



**HARDMAN FARM STATE
HISTORIC SITE**

Please contact Smithgall Woods @ 706-878-3087 if you would like overnight accommodations.

SPECIAL EVENT VENUE RENTAL REQUEST FORM

Please email the completed request form to scarlett.fuller@dnr.ga.gov

Contact Information:

Event Coordinator Name: _____

Address: _____

Phone Number(s): _____

E-mail: _____

This form does not constitute approval, but allows us to gather information in order to determine if your request may be accommodated. We are excited that you are considering Hardman Farm for your special event! Keep in mind that the facility is open to the public and we cannot control who witnesses your activity. We will insure that the area is clean and presentable before your arrival. **Please be sure that all litter, supplies, and personal belongings are removed at the end of the activity. A deposit/security fee for the rental is \$100.00 and is refundable only if the cleanup requirements are met by the renting party.** The site will need to be evacuated by 10PM. Please consult with the park office for any special request prior to your event. The event fee is \$1,000, plus any additional amenity requests below:

Date Requested: _____ (day of the week, month, day and year)

Time Slot: _____ (beginning at 5PM, or earlier for an additional \$250/hour)

Please tell us about the event (festival, private, public, meeting, etc.) and the exact location in which you would like to conduct the special event: *Grounds use only; absolutely no use of historic structures*

Do you plan to arrange to have any of the following delivered?

Caterer YES/NO Alcohol: YES/NO Tent Rental: YES/NO Portable Toilets: YES/NO Dumpster: YES/NO

Please list any other equipment or materials you plan to bring to the park to conduct your activity if your request is granted:

Please note the approximate number of guest attending your special event: _____

The upper parking lot may accommodate 30 vehicles. (Additional field parking is available for \$1,000)
Please note the approximate number of vehicles expected: _____

Would you like to request that we keep the Restrooms / Gift Shop open after 5PM and during your event:
(\$30/hour, closes @ 10PM): YES/NO, Hours: _____

The conference room in the Brick Store Visitor Center is available to prepare for the event. The use of the conference room is included with tour buyout hours and/or extended Visitor Center/Gift Shop/Restroom hours (\$30/hour after 5PM or \$250/hour before 5PM).

STAFF USE ONLY BELOW THIS POINT:

Notes:

Fees:

Base Fee: \$1,000

Additional Hours / Tour Buyouts (\$250/hour before 5PM): _____

Brick Store Restrooms / Gift Shop / Visitor Center Use
(\$30/hour after 5PM, No later than 10PM): _____

Additional parking field across Hwy 75N (\$1,000) _____

TOTAL: _____

Attach Receipt Here: (\$100 deposit due at booking. Balance due 30 days prior to event)