

Wimbish House Event Policies

- For events where food and beverage will be served, Wimbish House clients are required to choose from our list of approved full-service caterers. Our extensive list includes options to suit a range of culinary styles and budgets. In addition to food, all approved caterers will provide staff (including bartenders), dinnerware, and sometimes linen.
- Clients of the Wimbish House are allowed to bring in their own alcohol. All of our Approved Caterers are licensed and insured to serve alcohol and will provide the bartenders, glassware, and everything else needed for the bar (with the exception of the alcohol, itself).
- The use of disposable dinnerware is not allowed unless it is personalized and must be approved by the Wimbish House.
- 2/3 of the Facility Fee is due at contract signing; the remaining 1/3, along with refundable damage deposit, is due four weeks prior to the event.
- The Wimbish House accepts checks and major credit cards (credit cards are charged a 3.5% processing fee).
- The Wimbish House is a non-smoking facility; however, smoking is allowed outside on the veranda.
- The Wimbish House requires a final walkthrough for all events 4 weeks out from the event date. The caterer is required to be present, and for weddings, the wedding planner/day of coordinator must be in attendance, as well. Other vendors are welcome to attend, as they see fit. Client should come prepared to provide the names of all vendors and their day-of-contact information at this meeting. Timeline and floorplan will be discussed at this meeting, as well. All floorplans must be approved by the Wimbish House.
- A one hour ceremony rehearsal is included at no cost for weddings where the ceremony will be held at The Wimbish House. This time can be scheduled 3 months out from the wedding date, and is subject to Wimbish availability.

Event Times

The contracted event period is flexible until 4 weeks prior to the event. All load-in, setup, teardown, and load-out must take place within said event period. Please see below for time restrictions by day:

Saturdays : Venue is available for rental between 7am and 1am. Event must conclude no later than 11:30pm. Venue must close by 1am. Wedding Ceremonies (if applicable) must start no later than 6pm.

Thursdays & Fridays : Event must conclude no later than 11pm. Venue must close by 12:30am. Wedding ceremonies (if applicable) must start no later than 5:30pm.

Sundays - Wednesdays : Event must conclude no later than 9:30pm. An event end time of 10pm will be considered if there is not a band or elaborate decor, but is subject to Wimbish approval. Venue must close by 11pm. Wedding ceremonies (if applicable) must start no later than 4:00pm.

ATLANTA WOMAN'S CLUB / WIMBISH HOUSE
EXHIBIT B: RULES & REGULATIONS / INVENTORY / CATERING GUIDELINES

By signing the Atlanta Woman's Club Special Event Agreement, User agrees to the following :

1. User may use our Facility to accommodate up to 250 guests and cannot seat more than 150 people in the ballroom. All weddings (ceremonies and receptions) are required to have (at minimum) a professional and insured day-of-coordinator to direct their event. This coordinator must not be either a guest or a member of the bridal party. All vendors who are not on our preferred list are required to provide a current certificate of insurance no later than 2 weeks prior to the event.
2. All events at which food or drink are served must be catered by one of our approved professional caterers. Our caterers must carry at least \$1 million general liability insurance. If alcohol is to be served, \$1 million liquor liability must be in place. Alcohol cannot be sold and guests cannot serve alcohol to themselves. The Club prohibits tip jars in the open. Staff is free to accept gratuities, however they must not be in a container visible to guests. Shots of alcohol are prohibited. The bar will soft close 30 minutes prior to the end of the event with a hard close 20 minutes prior.
3. User shall be responsible for all actions of the caterer and all other professional service providers. All vendors who are not on our approved or preferred vendor list must provide proof of general liability insurance.
4. Event set up and breakdown is the responsibility of the User's professional service provider (for example : caterer, event planner, event decorating company, DJ).
5. Club does not assume any responsibility for any items left by the caterer, guest or the User. The User and caterer are responsible for removing all articles/equipment brought into the Facility, at the close of the event. Any exception must have prior approval by our Club.

6. No furniture or décor accessories may be moved without approval from the Club. No piano may be moved at any time; should so occur, a \$200.00 fine will apply to the User.
7. All functions are to end as contracted for the Event Period. All guests must exit the facility at least one hour before the end of the Event Period. Events may require 1.5 hours of clean up time. The Club reserves the right to charge the User a late fee of \$700 per hour if the event time is exceeded by more than 30 minutes.
8. There is to be nothing hung, stapled, taped, glued, or nailed to any walls, ceiling, floors, banisters or furniture at the Facility. All floral attachments require the use of pipe cleaners or zip ties only – no tape, nails, tacks or wire.
9. Absolutely NO confetti or glitter is to be used anywhere on the Club property. If flower petals are used, they must be fake or white. White flower petals, bubbles, or streamers attached to a stick may be used for “bridal exiting” purposes, on our Front Porch and walkways – no such use inside. NO sparklers or taper candles are permitted. All balloons must be weighted or tied down. All uplighting must be approved by the event coordinator, due to limited power in the ballroom. No modifications to the stage and no dancefloors. Any outside tables, chairs, stands/pedestals, decor that touches the floor must have protective padding to protect our floors.
10. Club is a non-smoking non-vaping facility; smoking is permitted on the outside Front Porch and walkways.
11. All flame (for candle purposes) must be surrounded by glass. A unity candle doesn’t need to be surrounded by glass,
12. All publicity concerning the Facility must be approved by the Club prior to print and distribution.
13. Rental equipment and all other items necessary for the event must be furnished by the User and delivered the day of the event between the time of use stated on the contract, and everything brought in must be taken out at the end of the event.

The following inventory is available to the User :

Tables :

15 - 60” round
5 – 48” round
9 – 30” round hi boys

6 – 8’ rectangular
10 – 6’ rectangular
4 – 36” round cocktail / hi
boys (adjustable)
2 – 8’ x 40” estate tables

Audio Visual :

1 speaker

1 screen

1 projector

2 wireless microphones

Chairs :

200 gold Chiavari chairs

Kitchen :

1 refrigerator

1 freezer

1 ice machine

1 warming oven

1 microwave

1 dishwasher

3 induction ranges (do not
work with aluminum pots)**2 Grand pianos****CATERING GUIDELINES**

- 1) An adequate set up and service staff is essential to protect the facility and to provide client with a quality event. **There must be a minimum of 5 servers for the first 75 guests and one server for each additional 25 guests PLUS kitchen and bar staffing.**
- 2) Caterer is responsible for the set up of tables, chairs, and stations upon arriving at the facility. All tables must have linens that reach the floor.
- 3) Caterer must remove empty plates and glassware throughout the main level of the house at all times during the event. No tray stands are allowed. No bus tubs to be used for clearing during event hours. No plastic cups or dinnerware without prior approval from the club. Dishes are not to be stacked on furniture or mantles. At no time will trash cans be in guest areas, regardless whether they are draped, except behind the bar. Once guests are in the house, no carts or dollies are to be used in the house. No removal of garbage or racks of glasses are to be moved through the house while guests are present, please use the door to the sunroom and go around the side to the kitchen. All catering staff must be in uniform while guests are in the house. Breakdown of tables and stacking of chairs may not commence until guests have left. Any questions please check with the hostess.
- 4) Bar and liquid stations may be set up in the sunroom or ballroom. Bar and liquid stations in the ballroom must have protective floor matting (provided by caterer or bartending service) to protect wood floors from spills and other damage. The Club prohibits tip jars in the open. Staff is free to accept gratuities, however they must not be in a container visible to guests. Shots of alcohol are prohibited. The bar will soft close 30 minutes prior to the end of the event with a hard close 20 minutes prior. **If they do not have liquor liability, they must contract with a bartending service and manage them as part of their team. The bar may not be left unattended at any time during the event.**

- 5) All sterno containers must sit at least 2" above the table. Sterno containers with flames aren't allowed. Sterno containers with gel are allowed.
- 6) No frying or grilling is allowed in our kitchen. The cooking of seafood is not permitted inside the premises, due to odor reasons.
- 7) Caterers must furnish all garbage bags, towels, mats, and soap. All trash must be bagged and removed at the end of the event and **taken off premises with you.**
- 8) Wimbish House doesn't assume any responsibility for any items left by the caterer. The caterer is responsible for removing all articles / equipment brought into the facility, at the close of the event. Any exception must have prior approval by Wimbish House.
- 9) There is to be nothing hung, stapled, taped, glued, or nailed to any walls, ceilings, floors, banisters, or furniture at Wimbish House. All flames (for candle purposes) must be surrounded by glass.

CATERER'S CLOSE- UP RESPONSIBILITIES

- 1) Sweep up debris, trash, and crumbs in the ballroom and house. Spot mop any wet sticky areas with plain water. No soap to be used by caterer when spot mopping.
- 2) Return all tables to storage rooms in the house and basement. Place tables in proper areas. At no time will breakdown begin while there are guests in the club.
- 3) Stack chairs in the ballroom in front of "mirrored" doors (except exit doors) in this way : 3 high and 4 across. (See diagram posted on Freezer door)
- 4) Remove all dishes, food from the entire venue and kitchen. Remember to check all rooms on the 2nd floor of the house.
- 5) Remove all leftover food items from the venue.
- 6) Clean stove tops and warming oven of spills.
- 7) Sweep kitchen and basement hallway.
- 8) Rinse all four sinks free of food debris.
- 9) Remove all garbage from the venue.
- 10) Must Check Out - by the Hostess on Duty.
- 11) Any garbage left behind will incur a \$500 removal and cleaning fee.

ATLANTA WOMAN'S CLUB / WIMBISH HOUSE

EXHIBIT C Pandemic Rider

This Pandemic Rider (“**Rider**”) is attached to the within and foregoing Agreement and is fully incorporated into and made a part of the Agreement as if fully set forth therein. For and in consideration of good and valuable consideration, the receipt and sufficiency of which are hereby expressly acknowledged, the parties to the Agreement agree as follows:

1. **Indemnification.** User hereby agrees to indemnify, defend and hold Club harmless from and against any claims, liabilities, and damages for injury (including death) or damage to the Club, the Facility, or property or persons in connection with User’s use of the WCS and/or the Facility. Club shall not have any liability to User or any of User’s employees, agents, guests or contractors for any damage or injury (including death) to any person or property, unless such damage or injury is the direct result of the gross negligence or willful misconduct of the Club. The parties expressly agree and acknowledge that the Club shall not be deemed grossly negligent or to have engaged in willful misconduct by reason of allowing User to use the Facilities for User’s event during a pandemic or epidemic of any kind, and that User has knowingly and willfully entered into the Agreement notwithstanding the occurrence or existence of a pandemic or epidemic. The provisions, duties and obligations of this Section 1 shall survive the expiration or earlier termination of the Agreement.

2. **Certain Catastrophic Events.** In the event of any damage or destruction to all or any portion of the Facility by fire, flood, casualty or other cause, or the taking of all or any portion of the Facility by the exercise of eminent domain (or sale in lieu thereof), which in either event renders the Facility unusable impracticable to use for the purpose contemplated by the Agreement, or the passage, enactment or extension of local, state or federal statute, law, regulation, ordinance or order of any governmental authority that would prohibit or make impracticable the use of the Facility for the purpose contemplated by the Agreement, then Club may terminate the Agreement by written notice to User, in which event any portion of the fees previously paid shall be fully returned to User, minus any nonrefundable portion of the Total Rental Fee and out-of-pocket expenses incurred by the Club. Upon such termination, the parties shall have no further duties or obligations whatsoever under the Agreement. Notwithstanding the foregoing, if User cancels the Event for any reason less than 30 days prior to the event, all AWC Fees and Rental Fees paid to the Club shall be retained by the Club, except that any Damage Deposit, Service Fee, and Catering Fee actually paid to the Club shall be refunded to User. If canceled more than 30 days prior to the event, and Club is unable to book another event for the date of your canceled event, 50% of initial deposit will be refunded.

3. **Defined Terms.** All capitalized terms in this Rider shall have the definitions given to them in the Agreement unless otherwise specifically defined herein.

4. **Conflicts.** In the event of a conflict between the terms of the Agreement and the terms of this Rider, the terms of this Rider shall control.