

*John Oliver Michael House*  
**Policies and Procedures**

- Catering Policy: The John Oliver Michael House has an in-house caterer, Twig's Catering. You are required to use the services of Twigs Catering for all weddings held at the John Oliver Michael House. A deposit of \$500 is due at the time of booking. This deposit goes towards the total cost of Twigs Catering services.
- Installments: All installments must be paid on time; those postmarked or given to the JOMH past the due date will incur a service charge of \$50.00.
- Consultations: All planning consultations with your Event Specialist may be held Monday - Friday from 9 am to 5 pm, by appointment only. Saturday consultations are limited and on a first come, first serve basis. Sunday consultations are not available. Consultations may take up to two hours each and must be scheduled at least one week in advance. Additional consultations or vendor meetings may be added to the Basic Wedding Package for \$25 per hour.
- Security Deposits: Security Deposits must be made out to the John Oliver Michael House as a separate check from the final installment.
- Lawn: No guest or vendor is allowed to drive up on the lawn of the John Oliver Michael House unless Ned Michael authorizes otherwise. There will be a \$300 fine taken from the security deposit if any client, vendor or guest drives on the lawn without authorization from Ned Michael, owner. \*Fine for vendors does not apply to Signature Weddings.
- Parking: There will be no guest parking in the circular driveway next to the house. This area should stay clear at all times and may only be used as a drop-off location. No cars are to be left at the John Oliver Michael House after an event. Cars will be towed at the owner's expense.
- Vendor Load-in and Event Set-up:
  - All vendor and client load-in to Oliver's should take place behind this building. No one is to unload ANY equipment into the John Oliver Michael House. Only the bridal attire, bouquets, etc. and food for the bridal party are allowed in the house.
  - All wedding preparation by vendors or clients is to be made on the back patio behind Oliver's. Do not use the farmhouse or farmhouse porches to prepare centerpieces, floral arrangements, etc. Vendors/clients will need to supply their own preparation tables and use the back of the barn only.
  - Vendors do not utilize Oliver's to prepare food, floral, etc., once the hall has been set up and cleaned.
  - All equipment provided by the John Oliver Michael House is only to be set up by the staff of the John Oliver Michael House. Standing on chairs is not allowed. There will be a \$75 if a client, guest or vendor stands on a chair. \*Fine for vendors does not apply to Signature Weddings.
  - No items are to be hung using nails or any other item that could damage the walls of Oliver's, the John Oliver Michael House, the historical barns or the arbor. No marks of any size or shape should be left. Any materials hung on the arbor or in any area of the John Oliver Michael House or in Oliver's must be pre-approved by Ned Michael, owner of the facility.
- Farmhouse: All furnishings and décor in the John Oliver Michael House may not be moved for any reason by anyone other than staff of the John Oliver Michael House. The bridal party is allowed to get ready upstairs ONLY.
- Candles, Other Items: All candles must be surrounded by glass, no open flames are allowed with exception to unity candles on the arbor. *We do not allow fireworks, confetti, sparklers, birdseed or rice to be used at events. We do allow bubbles, rose pedals, or lavender. All rose petals must be picked up, post.*
- Smoking: No smoking inside any of the facilities, or on the front porch of the John Oliver Michael House. Smoking areas are provided outside of the facility and all smoking should take place in these areas only. All cigarettes should be discarded in the urns provided by the John Oliver Michael House.
- Alcohol: User of the John Oliver Michael House may purchase alcohol to be brought in to facility. A licensed bartender is required for ALL weddings where alcohol is served, with the exception of a champagne toast only.
- Illegal Items or Substances: Anything that is deemed illegal by the laws of the state of Georgia will not be allowed at the John Oliver Michael House.
- **End Time:** *All wedding receptions come to an end after the bride and groom have left the house. The latest end time available is 11 pm.* All post-event clean up by client and vendors must be completed and out by midnight.
- Post-Event: All items brought in to the John Oliver Michael House should be cleaned up and taken out by the appropriate party directly after the event ends. We do not allow guests or vendors to return after the event to pick up items that were left behind. Any items left behind will be discarded.

*I have read and understand the policies and procedures of the John Oliver Michael House. I understand that all policies and procedures are subject to change at any time and that failure to comply with a written or verbal policy may result in the partial or complete loss of my security deposit. I understand that I am responsible for my guests and my vendors as well.*

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_