

event **FAQ** *rental*

How do I book an event at Jones Valley Teaching Farm's Center for Food Education?

After completing our Event Rental Request Form, our Special Events Coordinator will contact you regarding availability. JVTF requires a signed contract and a deposit in the amount of 50% of the event space rental fee to guarantee your reservation. Please complete the Event Rental Request Form at this [LINK](#).

What is included in my event rental?

Most of the facilities at the Center for Food Education include: the selected venue space, existing tables and chairs, access to restrooms, and access to the Prep Kitchen. The Conference Room is the only venue space that does not have access to the Prep Kitchen.

Anything in addition to existing tables & chairs will need to be rented, along with special orders. Please note, all event rental supplies must go through (Name - PRE-Events?) .

Can I have food catered?

We suggest that all professional catering be done through caterers provided on our preferred vendors list. Our preferred vendors have experience working at the Center for Food Education and are familiar with our regulations, policies, and procedures. Use of caterers outside of this list is possible but may require an additional fee.

Where can caterers set up?

Upon rental of the Pavilion, the Good School Food Classroom, the Culinary Studio, or the entire Center for Food Education, caterers will have access to the Prep Kitchen which can be used for final food presentation, plating, and bussing.

Can I serve alcohol?

JVTF allows alcohol on the property; however, all alcoholic beverages must be provided and served by our bartending vendor partner, B&B Beverage Management, to adhere to Alabama State Law. All bar service must end 30 minutes prior to the event end time specified on the contract. On an additional note, a security guard is required for events with alcohol service that last a minimum of four hours for an additional fee of \$200. JVTF is responsible for hiring the security guards, but the Renter is responsible for paying the security guard(s) at the conclusion of the event.

What vendors can I use?

Our preferred vendors have experience working at the Center for Food Education and are familiar with our regulations, policies, and procedures. Use of vendors outside of this list is possible but may require an additional fee.

Are there any decoration restrictions?

JVTF explicitly prohibits the use of nails, screws, staples or penetrating items to be used on the walls, floors or wooden columns throughout the Center for Food Education. JVTF explicitly prohibits the use of tape on the floors, walls, windows or wooden columns. No glitter, balloons or confetti are allowed on site. Flammable candles are not allowed, but noncombustible luminaries are permitted.

Do I need to hire security?

A security guard is required for events with alcohol service that last a minimum of four hours for an additional fee of \$200. Events with more than 100 guests will require two guards. Events with alcohol service lasting longer than four hours must pay an additional \$50/hour per security guard. JVTF reserves the right to require additional security guards based on the selected event space or type of event. JVTF is responsible for hiring the security guards, but you are responsible for paying the security guard(s) at the conclusion of your event.

Do I have to use an event coordinator?

While encouraged, JVTF does not require that you have a professional event coordinator. Please note that the JVTF's Special Events Coordinator will only assist with the facility rental and will not assist with hiring vendors or other planning (e.g. coordinating rental deliveries, setup and cleanup, etc.).

Do I need to rent tables and chairs?

We prefer that you use the existing furniture at the Center for Food Education, using a predetermined layout for each respective space. If you wish to move or rearrange the furniture provided, prior express and written approval must be obtained and attached to your contract. You have the option to acquire additional furniture based upon the needs of your event and you may request to remove and store the existing furniture at the Center for Food Education in order to make space for additional rental furniture; however, prior express and written approval must be obtained and attached to your contract and an additional fee will be applied.

Can I take engagement pictures at JVTF ?

JVTF would love for you to take your engagement pictures at our Downtown Campus and Center for Food Education; however, we do charge a fee of \$100 and require that all sessions be scheduled with our Special Events Coordinator at least two weeks in advance.

Is there access to bathrooms?

Yes! There are two, multi-person bathrooms onsite that are easily accessible from any of our venue spaces.

Is there parking on site?

Yes, but... Do we have an option for valet?

Can I have live music/DJ?

Absolutely! However, please be aware that the premises are located near residential units, and, therefore, neighborhood noise regulations do apply. Loud music must end by 9PM during weeknights (Sunday through Thursday) and by 10PM on weekends (Friday through Saturday).

Can my guests walk around the farm? Can I use the farm space for my event?

We ask that you remain in the venue space that you have rented. ***No seating/tables may be set up outside of the rental area.***