

# POLICIES AND PROCEDURES

## RENTAL TIME

Rental time is considered to be the time guests are scheduled to be on-site in the reserved event space. Rental time should be estimated when the rental agreement is submitted and finalized 2 weeks prior to the event. Rental times available vary by event space.

## SET-UP

Access time varies by event space. Set-up and clean-up time is offered complimentary. Clean-up may take up to 1 hour after the rental time.

<b>Elmer T. Lee Clubhouse</b>	(20) 60" round tables, (8) 6ft rectangular tables, (8) 8ft rectangular tables, (2) half-round tables, (150) chairs
<b>Master Distiller's Room</b>	(1) large rectangular conference table, (14) chairs
<b>Giants Hall</b>	(20) 60" round tables, (6) 6ft rectangular tables, (20) 36" hi-boy tables, (150) chairs
<b>Single Oak Room</b>	(5) 60" round tables, (3) 6ft rectangular tables, (6) 36" hi-boy tables, (40) 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 on the day of event. Any additional rental furniture must be dropped off and picked up on the day of the event. If you are renting any additional furniture, linens or kitchen items, please work with the Buffalo Trace Distillery Event Staff to discuss logistics for the drop off and pick up of these items.

## SUGGESTED CAPACITY

<b>Elmer T. Lee Clubhouse</b>	Seats 150 guests comfortably, standing room for 350 guests
<b>Master Distiller's Room</b>	Seats 14 guests comfortably
<b>Giants Hall</b>	Seats 150 guests comfortably, standing room for 350 guests
<b>Single Oak Room</b>	Seats 40 guests comfortably, standing room for 75 guests

## 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. These walking tours are partially outdoors, run about 45 minutes and include a tasting at the end. All tours are complimentary and handicap accessible.

## TENTS

Tents are not permitted on the property.

## ANIMALS

Animals are not permitted at events without prior written consent from Buffalo Trace Distillery Event Staff.



## ADA ACCESSIBILITY

All event spaces are ADA accessible.

## ALCOHOL POLICY

When serving alcohol at an event, a bartender with a S.T.A.R. certification is required. We encourage serving our distilled spirits. Choose from a variety of spirits from the Buffalo Trace Distillery and Sazerac family of brands when working with your caterer on your special event.

<b>Distilled Spirits</b>	Buffalo Trace Bourbon, Eagle Rare Bourbon, Benchmark Bourbon, Wheatley Vodka, Platinum 7X, Cane Run Rum, Meyers Rum, Miles Gin, Tinkerman's Gin, Margaritaville Tequila, and Corazon Tequila
<b>Specialty Products</b>	Buffalo Trace Bourbon Cream, Gran Gala Liqueur, Southern Comfort, Peychaud's Aperitivo, and Peychaud's Bitters

We do not allow kegs on the property. Unfortunately, we are not able to sell alcohol in bulk from the property for your event. We recommend going through your caterer or bar service to acquire our products for your event. Bar service should end 30 minutes before the event end time.

## CATERERS & OUTSIDE VENDORS

Caterers must be licensed, have liability insurance, and be approved by Buffalo Trace Distillery Event Staff prior to event. The caterer is responsible for cleaning the kitchen, removing all trash associated with food service in both the kitchen and main dining space, and completing a cleaning checklist. If you would like to use a caterer that is not on our recommended catering list, please let us know so we can secure the proper paperwork. We do have an on-site dumpster. Other vendors are at the discretion of the Lessee. For photographers and videographers, please note we are private property, we do not allow drones on-site. Please visit the media kit on our website for some previously shot drone footage you may use for your purposes.

## KITCHEN

An on-site commercial catering kitchen will be available for your event. Appliances and equipment available vary by location. Food items should be discarded in the trash containers and not in sink drains. Bar sinks are for ice and liquids only.

## PARKING/UNLOADING

For unloading, please ensure vehicles stop at Guard Post #1 upon entering the distillery for instruction. All vehicles driving are asked to not exceed 10 mph as tourists/employees are on the grounds. We appreciate only 2 vehicles loading/unloading at a time. All vehicles should be moved to Visitor Parking after unloading.

## DESIGNATED SMOKING AREAS

Smoking is permitted on-site in select designated areas. Within these areas, cigarettes should be discarded in designated receptacles.

## ON-SITE CONTACT

A Buffalo Trace Distillery Event Staff Member will arrive to your event prior to event start time and will remain on-site throughout your event to monitor the facility. There will also be a Buffalo Trace security guard on-site.

## DECORATING RESTRICTIONS

Please do not adhere decorations/signage to any walls or other surfaces this includes taping, nailing, stapling, tacking or gluing. Rice, confetti and glitter are not permitted. Open flames are not permitted, this includes sparklers, tiki torches and firecrackers. Candles are permitted inside event spaces if they are in some form of glass such as a votive candle holder. Fog machines are not permitted.

## CLEAN-UP

Upon completion of your event, all decorations and food must be removed. Unfortunately, we are not able to store items overnight. Buffalo Trace will handle break down of facility furniture. Clean-up must be complete 1 hour after the rental time is over.