



## “Things to Know” about having your Wedding or Leisure Event at the Elmer T. Lee Clubhouse

### Rental Time

Rental time is considered to be the time guests are scheduled to be on the property. Rental time should be estimated when the rental agreement is submitted and finalized 2 weeks prior to the event. Wedding ceremonies on the lawn are considered to be part of rental time. Additional rental time is available for purchase, but must be determined beforehand. Rental time may not be added day of. Midnight is the latest rental time allowed. Set-up and clean-up time is offered free of charge. Clean-up may take up to 1 hour after the rental time.

### Set-up

Access to the upper level (main room and bar), Clubhouse lawn and Clubhouse kitchen will be given free of charge at 10am the day of your event for set-up and decorating. If the lower level is planned to be used, it is accessible starting at 2pm, free of charge. Before 2pm, its primary function is a break room for distillery employees. Any furniture that needs to be accessed or moved from the lower level must wait until after 2pm. Buffalo Trace does not handle table/chair set-up on the lower level of the Clubhouse. If the lower level is used, the space and furniture must be returned to its original condition at the end of the day. We are not able to grant access inside the Clubhouse the evening before. Please note, events staff may be showing the space to other potential clients during your set-up time.

### Tables and Chairs

The following furniture is available and included in your rental fee: (20) 60” round tables, (9) 6ft rectangular tables, (4) 8ft rectangular tables, (2) 48” round tables, (2) half-round tables and 150 chairs. Any additional furniture required would need to be rented by Lessee. Buffalo Trace will leave the proper amount of furniture, as specified by the Lessee, in the space prior to 10am day of event. Please plan to have all furniture spaced and arranged to your specific preference. Clubhouse furniture may be used on the porches, but not on the lawn areas. For wedding ceremonies on the lawn that require seating, chairs must be rented through an outside rental company and be removed from the lawn same day. If the rental chairs are not able to be picked up after the ceremony, they must be moved to the back storage hallway on the lower level of the Clubhouse to await pick-up.

### Suggested Capacity

150 guests can be seated comfortably in the main room on the upper level of the Clubhouse, while still leaving room for a dance floor. A maximum of 350 guests can be accommodated for a cocktail style event. Additional guests may be accommodated by utilizing the bar, porches and lower level of the Clubhouse for additional seating/standing. Up to 130 guests can be seated on the lower level, if necessary.

### Rehearsals on the Lawn (for weddings)

Please check with us 2-3 weeks in advance of your event to check our availability for a rehearsal on the lawn. If we are not booked with another event using the lawn the evening before, we are happy to schedule a rehearsal on the lawn at no charge. Please note it is very common for us to rent out the space 2-3 times per weekend. If the space is rented the evening before, we are not able to accommodate a rehearsal and would make every effort to accommodate a rehearsal earlier in the week. If we are able to accommodate a rehearsal, no inside use of the Clubhouse the evening before is permitted unless rented.

### Tours

We are happy to arrange a private tour for your guests during your event. If you are interested, please let us know beforehand and we can coordinate this for you. For weddings, including a tour between the ceremony and reception is a great option. These tours run about 45 minutes and include a tasting at the end. All tours are complimentary.

### Tents

Tents are not allowed on the property.



### **Alcohol Policy**

When serving alcohol on the property, a bartender with a S.T.A.R. certification is required. We suggest serving our distilled spirits at your event such as Buffalo Trace Bourbon, Eagle Rare Bourbon and Wheatley Vodka. We do not allow kegs on the property. We are not able to sell alcohol in bulk from the property for your event.

### **Outside Vendors**

Vendors are at the discretion of the Lessee. Any caterers on the property must agree to our catering policies before the event. We will be happy to reach out to them if they have never catered at our facility. We do require caterers in the facility to complete a cleaning checklist prior to leaving and take out trash, both in kitchen and dining areas. We do have a dumpster on-site. For DJs/bands on the property, up to 4000W of power is available on/near stage area.

### **Kitchen**

We have an on-site commercial catering kitchen with a convection oven, gas stove, dishwasher, ice machine, deep fryer refrigerator, freezer and plenty of counter space on the lower level of the Clubhouse. It is not equipped with linens, glassware, dishes, pots, pans, etc. Please note that the deep fryer has no oil. If you choose to use the fryer, you will need to supply your own oil (5 gallons) as well as remove it at end of the evening.

### **Clubhouse Parking/Unloading**

Vehicles that need to unload or park at the Clubhouse must stop at Guard Post #1 upon entering the distillery for a parking pass. There is limited parking next to the Clubhouse. Only 2 vehicles can load/unload directly in front of the Clubhouse at a time. All vehicles driving to the Clubhouse are asked to not exceed 10 mph as tourists/employees are on the grounds.

### **Handicap Access**

There is a ramp on the side of the Clubhouse available for any guests that need to be accommodated.

### **Clubhouse Bar**

Bar sinks are for ice and liquids only and not rinsing food off dishes. Coolers behind the bar should be on rubber mats, provided by Buffalo Trace.

### **Creek Beside the Clubhouse**

Guests should stay out of the creek. This especially applies to children playing outside. Please supervise children at all times.

### **On-site Contact**

A Buffalo Trace staff member will arrive to your event 2 hours prior to event start time. This person will remain on-site throughout your event to monitor the facility, but not handle event coordination. There will also be a Buffalo Trace security guard on-site.

### **Decorating Restrictions**

Staples, tacks and nails are not permitted. Nothing may be inserted into the lawn without approval. Rice, confetti, petals, etc. are not permitted on the lawn. No open flames (sparklers, tiki torches, firecrackers, candles, etc.) are permitted outside the building including the porches and lawn areas. Candles are permitted inside the Clubhouse as long as they are in some form of glass such as a votive candle holder.

### **Clean-up**

Upon completion of your event, all decorations, items on Clubhouse lawn and food must be removed. Buffalo Trace will handle break down of facility furniture. Clean-up must be complete 1 hour after the rental time is over. If the lower level is used, the space and furniture must be returned to its original condition. We do not allow food, gifts, alcohol, decorations, etc. to be stored overnight. Any rented furniture (including any chairs/furniture on the lawn), that will be picked from a rental company later, must be removed to the back storage hallway on the lower level of the Clubhouse.