Buena Vista c1840

A Beautiful and Historic Place for your Celebration!



Buena Vista is available for both indoor and outdoor Weddings,

Teas, showers, parties, repasts, cotillions,

Rehearsal Dinners and Photo Shoots.

 Nestled alongside large Magnolia trees it is a step back in time!

**Directions from Montgomery using the Day St. Exit to 31 N.**

On 31 N. travel towards Prattville. When yougo over the Alabama River Bridge,

 then take a left onto Co. Rd. 4. after the gas station.

 Buena Vista is located 2.4 miles on Co. Rd. 4 East on the right.

(We are 12 minutes from

The Day Street Gate of Maxwell Air force Base.)

**Coming from Montgomery on I-65**, take Exit 179 (Prattville), turn left at the top of the ramp, turn left onto 82 (at the Lowe’s store), turn left

Onto Hwy. 31 at the 2nd light, go about 3 miles and turn right onto

Cty. Rd. 4. Buena Vista will be about 2.4 miles on the right.

For more information contact the Buena Vista coordinator

Darlene Leistner

334.365.3690 or 334.498.0152

buenavista@autaugahistory.org

Facebook:

BuenaVistaThenandNow OR Buena Vista -Prattville

**BUENA VISTA RENTAL PRICES 2018**

**Weddings, Receptions, and Large Corporate Events**

**(Indoors and Outdoors)**

**$850 for 8 hours on Saturday**

**OR**

**$1350 for 5 hours on Friday and 8 hours on Saturday**

**$100 for additional hours**

**Refundable deposit to hold your date - $250**

**(Deposit is to be paid at the signing of the contract)**

**Small Events –Meetings, teas, showers, luncheons**

**(Indoors)**

**$200 for 4 hours (Sun. thru Thurs.)**

**OR $300 for 4 hours (Friday or Saturday)**

**$50 for additional hours**

**Refundable deposit to hold your date - $100**

**(Deposit is to be paid at the signing of the contract)**

**These prices include tables and chairs and tablecloths.**

**Photo Shoots -** $25/$35 per Hour

Rental Policy

All events are to be scheduled through the Buena Vista Director: Darlene Leistner

She can be reached at Buena Vista 334 365 3690 on Tuesdays from 10 a.m. until 2 p.m.

Cell phone: 334.498.0152 E-mail: buenavista@autaugahistory.org

Facebook: BuenaVista Prattville or Buena Vista Mansion

**Reseservations are on a first come, first serve basis.**

**A deposit must be received at the time of reserving a date for a function.** The contract must be signed by both renter and the Buena Vista Director or an agent of the ACHA for reservation to be considered valid.

**Full payment must be paid six weeks prior to your event.**

There is a $35.00 charge for all returned checks.

Cancellation of an event will cause the renter to lose all deposits paid.

For functions cancelled less than six weeks prior to the date of the function, the renter will be responsible for the full contracted amount. If the function is cancelled more than six weeks, prior, all fees paid, less the deposit, will be refunded.

After the wedding the Deposit is refundable assuming there is no damage to the House or property. It will be available one week after your event, If damage has occurred, the renter will be contacted, and the deposit will be applied towards the cost of the repair. If the cost of repair exceeds the deposit, the renter will be responsible for the balance. The refund check will be mailed to you about 2 weeks after your event.

Remember it is your responsibility to ensure the attached clean-up tasks are completed. Buena Vista must be left the way it was when you arrived. There is a basic checklist included in this packet that all renters and caterers need to adhere to.

*If you have read and understand the above policies and agree to follow the guidelines as outlined by the Autauga County Heritage Association, please sign below and return to the ACHA office with your contract:*

*Renter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_*

 **Buena Vista Rental Contract**

Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (includes set-up and clean-up)

Approximate number of guests:\_\_\_\_\_\_\_\_\_\_\_

Will alcohol be served?

YES (See note below) NO

ALCOHOL USE: **(Please read)**

 **All events serving alcohol require a $160.00 fee that is due with your rental fee.**

**No Alcohol will be consumed on the premises without prior agreement and the presence of a licensed security guard.** Otherwise, the renter may lose their deposit.

Contract continued

RENTAL DEPOSIT: \_\_\_\_\_\_$100\_\_\_\_\_\_\_To be paid at the signing of the contract

RENTAL FEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To be paid six weeks from your event

ALCOHOL FEE: \_\_\_\_\_\_\_\_\_$160\_\_\_\_\_\_\_\_ To be paid six weeks from your event

 Please read the following and sign:

In consideration of permission to use the premises, the renter agrees that such entry will be at his own risk and neither the ACHA, nor the officers, agents, or employees shall be liable, under any circumstances, for the death or personal injury to, loss or damage to the property of renter occurring on the premises of Buena Vista, or arising out of the exercises of the permission granted. In accepting such permission, the renter does hereby release, indemnify, hold harmless, and covenant not to sue the ACHA, officers, agents, and/or employees for any damage of whatever kind arising with the exercise of the permission granted herein. Should any damage occur to the house, the renter would be responsible for the cost of such damages over and beyond the deposit, which he/she shall forfeit. If any policies or any part of the agreement is broken, the renter agrees to forfeit the deposit.

Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buena Vista Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You may pay with a credit card through Square or check or cash.

Please make all checks payable to: Autauga County Heritage Association.

All correspondence should be sent to:

Attn: B.V. Coordinator

Heritage Museum

102 E. Main St.

Prattville, AL 36067

**Rules and Fire Code Regulations**

Please read and initial each of the following rules and Fire Code Regulations.

1.\_\_\_\_Outside exits must not be blocked from the inside or outside of the house.

2.\_\_\_\_ No smoking inside of the house at any time.

3.\_\_\_\_Candles may be used on the first floor and outside only. All surfaces must be

 protected from wax. Candles must be snuffed out with snuffers provided.

4.\_\_\_\_Any kitchen items used must be cleaned and returned to their proper place.

5.\_\_\_\_There is no ice maker at Buena Vista. Renters must bring bagged ice.

6.\_\_\_\_The stove may be used for heating foods only.

7.\_\_\_\_Telephone use is restricted to local calls only. Renter will be responsible for

 any long distance or directory assistance calls made during their time.

8.\_\_\_\_Small pieces of furniture may be moved under the supervision of the

 Director, but must be replaced after the function.

9.\_\_\_\_No rice, bird seed, confetti (paper or mylar), champagne poppers or sparklers.

10.\_\_\_\_No one is allowed in locked areas or on the third floor.

11.\_\_\_\_ Children are not allowed upstairs without adult supervision.

12.\_\_\_\_All items belonging to renter must be removed from Buena Vista after the

 event is over.

13.\_\_\_\_NOTHING is to be placed on the piano at any time.

14.\_\_\_\_No DJ’s, bands, dancing, or loud music INSIDE of the house.

15.\_\_\_\_All trash must be placed in the dumpster in the back yard after event.

16.\_\_\_\_Autauga County Heritage Association is not responsible for valuables left

 unattended (such as purses and bags). Please secure your valuables or

 leave them at home.

17.\_\_\_\_All rented items must be outside of the house to be picked up by the rental company

18.\_\_\_\_It is the responsibility of the renter to ensure all guests are aware and follow the rules and policies of the house.

19.\_\_\_\_ No parking on the grounds directly behind or in front of the house.

20. The items in the kitchen are not for the use of the renter.

Please furnish all your own containers serving dishes utensils etc.

21 \_\_\_\_\_ No alcohol may be brought onto the premises by yourselves or your guests without prior arrangement.

I have read and agree to follow the policies outlined in the agreement. I understand and agree to abide by the rules and codes as set forth by the Autauga County Heritage Association and agree to make these rules known to those assisting with my event including vendors, caterers, florists, and entertainment.

Renter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is expected at the end of your function.**

In contracting with Buena Vista, you are responsible for the following to the completed at the end of your function:

KITCHEN

 \_\_\_\_Remove all food items, dishes, boxes, etc. Check refrigerators and freezer.

 \_\_\_\_Wipe down the tables, countertops and appliances used.

 \_\_\_\_Clean out the sinks and any food scraps left in drains.

 \_\_\_\_Hang used dish rags and towels on the sink

 \_\_\_\_Wipe up any spills in the refrigerators.

 \_\_\_\_Empty all big trashcans. Take trash to the dumpster.

 \_\_\_\_Sweep the floor.

If you are using a caterer, it is your responsibility to let them know about this list.

THE DOUBLE PARLOR

 \_\_\_\_Line chairs around the side of the room. Please DO NOT stack them.

 \_\_\_\_Remove all items from the mantels

 \_\_\_\_Pick up any trash – cups, napkins, flowers, leafs etc.

THE DINING ROOM

 \_\_\_\_Remove all floral arrangements and food items.

 \_\_\_\_Pick up dropped foods and wipe up any spills on hardwood floor.

 \_\_\_\_Throw away all trash.

UPSTAIRS

\_\_\_\_Make sure all trash and all personal items are removed and all Buena Vista property is back in its place.

MISCELLANEOUS

 \_\_\_\_Replace any furniture that was moved back to its original place.

 \_\_\_\_All rental equipment must be left outside of the house for pick-up. (ACHA

 is not responsible for theft of rental properties.)

 \_\_\_\_All grounds must be free of trash, cans, floral items, etc. before leaving.

 Please check front and back porches also.

The house has been inspected and shown to have completed the above list.

Event Hostess:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_