

*the barn at*  
THE BARN  
AT EVERGREEN  
*evergreen*  
MEMORIAL PARK

Non-Profit Event Information



# 2024 NON PROFIT RENTAL RATES

Event	Time Block	Deposit	Rental fee
Weekday, no alcohol	6 hours	\$400	\$950
Weekday, with alcohol	6 hours	\$800	\$1250
Friday, Saturday or Sunday			\$500 (additional)
Holiday			\$800 (additional)

- Holiday fee will be added for NYE, NY's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve & Christmas
- Additional Hours available to book at \$150/hr

## TIME BLOCK INFORMATION

- All set up is to be completed by renter. Renter is welcome to use EMP's tables and chairs to set up a pre-approved floor plan that follows proper safety guidelines. An EMP staff member will be available to assist with locating any equipment needed
- Clean up & tear down will be the responsibility of the renter, and must be completed before the end of the rented time
- We recommend 1 hour of set up prior to guest arrival and 1 hour of tear down after guest departure

# BOOKING INFORMATION

## FOOD & NON ALCOHOLIC BEVERAGES

- Food & non alcoholic beverages are welcome for all rentals
- You may use a catering team of your choice, or supply your own food & drink. For our list of favorite catering teams, please see our website and click on the "Preferred Vendors" tab

## ALCOHOL POLICY

- A 6 hour time block is required to serve alcohol to guests
- For all 6 hour rentals, a maximum of 4 hours of bar service is allowed
- All alcohol brought to The Barn must be served by a bartending service with current Liquor Liability Insurance

## BARN RENTAL INCLUSIONS

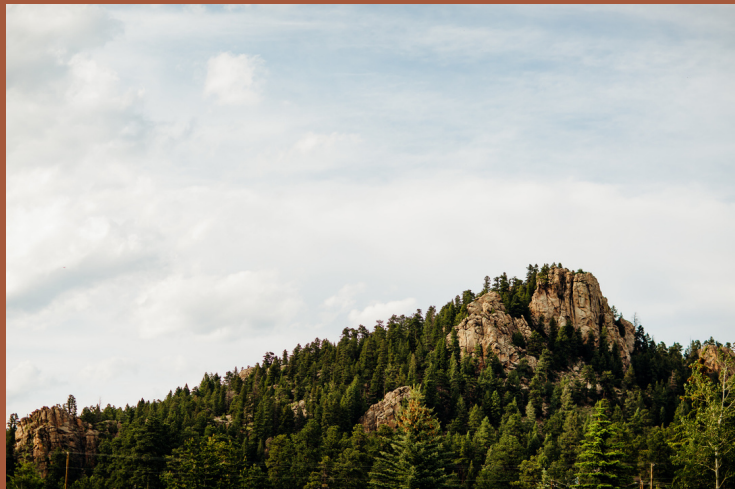
All Barn rentals will include the use of all 3 levels of The Barn, the outdoor field sites, and our tables & chairs. An Event Coordinator and parking attendant will be available on site the day of. You will have access to our indoor speaker, sound system and microphone if desired.

## EVENT REQUIREMENTS

- For your own security, we do ask for all events to be insured. We require Event Liability Insurance in the amount of \$1,000,000 with The Barn at EMP listed as an additional insured

## ADDITIONAL ITEMS AVAILABLE

- Video Screen Package - \$75
- Coffee Urn - \$ 10





Let us host you

If you would like to secure your date, please reach out to us at the contact information listed below! An \$400/800 security deposit is required for all wedding events. This deposit is not included in the rental fee, however is refundable at the end of the event. Deposits can be made via check, cash, ACH or credit cards. (Please note that deposits made via credit cards are only guaranteed \$375/750 upon the return of the deposit to cover processing fees). Once the deposit has been made, the agreed upon date is officially yours!

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