

THE BUCHANAN LOG HOUSE
RENTAL RULES AND GUIDELINES

Monday through Thursday	Meeting Rates	\$40.00 per hour., minimum 3 hours
	Weddings/Receptions	\$50.00 per hour, minimum 6 hours
Friday, Saturday, Sunday		\$600.00, 6 hours minimum
		\$100.00 per hour over 6 hours
December Rate (entire month - day or evening)		\$600.00, 6 hours minimum

The rental fees are to cover utilities, maintenance, and services provided. We are a non-profit organization and all monies received in excess of expenses are used for on-going maintenance and restoration projects. Limited tables and chairs are included in these fees, along with existing lighting.

The first two hours of the time block includes the time spent by florists, caterers, musicians, etc., preparing the site for your special event. The last hour is for the time needed to remove any equipment. For example, if your event is to begin at 7:00 PM, you should reserve a block of time beginning at 5:00 PM for set-up time. Likewise, a 7:00 PM event most likely would be winding down by 10:00, allowing for time to remove equipment.

We can accommodate approximately 125 guests at any given time within the house for a reception. For a more formal dining arrangement, we can seat 48-72, but guests may have to be seated in several rooms. Seating for an indoor wedding is limited. The grounds are available for your use during the rental period, but we must remind you that Buchanan Log House is under the airport approach path. Occasionally, it can be quite noisy outside for a few minutes.

RESERVATION POLICY

Upon your initial contact with Buchanan Log House, an appointment will be made for you to visit the house as quickly as possible. Your date will be held for 72 hours following that visit. You must complete the contract and pay a deposit of one-half the established rate. Your date will not be held beyond the initial 72 hours without a signed contract and the rental deposit.

The balance of the reservation fee must be paid within 30 days prior to your event.

RETURNED CHECK POLICY If a check is returned, the total amount of the rental fee is due, in cash, plus a \$20.00 returned check charge. If cash payment is not made within seven (7) days after the notice of a returned check is received, the reservation will be cancelled.

CANCELLATIONS Full refund of your deposit will be made up to sixty (60) days prior to your event. No refund of your deposit will be made after that time. If your event is cancelled because of weather, no refund can be made, but if a local diaster occurs, we will work with your to select another date.

PARKING At the present time, parking is limited to the front lawn (up to 50 cars) and along Hurt Road. Parking around the house is reserved for the bride and groom, limos, and caterers.

RENTED EQUIPMENT All rented equipment should be removed by the end of your rental period. We cannot be responsible for items left over night.