



498 Howard Street ♦ Spartanburg, SC 29306
Phone: (864) 585-0905 ♦ <http://hubcityfm.org/harvest-park/>

RENTAL GUIDELINES

Northside Harvest Park, a farm-to-fork facility in Spartanburg's Northside neighborhood, is available for private rental during times when other events are not scheduled. Our goal is to create a fantastic community event venue that reflects our unique character.

Please read all of these Rental Guidelines listed below before signing your contract.

1. Term & Times: Our minimum rental term is four hours, with all hours consecutive and an event representative on site for the duration of your rental. Rental blocks include your set up and break down times, please plan accordingly. Please be ready to finish up by your contracted time, as our Staff will only be available until that point. All events must end in time to clean up and vacate no later than 11:00PM.

2. Security & Cleaning Fee: We require a \$250 security deposit, which is refundable if the venue is returned clean and undamaged. We do not keep maintenance staff on hand, so we ask that you leave the space as clean as you found it. Brooms, garbage bags, trash receptacles, and other cleaning items are available for your use.

3. Payment & Cancellation Policy: At the signing of your contract 50% of your rental fee and the security deposit will be due. The balance for the rental is due 14 days prior to the event date, at which point your rental fee is non-refundable.

4. Staffing: An Event Manager will be on the premises during your event. This person will be your point of contact for any questions regarding the facility.

5. Designated Areas: The rental arrangement covers the pavilion and grounds of Northside Harvest Park. The restrooms of Monarch Café will be available as well. However, the Monarch's facilities and the Urban Farm are not covered with this rental, and need to be negotiated separately.

6. Food & Drink: As noted above, use of the Monarch Café, their kitchen, or their food is not covered in this agreement. You must provide your own food, drinks, coolers, and ice. You are responsible for your guests at all times, and if you choose to serve alcohol, you must comply with all pertinent SC statutes. You must verify that your guests are at least 21 years of age in order for them to consume alcohol; if we have reason to suspect under-age drinking, you will be asked to leave immediately with no refunds.