

Private Event Guidelines for Historic Oakland Foundation

Updated January 2024

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 foundation efforts and increase the awareness of the cemetery by allowing private event use of Oakland by individuals and groups (hereinafter referred to as the Lessee). Such use must be consistent with the Historic Oakland Foundation's mission and abide by City of Atlanta rules and guidelines. Historic Oakland Foundation cannot host political, partisan, or controversial events, some sales events, and some religious events. The Client is responsible for making sure all vendors are aware of and agree to the Historic Oakland Foundation Event Guidelines and City of Atlanta park rules.

Lessee must fully abide by all HOF and City of Atlanta laws, rules, and regulations.

- Partisan political events are not allowed. HOF reserves the right to determine if an event is partisan or political in nature.
- Per City of Atlanta law, the entire cemetery is designated as a non-smoking area.
- [City of Atlanta Park Use Rules and Guidelines](#) must be observed during all private events at Oakland Cemetery. All special permit exceptions must be authorized by HOF at least 30 days prior to your event.

Event Areas and Time Frames

- HOF reserves the right to determine which areas may be used for events and food and drink service, and where such services may be set up.
- Setup and breakdown time is included in the total rental timeframe.
- Food and beverage service should conclude no later than 10:30 p.m.
- Evening events must end no later than 11 p.m.
- Breakdown of events must be completed no later than Midnight.
 - All parties involved, including lessee, guests, and vendors must exit the cemetery by this time.
 - Vendors must complete all required cleaning, waste removal, and equipment load out, and receive authorization from HOF staff prior to leaving the grounds.
 - Any additional time onsite after midnight will incur a minimum penalty fee of \$350.
- Arrangements for additional set-up time can be made prior to the event.
 - Additional time is \$175 per hour. Additional time must be authorized and paid in full at least 2 weeks prior to the event.
- Events which exceed their event rental period will be charged a penalty fee of \$350.
 - If overage time exceeds one hour, the additional time will be rated at \$350 per hour.
- All event areas must be returned to the way they were found. All areas accessed by guests and vendors must be cleaned and left in a neat and orderly fashion. This includes the removal of all waste and recycling from the grounds.
- HOF encourages all events to use recyclable materials, including an emphasis for guests and vendors to observe sustainable practices and properly sort and dispose of all waste.

- Lessee bears the responsibility for all costs incurred as a result of damage or failure to observe guidelines during an event.
- No events will be approved on Thanksgiving Day, Christmas Eve, Christmas Day, or New Year's Day.
- Student events must be school-sponsored and must provide appropriate chaperones.

Alcoholic Beverages

- Lessee must abide by City of Atlanta guidelines for parks, which allow alcoholic beverages **only** with prior authorization from HOF.
- Alcohol may only be consumed within the designated event area(s).
- Guests are not permitted to open carry on the cemetery grounds anywhere outside of the designated event space.
- Guests must provide a licensed and insured bartender for any event serving alcohol.

Hold Policy

- A date can be placed on courtesy hold for two weeks. If another client requests to contract the same venue on the same date, the first client on hold will be notified and 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 requires a 50% base rental fee and a signed HISTORIC OAKLAND FOUNDATION PRIVATE EVENT RENTAL AGREEMENT, due to HOF within fourteen (14) days of receipt of the deposit.
- A credit card number is required to guarantee the event if the Lessee chooses to pay by cash or cheque.

Payment Schedule

- A 50% deposit of the base rental fee is due within two (2) weeks of completion of the online Rental Agreement.
- Full payment of rental fee plus is due (30) days prior to the event.
 - Any additional fees are also due thirty (30) days prior to the event.
- A \$500 fee will be assessed for failure to follow guidelines, failure to remove trash or recycling, items left behind, unusual cleaning requirements or damage to the facilities. If the cost for cleaning or repair exceeds \$500, Lessee will be held financially responsible for all additional fees incurred.
- Any adjustments or additional costs incurred during the event will be invoiced following the event.
 - All additional payments are due within thirty (30) days of invoice.

Final Walk Through

- A walk-through with all involved parties (including Lessee, caterer, and any applicable vendors) is required at least three (3) weeks in advance of the event.
- A final schedule or run-of-show for the event must be submitted at least three (3) weeks in advance of the event.
- Any changes to the original plan including room set-up are due to HOF 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.
- A Rain Plan is required for all outdoor events. This plan must be submitted to and approved by HOF by the final Walkthrough, no later than 3 weeks prior to the event. If the Rain Plan is to be executed, HOF must be notified at least 3 business days prior to the event.

Tents

- If a tent is needed for your event, you must notify HOF at least two (2) months in advance.
- Tents may NOT be secured using any stakes or secured to any existing structures on the grounds without written approval from HOF.
- Set up and breakdown times for all tents must be approved by HOF one (1) month prior to the event and are considered part of the normal set-up/tear down times.

Parking

- HOF offers free, non-secured parking spaces for events, both inside Oakland Cemetery and in a small lot near the main gate on a space-available basis. Due to its nature as a City of Atlanta park, HOF cannot guarantee availability in the lot or inside of the cemetery.
- Driving and parking on the grounds is permitted for passenger vehicles on a limited basis.
- On-site parking should be reserved for lessees, guests with mobility issues, and approved vendors.
- Vehicles may not be left on-site overnight.
- All vehicles must remain on the designated roadway areas.
- Stopped or parked vehicles must not block the roadway.

Security

- General security officers will be on duty from setup through breakdown. These general security costs are included in the rental fee.
- HOF reserves the right to require and schedule the services of off-duty police officers. Officers are required for events with expected attendance of 150 or more 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 20 students is required. Chaperone(s) must be over 21 years of age, and must be the teachers, parents, or administrative personnel from the school of attending students.

Decorations

Oakland Cemetery is an important cultural and historic site and is listed on the National Register of Historic Places. Therefore, the protection of the grounds, gardens, monuments, hardscapes, and artifacts is of the utmost priority. The Lessee is responsible for all decorations and special effects for the event within the following guidelines:

- Unless specifically approved by HOF, all decorations and signs must be freestanding and cannot be hung on the walls of any buildings or on monuments.
- Per City of Atlanta Park Rules and Guidelines, there are no open flames permitted.
- Pyrotechnics, glitter, confetti cannons, artificial petals or rice are not permitted.
- Unless specifically approved by HOF, items cannot block any points of access on the grounds, including but not limited to paths, roadways, ramps, doorways, emergency exits, or gates.
- All items must be removed from the premises immediately following the event.
- Touch-up painting of decor items is not permitted on the property. The building of decor items onsite must be pre-approved.
- A \$500 fee will be charged for failure to comply with guidelines, failure to remove trash and recycling, items left behind, or any incident which requires additional cleaning or damage to the grounds or facilities.

Printed Materials

- HOF is not obligated to display or distribute any materials relating to a rental event, or to publicize the event in any of HOF's printed or online materials.
- The HOF logo may not be used on materials relating to any rental event without prior approval from the Foundation.

Music

- There is a City of Atlanta Noise ordinance 10 p.m. curfew for outdoor music. The Lessee must abide by HOF Staff's request for the volume of the music to be adjusted to meet the noise ordinance curfew.

Photography

- Photography in any public spaces within the cemetery will be available unless such space is rented by another Client.

Rental Equipment

- Rentals must be delivered the day of the event and picked up immediately following the event unless other arrangements have been pre-approved.
- All deliveries and pickups must be authorized by HOF.
- Prior authorization is required for the use of any HOF equipment included in rental packages
- HOF staff will assist with the set-up and breakdown of all HOF equipment.
- HOF staff hold no responsibility for rental equipment provided by vendors.
- HOF items such as extension cords, coolers, or other equipment cannot be made available to Lessee.

Golf Carts

- One (1) golf cart may be rented from HOF for \$300. This fee includes one (1) HOF staff to operate the cart.
- The golf cart priority is transporting your guests with mobility issues, and transportation for event organizers or wedding parties to the ceremony site.

Gardens

- Due to Mother Nature, we cannot guarantee the condition of the trees, grass, and plants. As burial lots and mausolea are privately owned, changes to landscape are not permitted. This includes but is not limited to trimming bushes or trees, altering plantings, and removal of any plant materials.
- No flares or sparklers of any kind. Open flames are not permitted on-site.
- Guests may not sit, stand, climb, or otherwise bear weight on any monuments, headstones, or retaining walls. Proper care and respect should be observed at all times.

Restrooms

- Guests are permitted access to HOF Visitor Center restrooms during regular hours of operation.
- Outdoor events which occur outside regular Visitor's Center operating hours require the rental of 1 portable restroom per every 75 guests.
- HOF requires at least one portable toilet to be rented for outdoor events of 75 guests or more.
- Portable toilet rentals must be arranged and paid for by the Lessee.
- Services and locations for units must be approved by HOF in advance.

Staff

- HOF staff will be present to ensure the smooth and safe operation of the building and grounds. During rentals, their duties are as follows:
 - Responsible for providing access to agreed-upon spaces on the grounds and overseeing set up. This does not include any floral or catering responsibilities or setting up rented tables and chairs for rental events.
 - Monitor the grounds and facilities during the event and attempt to remedy any problems concerning the facility or equipment.
 - HOF Staff will **not** assist vendors with dishwashing, loading goods, removing linens, trash and recycling removal or breaking down furniture and equipment.
 - HOF Staff will direct guests and protect the cemetery buildings and grounds.
 - Lessee and their guest must abide by all HOF staff directions.
 - HOF staff will inform the Lessee if they see that a guest needs assistance or any other situations which require immediate action.

Vendors

- The Lessee may retain a Vendor from the HOF Approved Vendor List.
- There is a \$500 fee for retaining any caterer outside of our Approved Vendor List.
 - Lessee must obtain authorization for retaining outside vendors from HOF.
 - HOF reserves the right to refuse any vendor.
- Catering services must provide:
 - Proof of workers' compensation for their employees
 - Business License & Certification by the Health Department
 - Certificate of Liability insurance in the amount of \$1 million with Historic Oakland Foundation named as additionally insured

- Automotive Liability insurance of \$1 million
 - Signed HOF Vendor Guidelines
- All vendors should promptly report any issue they encounter with our staff so that we may address the issue and better meet the satisfaction level expected by clients and vendors.
- All vendors must check-in with designated HOF Staff upon arrival.
- All vendors must complete a final walkthrough with designated HOF Staff before departing the grounds.
- Load-in must occur within the times and locations authorized by HOF staff.
- Lessees must submit a contact list for all vendors 30 days prior to the event, including the name and telephone number for each vendor.
- All vendors should be provided with the address and proper directions for all on-site deliveries by the lessee.
 - Address:
Historic Oakland Cemetery
248 Oakland Avenue SE
Atlanta, Ga 30312

Catering Guidelines

- All catering staff must park in a previously designated area.
- Caterers are responsible for unloading, setting up, and reloading their goods.
- Caterers must check with the HOF designated staff upon arrival and check out with the HOF staff before leaving the grounds.
- Breakdown must occur immediately after the event. This includes the removal of all trash, recycling, used dishware and glassware, and other perishables from the premises.
- Events must end by 11 p.m. and the cemetery must be vacated by midnight.
- All food and beverage services should conclude no later than 10:30 p.m.
- Lessees are responsible for any fees incurred by vendors. This includes but is not limited to: additional time on-site outside fees, cleaning fees, repair costs associated with any damage to the facilities or grounds, failure to comply with HOF guidelines.
- Lessees will be charged a \$500 fee for any unusual cleaning requirements, failure to remove trash or recycling, or damage should such damage occur. Any damage or required cleaning exceeding \$500 will be charged to the Lessee. Vendors and/or Lessees will be notified about costs incurred.
- Caterers are responsible for all waste and recycling for the duration of the event.
 - They must provide their own trash & recycling receptacles and bin liners.
 - All trash must be taken off site for disposal. *The Foundation does not have an on-site dumpster for catering use.*
- A small staging area is available for caterers' use for all events taking place in the Bell Tower
 - *This space does not include kitchen amenities.*

- Caterers are responsible for maintaining cleanliness of the venue and returning all facilities to their original state (including sweeping and mopping floors with clean, hot water) including removal of equipment, food, beverage, and all waste and recycling.
- Oakland Cemetery does not have outside lighting and power sources are limited. It is the responsibility of all vendors to bring the necessary equipment to provide adequate lighting for its staff during outside events.
- All ice must be disposed of properly, vendors are permitted to dispose of ice in the gutters along the paved roads or in the designated sinks.
 - Ice cannot be discarded on any plants, grass, or other green spaces.
- HOF staff cannot assist caterer with dishwashing, loading goods belonging to the caterer, removing linens, breaking down any food or bar set-ups, or breaking down caterer's furniture and equipment.
- HOF is not responsible for any items left, any lost or stolen equipment, or any other property belonging to the caterer, vendors, or client.
- Caterers must check with the HOF Staff to ensure that all guidelines are met at the conclusion of the breakdown, prior to leaving the grounds.