



Rental Policy

The Tybee Trees Event Center is a place for fun, family and friends. We look forward to welcoming your favorite people to your very special event. We have put a few policies in place to ensure that everyone has an enjoyable, safe and, most of all, memorable time at our Event Center. All reservations and agreements made are subject to the rules and regulations of the Tybee Trees Event Center and subject to the following conditions:

Planning an Event

When planning an event with the Tybee Trees Event Center, you, the client, will work closely with a Tybee Trees Event Center staff member to ensure that the event takes place smoothly and efficiently. The Tybee Trees Event Center reserves the right to review the special event plans (including décor and entertainment) to ensure that they are compatible with the Center's mission and neighboring residences. In the planning of a wedding, if you wish to coordinate the ceremony and reception without a wedding coordinator, there will be an additional \$500 refundable deposit. This will cover all coordination duties performed by the Tybee Trees Event Center before, during and after the event. A list of the duties and who will be responsible for each must be provided to an Event Center staff member prior to set up. The Tybee Trees Event Center staff will perform coordination duties to ensure that your wedding is executed properly at a rate of \$50 per hour.

Food and Beverage

We welcome other food service to Tybee Trees. All caterers must be licensed, insured and approved prior to the event date. If you would like to invite family or friends to cater your event, you must sign a Waiver of liability and Release. Alcoholic beverages may be served at your event. The Tybee Trees Event Center reserves the right to discontinue the service of alcoholic beverages at any time during a function. Bar service will end one-half hour before the departure time stated on the function contract. Food must be served in conjunction with alcohol service.

Rental Fees

Rental fees are based on a minimum four-hour rental period. Event arrival and departure times, as stated in the event contract are fixed, and not subject to negotiation on the day of the event. Rental fees include: table and chair set-up and take-down when renting from the Tybee Trees Event Center, standard Tybee Trees Event Center security during the event, and minimum general maintenance for the event space. Rental fees do not include: any food or beverages, service charges, tax, labor charges, use of audio visual equipment or staff, parking, outdoor tents, table and chair rental, décor, linens, or additional maintenance and security charges.

Guarantees, Confirmation and Payment Terms

A 50% non-refundable rental fee deposit and signed contract with the Tybee Trees Event Center are required to reserve the space and time of your event. The non-refundable balance is due thirty (30) days prior to the event. Any overtime or additional charges will be billed separately and due immediately upon receipt of invoice following the event.

Excused Non-Performance

Tybee Trees Event Center is not liable for any failure to provide the agreed services or facilities due to severe weather, accidents, or any other event of circumstance beyond the control of Tybee Trees Event Center. Any such non-performance shall be excused and the agreement may be terminated without further liability, upon return of the client's deposit.

Signs and Decorations

Tybee Trees Event Center reserves the right to pre-approve all signage, decorations, and décor, including plant and floral arrangements which must be of the live variety. Candles in glass containers or votives are allowed in certain spaces, torches can be used by Tybee Trees Event Center staff for bug repellent, ambiance and lighting, and floating candles will be permitted in the wading pool, upon the approval of Tybee Trees Event Center Staff. No confetti, rice, birdseed, flammable props, or live animals are permitted on the property. At the end of the function the client must remove all decorations and any other articles brought into the Tybee Trees Event Center. A charge of \$50 per day will be issued in the event all articles or decorations are not removed.

Audio and Technical Needs

The Tybee Trees Event Center is equipped with audio - speakers, receiver and connection for auxiliary music - and light. All audio or amplified music equipment must be pre-approved by the Tybee Trees Event Center staff. All audio will adhere to the guidelines of the City of Tybee noise ordinance and must end at 11:00 pm. Video is permissible during the event and requires Tybee Trees Event Center approval if to be used for any reason other than viewing by the party attendees and their family.

Damage

The client is responsible for any and all damages that occur as a result of the event including damages to the building, fixtures, equipment and personal property. Tybee Trees Event Center will bill the client for the repair or replacement charges after the event.

Deliveries

Deliveries may only be made on the event date during designated hours as to not conflict with other events at the Tybee Trees Event Center, and must be coordinated through a Tybee Trees Event Center staff member. Tybee Trees Event Center reserves the right to refuse any delivery or set-up that does not arrive at the designated time on the event contract.

Tent Service

Tents are not included in the rental fees and their rental must be coordinated through the Tybee Trees Event Center.

Smoking

The Tybee Trees Event Center is a non-smoking facility. Smoking is permitted outside of the entrance on 14th Street only. All cigarette trash must be placed in the provided receptacle. If excessive cigarette trash is left at the site, the entire security deposit will be forfeited.

Lost and Found

Tybee Trees Event Center will not assume or accept responsibility for damage or loss of any items or articles left on the premise by the client prior to, during, or following the client's function.

Parking

Event parking is available in any of the public parking places surrounding or adjacent to the Tybee Trees Event Center. Tybee Trees Event Center staff can assist with coordinating valet parking services or prepaid parking for event guests.