

Policies and Procedures

Terms and Conditions

- All bookings are subject to a signed rental agreement and policies.
- The customized quote is based on the provided details and is subject to change due to deviation by the client.

Payment

- An Initial Rental Fee Payment of one half the amount or \$500 (whichever is less) is required for booking. (unless alternate plan approved by Shed Staff)
- The remaining Rental Fee is due 7 days prior to the event start date.
- Pay may be made with check, cash or credit card. There is a 3% upcharge for credit cards. Checks should be made payable to 'Southern JADE, Inc.'

Cancellation

- 25% of the total venue fee is non-refundable if canceled 30- 60 days prior to the event start date. Cancellations 29 days or less to event start day, results in forfeit of 50% of total Rental Deposit. Cancellations prior to 60 days are fully refundable.

Alcohol Policy

- Renter agrees to comply with all laws and regulations regarding alcohol service and consumption. Insurance will need to be acquired with expressed knowledge of alcohol being served. The State of Georgia requires a certified bartender if alcohol is served. The facility is expected to be returned in the same condition as received and as assessed by venue management. Any damages or excessive cleaning required may require additional fees.

Noise and Music

- Renter agrees to maintain reasonable noise levels in consideration of neighbors and adhere to local noise ordinances. All outdoor noise will be reduced to at or below moderate levels after 12:00 AM.
- Renter is responsible for all vendors adhering to noise policies, including but not limited to DJs and bands.

Decorations

- Renter is allowed to decorate the venue, but decorations must be pre-approved. No damage to the venue is allowed during decoration setup or removal. This includes no holes in walls, no removal of ground coverings or fencing, no paint or other adhering covering added to windows, walls ceiling or floor of the venue. Push pins or small nails are recommended for affixing items to walls if needed and command hooks work nicely on glass of doors and windows.
- Mylar and latex balloons are limited to indoor use only. No balloons shall be released outside for the safety of neighboring farm animals.

- Use of latex balloons will be at the discretion and responsibility of the renter. Be aware that latex balloons can be a hazard for young children when popped by inhalation of pieces of the balloon.
- No bird seed, confetti, rice or artificial flower petals are allowed to be used in outside spaces. Any other similar small thrown items must be approved by venue management.
- The event venue will be decorated seasonally and with decor from the history of Northeast Georgia. Specific requests for theme, color and other changes to this decor will be considered and may be accommodated per prior agreement. No decor may be removed or taken from premises for any reason. If you are interested in purchasing venue decor, contact venue management.
- Tablecloths, scarves, runners, centerpieces, arch covers and other decor in a variety of styles and colors are available and can be rented from the venue if desired.

Fireworks, Fire and Open Flames

- Flameless candles are preferred; however, all candles with flames used anywhere on premises (both indoors and outside) require protective surfaces beneath them to protect floors and ground coverings.
- The venue does have a fire pit area that is available for a fee of \$35.00. This fee includes firewood and fire started prior to event. Renter is responsible for careful use of all fire supplies and must adhere to basic fire safety procedures, including fully extinguishing or containing all active fires after use.
- Fireworks are allowed on event premises, but must be coordinated with venue management and follow all local and state laws and ordinances. Fireworks are not permitted to be used by anyone under the age of 18.
- Sparklers are allowed on the facility campus, but must be supervised by adults.
- Cleanup and removal of all debris after use of fireworks or sparklers is required or will result in an additional cleaning fee.
- Use of fireworks or sparklers will not be allowed during seasons of high fire danger as determined by the Georgia Forestry Commission and the National Weather Service.

Grilling and Outside cooking

- Outside gas grilling is allowed and encouraged.
- Be conscious of smoke and keep it a distance of 30 feet or more from the facility venue.
- Vendors cooking or serving at the venue should be aware of their setup location to prevent damage to the venue facility and green spaces.

Furniture, Furnishings and Tables

- General set up of tables and chairs is for the number of guests agreed upon in the contract. A significant increase in the number of guests requiring additional set up of tables and chairs will result in an additional fee.
- Rearrangement of tables, chairs, etc. beyond the initial floor plan will be the responsibility of the renter on the day of the event.
- All furniture, chairs and tables may be rearranged within their specific location, but shall not be moved to different spaces of the venue.

- All furniture, chairs and tables are to be returned before leaving to the space originally located and arranged when renter arrived at the venue.
- Damage to furniture, chairs, or tables should be reported to venue management ASAP.
- Specific significant furniture or furnishing rearrangement requires coordination and consent of venue management.
- If specific furnishings are needed, contact venue management.

Restrooms

- Basic restroom servicing with products provided by The Shed is the responsibility of the renter.
- Restrooms in need of repair service should be referred to venue management immediately.
- All electrical heating appliances, beauty aids (curling irons, blow dryers, etc. used in bathrooms or bridal suite by renters and guests require automatic shut off protection and must have protective surfaces beneath them during use to avoid damage to facility and harm to individuals.

Smoking

- This is a non-smoking facility both inside and on all venue grounds.

Kitchen Use

- All venue kitchen facilities must be used and supervised by mature persons 18 and over.
- Use of equipment is limited to manufacturer's specifications for intended typical use.
- Safety precautions and procedures are required at all times.
- Ice scoop is provided and should be used to remove all ice from the ice machine and then returned to the tray on top of the machine. Ice machine door is to remain closed except when ice is being removed.
- Prior to use, user(s) will be oriented to function and use of equipment including location of hot pads and gloves, location and use of fire extinguishers, power and water cutoffs.
- Equipment failure should be reported to management immediately.

Cleaning/Trash Removal

- The Kitchen and facility must be cleaned as assessed by venue management to avoid an additional cleaning fee. . Specifically, venue is expected to be left in the same condition as presented on renters arrival.
- All used utensils, containers, pots and pans, etc. are to be washed and put away or placed in the dish drainer.
- All surfaces are to be wiped and cleaned.
- If tablecloths are rented from the venue, leave clothes on table to assist with spot treatment prior to cleaning by the venue.
- Trash is to be collected from all areas including bathrooms and outdoor spaces and taken to the dumpster provided and located alongside the parking lot. Large trash can is on rollers and the trash bag should NOT be drug across the floor but rather rolled to the door for disposal.

- Major spills are to be covered by designated cloth towels behind the screen by the stove rather than excessive use of paper towels.
- Floors should be clear of all clutter and debris, especially confetti, balloon remnants, etc.

Vendor and Service Providers

- Renter is responsible for coordinating with vendors and ensuring they comply with venue regulations.

Outdoor Entertainment Amenities

- Games and other entertainment resources are available on site and include but are not limited to checkerboards, cornhole, ladder ball, croquet, frisbees, badminton and bubbles. Fees will be based on specific requests. Spaces may be used for your own games and activities at no additional cost so long as they adhere to all other venue policies.

AV, TV, WiFi, Microphones

- A 27 inch smart TV is provided with free Wifi.
- PA with microphone and basic sound system indoors and outdoors available for an additional fee
- White board with markers/erasers and easel and podium available for an additional fee

Inflatables

- Inflatables may be used on the venue premises, however their locations must be approved by venue management.
- Renter is responsible for any damages to turf or landscape from extended inflatable use.
- All inflatables must be supervised by a responsible adult.
- Certain inflatables may require an additional usage fee. Contact venue management to determine what your event requirements may be.

Green Space Usage

- Part of the beauty of the venue is the natural green space areas surrounding it. We are very protective of these areas, but we want our clients to enjoy them as well. Most green space areas, including the creek, are available for access to rental clients, but the client is responsible for any damages to and clean up of these spaces.
- Renter is responsible for all litter left in green spaces on venue grounds.
- Climbing on rocks, walls, trees or railings is strictly prohibited.
- Plantings and flowerbeds have clear boundaries with no foot traffic allowed within the bark around the landscape.

Natural Waterway

- Our venue is built overlooking a natural creek bed. This creek can flood during times of inclement weather or extended rain. The venue renter is responsible for all water safety of anyone using the creek for water play.
- Renter is also responsible for any litter or contaminants entering the creek.

- While we strive to keep most of the natural spaces managed and accessible, it is considered a natural habitat for spiders, snakes, bugs, and other animals. It is also inhabited by poison oak and briars, and has muddy areas. Be aware of this and respect them for your own safety and for theirs.

Parking

- The event venue has a sizable parking area including the grass on each side and middle of the gravel driveway. Additional parking in grass areas may be used with coordination of venue management. Damage to greenspace is the responsibility of renter and may require additional security deposit fees for use.

Animal Policy

- No free roaming animals other than service animals are allowed on property and those must be kept on leash and under control at all times.
- Any exclusions to this policy must be approved by Shed management and follow all other facility policies.

Farm Safety

- The event venue is built on a functioning farm. All farm animals are to be considered unsafe to directly approach.
- Refrain from disturbing fences, animals, or other equipment that may be located in the farm area.
- Do not enter pastures with farm animals unless specific arrangements have been made with venue management.
- Avoid climbing on any farm equipment that may be on the facility grounds.

Damage

- Renters are responsible for any damage done to facilities or grounds. Including any misuse of facility leading to destruction or damage of decor, facilities, equipment, or grounds.

Capacity Limits

- Renters are responsible for insuring their estimate guest counts are accurate in their contracts. Exceeding contract limits is subject to an additional charge of up to \$3500.

Overtime Fees

- Costs for going over agreed rental time shall be equal to \$400/hr.

Lost & Found

- Please take all of your things with you, including decor, leftover food, and any outside resources. The Shed will hold lost items for up to 1 week. The Shed is not responsible for any lost items, resources, or materials.

Inclement Weather

- It is the renter's responsibility to make accommodations for inclement weather.
- No refunds will be given for weather related cancellations. The event center is located in North Georgia where temperatures often vary significantly and rainstorms are common. Make plans to accommodate such occurrences to insure the success of your event.

Force Majeure Clause

- If an event must be canceled due to natural disasters, pandemics, or government restrictions a 50% refund will be guaranteed, and possibly more depending on the circumstances surrounding the closure.

Emergency Procedures

- Renter will follow venue's emergency procedures in case of fire, medical incidents, or other emergencies
- In case of an emergency, always call 911 first.
- The following emergency resources are available:
 - A fire extinguisher is available in the kitchen area located on top of the refrigerator.
 - Four exits are clearly marked. One on the back wall; another on the hallway, the single glass entry door and the double glass doors to the porch.
 - Security lighting is mounted and auxiliary power provides lighting in the bathroom and main room of The Shed in the event of power outage.
 - A First Aid Kit is located in the Kitchen Area under the double sink.

Governing Law

- This Agreement shall be governed by and construed in accordance with the laws of Franklin County and the State of Georgia.
- No illegal activity will be tolerated and will result in immediate expulsion from premises and forfeiture of all rental deposits and fees.
- Renter is responsible for adherence to any licensing, laws, or ordinances relating to any activities on the premises. Including but not limited to, serving alcohol, shooting fireworks, sound levels, and general laws of proper conduct.

Indemnification

- Renter agrees to indemnify and hold harmless the venue's owner and management from any liabilities, claims or damages occurring during event venue rental.

By signing below, both parties acknowledge and agree to the terms and conditions outlined in this rental agreement with Shed at Papa's Creek.

Marie Hendrix_____

Marie Hendrix - Owner

Renter's Signature

Date: 9/16/2025_____

Date: _____

We are excited to assist you in creating a memorable event at The Shed at Papa's Creek!

Contact information:

Marie Hendrix - 706-491-8372

Ken Hendrix - 706-491-8371