



Guidelines for Private Events at Historic Oakland Cemetery

Historic Oakland Foundation, Inc. (hereinafter referred to as HOF) partners with the City of Atlanta to preserve, restore, enhance, and share Oakland Cemetery with the public as an important cultural resource and an island of tranquility in the heart of the city. HOF welcomes the opportunity to expand our efforts and increase the awareness of the cemetery by allowing private events use of Oakland by individuals and groups (hereinafter referred to as the Lessee). Partisan political events are not permitted.

Event Areas and Time Frames:

- HOF reserves the right to determine which areas may be used for food and drink service and where such services may be set up. Smoking is not allowed on Oakland Cemetery's grounds and smoking is prohibited in the Bell Tower.
- Approved evening rentals must end by 11:00 p.m. with any load out completed by midnight. There will be a charge of \$300 per hour for additional hours added to the end of the contracted event period ending after 11:00 p.m., with load out ending after midnight.
- Two hours of set up time prior to the beginning of an event are scheduled for set up. There is an additional charge of \$100 per hour for any additional set up hours.
- There are additional fees for approved events held on major holidays. No events will be approved on Thanksgiving, Christmas Eve, Christmas Day or New Year's Day.
- Any student events must be school-sponsored and must provide appropriate chaperones.

Alcoholic Beverages

- Because we are a city park, we must abide by City of Atlanta guidelines for parks which call for no alcoholic beverages without a special permit. However, alcoholic beverages are allowed to be served in the Bobby Jones Room, porte-cochere, and porch whenever those areas have been rented for a private event.

Hold Policy

- A date can be placed on courtesy hold for two (2) weeks. If another client wants to contract the same venue on the same date, the first client on hold will be given two days to request a contract and pay a deposit to exclusively reserve the date. Otherwise, the date will be forfeited to the second client.
- To hold a date exclusively, 50% of the rental amount will be deposited and a signed agreement will be due to the HOF within fourteen (14) days of receipt of the deposit. A credit card number is required to guarantee the event when the Lessee pays by cash or check.

**Payment Schedule:**

- The full rental fee is due 30 days prior to the date of the event.
- Any additional charges are also due thirty (30) days prior to the event. Any adjustments will be invoiced following the event and any additional payments are due within thirty (30) days of the invoice.

Final Walk-Through:

- A walk-through with all involved parties (Lessee plus vendors) is required at least three (3) weeks in advance of the event.
- Any changes to the original plan are due to HOF by no later than three (3) business days prior to the event.

Inclement Weather:

- Except for events held in the Oakland Bell Tower, all Oakland events are scheduled outside and should include alternate plans for inclement weather. No refunds are made for events because of weather conditions.

Tents:

- HOF has approved vendors for setting up tents on Oakland Cemetery grounds. Vendors not on the approved list must submit a copy of their business license and proof of liability insurance. The Lessee is responsible for securing a tenting permit from the City of Atlanta and providing the HOF with a copy of the permit in advance. Set up and break down times for a tent must be approved by Oakland one month prior to the event and are to be considered outside the normal set up/tear down times.

Parking:

- HOF offers free non-secured parking spaces for events, both inside the cemetery gates and in a small lot adjacent to the entrance to Oakland Cemetery on a space-available basis. It is recommended that security be provided for the lot outside the gates. This can be arranged as part of your contract with Oakland. In no case is the City of Atlanta or HOF responsible for automobile security.

Security:

- General security officers will be on duty from setup through breakdown. These general security costs are included with the rental fee.
- HOF reserves the right to require and schedule the services of off-duty police officers. Officers will be required for events where over 200 people are in attendance and/or where there is amplified music. The Lessee is responsible for paying for these additional security needs.
- For any student event, one (1) chaperone for every 25 students attending is required. The chaperone(s) must be an adult over 21 years of age, and must be the teacher, parent, or administrative personnel from the school of attending students.