



## Building Use F.A.Q.

**Alcohol:** Alcohol is not permitted on site when SEEDS programming is happening. Alcohol at social events requires either a licensed bartender and a [limited special occasion permit from ABC](#). Check with your caterer to see if they provide this service.

**AV Equipment:** SEEDS does not have an AV setup yet, however we will in the future. Currently, there is a projector available and it can be used in conjunction with a screen, or projected onto the walls.

**Chairs and Tables:** We have some tables and chairs that you can use to supplement your rentals. These would not necessarily eliminate outside party rentals, especially for events with more than 20 attendees.

**Cancellations:** Should your plans change and necessitate cancelling your event, please notify SEEDS as soon as possible. If this occurs less than 48 hours after we receive your deposit, the deposit will be refunded. Later cancellations will result in forfeit of the deposit and any payments already submitted.

**Cleaning:** In an effort to keep space use suggested donations affordable, we expect that all clients will clean the space after they use it. We encourage clients to identify volunteers to help cleaning up after their event. SEEDS will provide guidelines for what qualifies as “satisfactory” when it comes to how our space should look. If clients are interested, SEEDS is happy to provide cleaning services after the event for \$20 an hour. If the facilities are returned in an unsatisfactory state, SEEDS will hire a cleaning company and deduct the cost of their services from your deposit.

**Compost:** SEEDS is happy to allow guests to compost small amounts of applicable food scraps and greenery. This includes uncooked food scraps, bouquets (that are free of rubber bands, wire, etc.), napkins, coffee grounds and filters. This does not include cooked foods, meat, oil, citrus, or compostable utensils and plates. For events with 20 people or more utilizing large amounts of compostables or items that require commercial compost services, SEEDS will require clients to contract with Tilthy Rich Compost or Compost Now to properly

handle the compostables. If SEEDS finds any of the above mentioned items that require commercial composting in our compost pile, a fee will be deducted from your deposit. (See preferred vendors for more info)

**Deposit:** Every client is required to put down a refundable deposit. This deposit will be returned to the client once the space has been satisfactorily cleaned after the event in accordance with the post room use guidelines. If needed after an event, SEEDS will hire a cleaning crew to return the building to its original state of cleanliness, and payment for the cleaning service will be deducted from the deposit.

Your security deposit confirms your reservation.

For nonalcoholic events that will not use the kitchen, the deposit is \$ 300

For events serving alcohol and/or using the kitchen, the deposit is \$ 400

The security deposit will be returned within 2 weeks after the event, minus any amount deemed necessary to repair damages.

**Decorations:** The removal of SEEDS artwork is not an option. Decorations may not be hung from or attached to walls, glass or ceiling beams. Glitter, confetti, rice and seeds are not allowed, as they are difficult to clean up and can negatively impact the garden. Flower petals (from approved vendors), bubbles and balloons (client is responsible for cleanup) are permitted.

**Fire/Candles:** SEEDS allows the use of small, contained votive candles as centerpieces on tables or as accents around the building. Large candles, tiki torches, and other large flames are not permitted. Outdoor cooking areas must be set at least 12 feet away from the building and in a previously approved area.

**Flowers:** As SEEDS holds all our of programs and gardeners to agricultural standards in the garden, that policy influences what guests may bring into the garden. SEEDS only allows non gmo, organic seeds planted in the garden. All flowers and loose greenery must be pest free, pesticide free and come from an approved florist. (See Required Vendors below for more details.)

**Insurance:** SEEDS requires that all clients hosting a private event purchase a special event policy (including liquor liability if you intend to serve alcohol), naming SEEDS as the Additional Insured.

**Payment:** Your security deposit confirms your reservation.

The full event suggested donation must be sent to SEEDS at least 2 weeks in prior to the event, or halfway between the signing of this contract at the date of the event, whichever occurs sooner.

**Parking:** Parking for your event is available in the staff parking lot, along Elizabeth Street, as well as on the Market Garden side of Gilbert St. (Please note the No Parking signs on the Southside Garden side of Gilbert. SEEDS will happily point these out to you before your event. If guests park there, they will get towed.) As SEEDS is an event space in an urban environment, carpooling and other forms of transportation to our site is encouraged. We provide ample bike rack space for that purpose. Please speak with the Office Manager if you are interested in renting some nearby parking space from our neighbors at the John O'Daniel Exchange.

**Music:** Because we operate in a residential neighborhood, SEEDS has a “Good Neighbors Policy” in accordance with the Durham County Noise Ordinance. Speakers and music in general must be indoors after 8:00 pm. In order to ensure a good relationship with our community, Friday and Saturday evening events must end by 11:00pm sharp. This includes discontinuing food and alcohol service, turning off the music, and letting your guests know that they “don’t have to go home but they can’t stay here”. The majority of your guests should leave at this point. On Sunday evenings the event must end at 10:00pm when Monday is a regularly scheduled work day

**Pets:** The only pets allowed on SEEDS premises are service animals. We ask that service animals relieve themselves outside of the garden. All other pets of any kind are prohibited.

**Photography:** Since SEEDS is a community garden and public space, we cannot guarantee that no one will show up. SEEDS will do whatever is appropriate, depending on your event, to let members of the SEEDS community know that a private event is being hosted and the garden and/or building is closed to the public. However, in the case when a community member shows up to work in their garden plot, we ask that you do not photograph them.

**Publicizing Your Event:** No advertising or publicity of any nature may state or imply that SEEDS is a sponsor of or is responsible for your activities on our site, with the exception of co-sponsored events. Do not advertise your event as being held at SEEDS until you have returned a signed contract. Although SEEDS does not list any private events on SEEDS’ public calendar, we appreciate the chance to review promotional copy for your own publicity, prior to release.

**Security:** Events serving alcohol or with more than 40 people will be required to hire a security guard.

**Smoking:** Smoking anywhere on SEEDS premises is strictly prohibited. (Cigarette smoke as well as cigarette butts contain diseases that can spread on plants within the garden.) If SEEDS

finds cigarette butts or other evidence of lack of compliance with this rule, we will deduct \$150 from your deposit.

### **Required Vendors:**

**Flowers** - only organic, non GMO flowers allowed in the garden

- [Harland Creek Farms](#)
- [Pine State Flowers](#)
- [Maple Spring Gardens](#): Ken Dawson, [maple.spring.gardens@gmail.com](mailto:maple.spring.gardens@gmail.com)
- Bluebird Meadows
- Wild Scallions Farm

**Compost:** Events with 40 people or more, or event using compostable plates, utensils, cups, etc. are required to hire a commercial composting service. The two listed below are available in Durham.

- [Tilthy Rich](#): Chris Russo, [info@tilthyrichcompost.com](mailto:info@tilthyrichcompost.com)
- [Compost Now](#)

### **Recommended Vendors:**

#### **Catering:**

- Durham Catering Company: [info@durhamcateringco.com](mailto:info@durhamcateringco.com)
- Foster's Market: <http://www.fostersmarket.com/>
- Green Planet Catering: <http://www.greenplanetcatering.com/>
- Sage and Swift Catering: <http://www.sageandswift.com/>
- Babaganoush: <http://babaghannoujdurham.com/>
- Vimala's Curryblossom Cafe: <http://curryblossom.com/>

#### **Photographers:**

- A - A Weddings: <http://www.a-aweddings.com>
- Michelle Lotker: <http://www.michellelotker.com/>
- Jessie Gladack: <http://www.jgkphotography.com/index2.php#/home/>

#### **Music:**

- DJ Pitty Pat
- Ringtones and the Cinnamon Band