*Private/Rental use of the Blue Sulphur Springs Pavilion & Grounds*

**PHOTOGRAPHY**

* Professional photographers must schedule the use of the Blue and its grounds with the Greenbrier Historical Society for photography sessions with clients. GHS will note on its facebook page that the facility will be closed for private use during the booked time and erect appropriate signs restricting access during that period.
* The rental fee for photography sessions is $100 per hour with a one hour minimum. Photographers may schedule multiple clients within the rented time.
* Any props used must be fully removable and not leave any trace of their presence. Any damage done, even minor, will be repaired and the cost charged to the photographer.

**EVENTS**

* All bookings/rentals of the Blue for private events will be handled at the GHS office (304- 645-3398) including initial booking, payments, and general updates/communications. GHS will note on its facebook page that the facility is closed for private use during the booked time and erect appropriate signs restricting access during that period.
* The fee to use the Blue for private events is $100/hour with a minimum of 4 hours. The time required for set up, tear down, food delivery, and all other on-site services must be included and a staff member or volunteer from GHS must be present. (For example, delivery of a tent and portable toilets the day before the event; delivery of flowers and food the morning of the event; the event itself; and clean up after the event.)
* Payment for an event is required at the time of booking for events costing up to $1000. For fees totaling beyond $1000, a 50% deposit is required at the time of booking, and the remaining balance must be paid at least 2 weeks prior to the event date.
* Any event booked is required to have at least one portable toilet present during the event.
* Cleanup after the event is the client’s responsibility. If additional cleanup is required, GHS will charge $100/hour and that will be billed to the responsible party.

**SERVICES/AMENITIES**

* The site does not have any amenities such as toilets or picnic tables. Electricity is available in the foundation of the pavilion.
* GHS does not provide any event planning services. Once the location is booked, GHS is happy to recommend local providers of event planning or other services such as tents or toilets, but will not act on the renter’s behalf regarding those services.
* If the renter determines to cancel the event for any reason, it is the renter’s responsibility to notify GHS immediately. GHS will work with the renter to reschedule the event.
* GHS will assure the renter that the Blue Pavilion will be clean and in generally good condition and, weather permitting, the grounds groomed before the event.

**PERSONNEL**

* A staff member or GHS volunteer must be present at the site for any event set up, tear down, clean up, and for the duration of the event.

**AGREEMENT**

**FOR THE USE OF THE BLUE SULPHUR SPRINGS PAVILION & GROUNDS**

TYPE OF EVENT:

DATE(S) AND TIME(S) REQUESTED:

TOTAL HOURS:

TOTAL COST:

I have read, understood, and agree with the requirements for the use of the Blue Sulphur Springs Pavilion and grounds and will abide by them. I fully understand that I will be held responsible for any damage done to the property.

Name and Date

GHS states that the Blue is available for the above dates and times and will be scheduled for this event.

Name and Date