn Historic Houses*

*Woodburn Historic House*

**Grounds Rental for Wedding & Private Events**

The grounds of Woodburn located in Pendleton, SC, are available for rental from April through October for a minimum of 3 hours for small weddings/events (maximum of 50 guests) up to 10 hours for weddings/events with up to 400 guests. The rental rates are based on the number of hours and the number of guests anticipated. Our basic and most selected wedding package is for 8 continuous hours on the day of the event.

**Basic Package for Large Weddings or Events:**

Eight (8) continuous hours on the day of the event including time needed for set-up and clean-up:

- Up to 150 Guests - \$1,800 + \$500 security deposit\*
- 150 - 250 Guests - \$1,900 + \$500 security deposit\*
- 250 - 350 Guests - \$2,000 + \$500 security deposit\*
- 350 - 400 Guests - \$2,100 + \$500 security deposit\*

**Basic package for Small Weddings or Events:**

Three (3) to five (5) continuous hours on the day of the event including time needed for set-up and clean-up. There is a 3-hour minimum on this option and is limited to events with a maximum of 50 guests. It is not available for events with over 50 guests.

- 3 hours - \$ 750 + \$200 security deposit\*
- 4 hours - \$1,000 + \$200 security deposit\*
- 5 hours - \$1,250 + \$200 security deposit\*

\*The Security deposit is refundable and is required to cover any damage, over-run of time, or for extra cleanup required. The security deposit, minus any extra charges, will be returned within 30 days after the event.



The grounds of Woodburn Historic House offer the perfect setting for your private event including:

- Weddings and Receptions*
- Rehearsal Dinners*
- Birthday or Anniversary Parties*
- Business Receptions*
- Family Reunions*
- Awards Dinners*
- Private Parties*

The grounds of Woodburn can easily accommodate up to 400 guests. All events must be concluded by 11 PM.

If you have any questions about hosting an event at Woodburn or desire to set up an appointment to tour our event facilities, please contact our event coordinator, Jackie Reynolds at 864-650-0003 or email: [historicfnd2@att.net](mailto:historicfnd2@att.net) or [weddings@pendletonhistoricfoundation.org](mailto:weddings@pendletonhistoricfoundation.org)



### **Included in Wedding or Private Event Rental:**

- The perfect background for a wedding ceremony at the Victorian Carriage house with a brick patio in front and a brick aisle way leading from the bridal changing area in the house to the carriage house.
- Use of a spacious front lawn for a reception including a large (19'X19') brick dance floor and ample space for tents of various sizes.
- Tours of the first floor of the house museum for guests during the event. Use of a 24'X48' covered pavilion with lighting and overhead fans, located close to restrooms.
- Use of a bridal dressing area with dress racks & large mirror located on the house ground floor.
- A complimentary hour for a wedding rehearsal on the day before the wedding
- A complimentary hour for a wedding portrait sitting on a day prior to the wedding.
- Space for Rehearsal Dinner: The pavilion will hold up to 100 guests and is a perfect space for the rehearsal dinner following the on-site rehearsal. The rental fee of \$250 for an extra hour after the rehearsal which provides for a total of 2 hours for set-up and the dinner, counting the complimentary hour for the rehearsal. If more time is needed, please consult with Foundation wedding coordinator

**Not Included:** Catering, rental equipment including tables, chairs, linens, decorations, DJ, speakers, etc.

### **Requirements to Reserve an Event Date:**

A deposit of \$500 by check made out to the Pendleton Historic Foundation must be provided to hold a date for the event. To confirm the booking, the security deposit must be paid, and the signed rental contract/agreement returned to Foundation wedding coordinator within 90 days after booking. The full rental fee plus the refundable security deposit is due 120 days prior to the event. A late fee of \$50 will be deducted from the refund of the security deposit if payment is received 14 days or more past due date.

### **Cancellations/Refund of Deposit:**

**There is no penalty for cancelling a reservation within 30 days after the date that the deposit is received,** and a full refund will be made. If a cancellation occurs after 30 days of receipt of the deposit, the deposit will not be refunded.

**Rental Equipment:** The Pendleton Historic Foundation has an agreement with Tri-County Rentals located in Piedmont, SC, ([www.tri-countyrentals.com](http://www.tri-countyrentals.com) or 864-295-8775) to provide whatever rental equipment that might be needed including tables, chairs, tents, extra lighting, etc., for the cost of the rental. Arrangements for rental equipment and payment should be made directly with Tri-County Rentals. Tri-County Rentals typically sets-up rental equipment at least a day before the event and removes it the day after. The time used by Tri-County Rentals to set up and remove the rental equipment is not included in the rental period covered by the wedding contract.

**Catering:** The Pendleton Historic Foundation has an agreement with Boulevard Catering to provide catering services for weddings at Woodburn Historic House. Boulevard Catering is a full-service catering company with many extras including bartending services, cake cutting, and clean-up for a very reasonable price. All arrangements with Boulevard Catering should be made directly with their catering manager, Randall Cox at [randall@palmettoridge.net](mailto:randall@palmettoridge.net) or 864-882-8933. If Boulevard Catering is not available to



cater a specific event, another caterer may be used with the prior approval of the Foundation event coordinator. All food vendors allowed on site must be DHEC licensed. If liquor is to be served, a professional bartender must be used.

**Wedding Director/Wedding Planner:** The Pendleton Historic Foundation requests that bridal parties use a Roger Chapman as the wedding director for the day of the wedding to ensure that everything goes smoothly. Mr. Chapman is a local florist who can also plan the entire event for you for a reasonable price. We request that you work directly with Mr. Chapman (864-650-7578).

**Restrictions:**

- **NO SMOKING** is allowed on any part of the grounds inside the gate and fence. A minimum **\$200 clean-up fee** will be deducted from your security deposit if cigarette butts are found on the grounds after the event.
- “Sparklers” are not allowed on the grounds for safety reasons.
- **Glass beer bottles** are not allowed on the site without the prior approval of the event coordinator. Other types of glass containers are allowed.
- Loud music must stop by **10PM** so as not to unduly disturb our neighbors.
- If a rented dance floor is used, it must be placed on top of one of the brick patios provided on the grounds.

**Extra Hours:** Up to 2 extra hours can be purchased if needed at the rate of \$225 per hour for a maximum of 10 hours for those leasing the grounds for an 8-hr event. No extra hours past the 5-hr maximum are allowed for those who select the package for smaller events with 50 or fewer guests. Notice of the intention to purchase extra hours must be given at least 3 weeks prior to the event. In all cases, the event must be concluded and cleaned up by 11PM.

**Membership Discounts:** Members of the Pendleton Historic Foundation (Family Membership and up) receive a 10% discount on grounds rental rates. Membership applications are available on request.

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REQUIRED WEDDING SUPPLIERS

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**Rental Company: Tri County Rental Center** – Piedmont, SC (864-295-8775)  
[www.tri-countyrentals.com](http://www.tri-countyrentals.com) - Jason Bryant, owner.

**Caterer: Boulevard Catering Co.** – Randall Cox - Catering Mgr. (864-882-8933)  
[www.blvd catering.com](http://www.blvd catering.com) or Andrew Merritt (864-617-8884), owner, if Randall is not available  
Full-service catering company located in Clemson offering a broad selection of food and can provide glass plates and goblets, silverware, linen napkins, and full clean-up afterwards. They also offer bar service and cake cutting.

**Wedding Director/Planner:** Roger Chapman – Pendleton – 864-650-7578  
A wedding director is required to ensure your special day goes as planned.

Please contact these suppliers directly and make payment directly to them.

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OTHER RECOMMENDED WEDDING SUPPLIERS

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**Alternate Wedding Planner / Wedding Director (If Roger Chapman is not available):**

Kim Clark – 864-430-2174

**Wedding Cakes:** Village Baker – Pendleton – 864-646-5800 [villagebaker-pendleton@gmail.com](mailto:villagebaker-pendleton@gmail.com)

Walnut Street Bakery – Seneca 864-882-5816

Holly's Cakes – 864-224-6655

**Flowers**

Roger Chapman 864-650-7578 (including Fern Rental)

Designs by Karen Link–Pendleton 864-934-8599 ([lollilink@yahoo.com](mailto:lollilink@yahoo.com))

**Photography**

Rebecca Perkins Photography - 864-723-2057 / [www.rebeccaperkinsphotography.com](http://www.rebeccaperkinsphotography.com)

Kenny Fey Photography – Seneca 864-882-7552

**Videographer:** VA Films – Vic Aviles - Anderson - 864-723-4710

**DJ's**

Ty Buchanan – 864-940-4338

Ben Phillips – 864-933-2547

**Chamber Music:** Classic Touch - Andrew Levin (864-653-3112) or [Andrew@classictouch.net](mailto:Andrew@classictouch.net) /

[www.classictouch.net](http://www.classictouch.net)

**Security:**

Anderson County Sheriff Dept. - 864-260-4400 (\$35/hr.)

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**CLEAN-UP AFTER THE EVENT:**

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It is recommended that you allow at least 1-hour for clean-up at the end of the event to prevent overtime charges.

- Boulevard Catering provides the clean-up of extra food, cake, and food service items as well as trash/garbage removal leaving the wedding party responsible only for removing any personal items and decorations brought onto the site for the event. If Boulevard Catering is not available, the selected caterer must provide clean-up service or the responsibility for clean-up rests on the wedding party. The deposit will be forfeited if the site is not cleaned up at the conclusion of the event.
- Rental items provided by Tri-County Rental (tables, chairs, linens, tents, etc.) can typically be left in place at the end of the event with the exception of table cloths which should be removed from the tables by the caterer, folded and placed under cover on the porch. Tri-county Rental Company will pick-up on the day after the event including Sundays.



**Pendleton Historic Foundation**  
**Woodburn Historic House**  
**Wedding & Reception Cost Estimate (1)**

	Nbr Items	Nbr Guests 100	Nbr Items	Nbr Guests 150	Nbr Items	Nbr Guests 250	Nbr Items	Nbr Guests 350	Nbr Items	Nbr Guests 400
<b>Woodburn Grounds Rental</b> <i>(8-hrs. on day of event)</i>		\$1,800		\$1,800		\$1,900		\$2,000		\$2,100
<b>Plus Rental Equipment from TriCounty Rental:</b>										
<b>Basic Essential Rentals:</b>										
Garden Chairs used at both ceremony and reception site	100	\$300	150	\$450	250	\$750	350	\$1,050	400	\$1,200
Tables/linens (80% of guests @ 8/table)	10	\$250	15	\$375	20	\$500	25	\$625	25	\$625
8' long banquet tables and linens	7	\$175	7	\$175	7	\$175	7	\$175	7	\$175
36" round cake table and linens	1	\$25	1	\$25	1	\$25	1	\$25	1	\$25
<b>Total Grounds Rental + Basic Rental Equipment</b>		<b>\$2,550</b>		<b>\$2,825</b>		<b>\$3,350</b>		<b>\$3,875</b>		<b>\$4,125</b>
<b>Plus Optional Extra Chairs:</b>										
Extra Chairs at Reception site	80	\$240	120	\$360	160	\$480	200	\$600	200	\$600
<b>Total with extra chairs at ceremony site</b>		<b>\$2,790</b>		<b>\$3,185</b>		<b>\$3,830</b>		<b>\$4,475</b>		<b>\$4,725</b>
- Or -										
<b>Plus Tents Options:</b>										
<b>1- Hexangle Tent</b>	1	\$575	1	\$575	1	\$575	1	\$575	1	\$575
<b>Total with 1-Hexangle Tent</b>		<b>\$3,125</b>		<b>\$3,400</b>		<b>\$3,925</b>		<b>\$4,450</b>		<b>\$4,700</b>
-- Or --										
<b>2 - Hexangle Tents</b>	2	\$1,150	2	\$1,150	2	\$1,150	2	\$1,150	2	\$1,150
<b>Total with 2-Hexangle Tents</b>		<b>\$3,700</b>		<b>\$3,975</b>		<b>\$4,500</b>		<b>\$5,025</b>		<b>\$5,275</b>
-- Or --										
<b>40' x 40' frame tent (largest tent)</b>	1	\$850	1	\$850	1	\$850	1	\$850	1	\$850
<b>Total with 40' x 40' tent</b>		<b>\$3,400</b>		<b>\$3,675</b>		<b>\$4,200</b>		<b>\$4,725</b>		<b>\$4,975</b>
- Or -										
<b>String Lights across lawn</b> Check with rental company										

**Individual Item Rates:**

- White Garden Chair = \$3.00 each
- White Fiberglass Chairs = \$1.50 each
- 60' Round Table = \$7.50 / Linens + \$17.50
- 8' Banquet Table = \$7.50 / Linens + \$17.50

(1) Estimates only..Prices are subject to change from rental company and sales tax and set-up fees may apply.

For full details, visit TriCounty Rental website at [www.tri-countyrentals.com](http://www.tri-countyrentals.com)

7/15/2016