







### **Our Mission**

The Upcountry History Museum – Furman University connects people, history, and culture.

### **Our History**

In 1983 a group of civic leaders, many of whom were involved with the Greenville County Historic Preservation Commission, formed a new organization known as the Historic Greenville Foundation. This group was committed to preserving Greenville’s rich history. Over time, the Foundation’s vision grew to encompass the creation of a regional history museum, and as a result, the Upcountry History Museum was born. With a generous donation of land provided by Phil Hughes (Hughes Investments) and monetary donations from Alester Furman, Mary Sterling, Tom Hartness and others, the Foundation began an arduous journey towards what would become the Upcountry History Museum (UHM).

The museum’s structure was completed in 2002 and five years later, UHM opened to the public. UHM now sits proudly on Heritage Green and promotes the history of the Upcountry’s 15 counties. The exterior of the building itself incorporates various architectural features representative of Upcountry history. The distinguishing feature of the building is the prominent clock tower that is reminiscent of Greenville’s Old City Hall. At the foot of the tower sit original cobblestones preserved from downtown Greenville. Known as the “textile center of the South,” the Upcountry’s textile history is represented by the brick façade of the building and the barrel-vaulted roof which resembles Textile Hall.

Inside the Museum, interactive exhibits showcase the diverse history of the Upcountry. Designed by the award-winning Chadbourne & Associates of Boston, these exhibits include touch screen displays, oral histories, multimedia presentations and replicated buildings. Cast figures of prominent Greenvilleans such as Richard Pearis and Vardry McBee provide interesting stories, available at the press of a button, and the various temporary exhibits offer something new for frequent visitors.

### **Rental Information**

The Upcountry History Museum offers a variety of venues to suit your special event. We have the capability to host family and high school reunions, wedding rehearsal dinners, ceremonies, and receptions, corporate retreats, seminars, and meetings, and birthday and anniversary parties. Our unique venue is conveniently located near Greenville’s scenic Main Street and its wonderful restaurants, shops, and hotels. While at the museum, your event guests will have the added bonus of taking a walk through the fascinating history of the Upcountry. As they experience the interactive exhibits and the storytelling, your guests can glimpse into the beginnings of our beautiful region.



## Venue Information

\*Capacity varies based on room layout preferences

Area	Size	Capacity	Price
Full Museum (First Floor, Second Floor, Mezzanine) <b>4:00PM – 1:00AM</b>		<b>Up to 500</b>	<b>\$2900.00</b>
First Floor Exhibit Space* Sunday-Friday <b>4:00PM – 1:00AM</b>	<b>7961 sq ft</b>	<b>Up to 150</b>	<b>\$1700.00</b>
Theater* (Evening Only) Up to 4 Hours More Than 4 Hours	<b>1071 sq ft</b>	<b>65 Permanent Seats</b>	<b>\$400.00 (4 Hours)</b> <b>\$550.00 (Over 4 Hours)</b>
Resource Room Monday-Saturday Up to 4 Hours More than 4 Hours Sunday Up to 4 Hours	<b>1416 sq ft</b>	<b>Up to 125</b>	<b>\$600.00 (4 Hours)</b> <b>\$800.00 (Over 4 Hours)</b>  <b>\$400.00</b>
Conference Room	<b>373 sq ft</b>	<b>Seating for 10-12</b>	<b>\$250.00</b>
Full Museum plus Resource Room for Ceremony or Meeting			<b>\$3000.00</b>

**\* FULL MUSEUM rental is required for Saturday events and all weddings.**

**\*CLIENTS AND/OR THEIR VENDORS ARE RESPONSIBLE FOR ALL SETUP/BREAKDOWN.**

**\*SETUP/BREAKDOWN CANNOT BE DONE BY FAMILY/FRIENDS. IT MUST BE DONE BY THE CATERING COMPANY OR THE RENTAL COMPANY.**

**\*CATERERS AND COORDINATORS MUST BE CHOSEN FROM THE MUSEUM'S REQUIRED VENDOR LIST. ALL WEDDINGS AND/OR RECEPTIONS MUST HAVE A COORDINATOR.**

**\*SECURITY IS REQUIRED FOR ALL AFTER-HOURS EVENTS AND WILL BE CONTRACTED BY THE MUSEUM (Security - \$30.00 per hour per security guard per hour)**

**\*The 4 hour block for the Theater and the Resource Room includes the setup and breakdown time**

**\*DVD in Pulpit area - \$50.00 --- Projector/Screen in theater - \$100.00 per hour --- Tables and Chairs – Museum Inventory of Tables and Chairs is Included in Rental Rate (Quantities Subject to Change)**

540 Buncombe Street – Greenville – South Carolina – 29601  
p. 864.361-8794 f. 864.467.3105 email [Kimberly@upcountryhistory.org](mailto:Kimberly@upcountryhistory.org) website [www.upcountryhistory.org](http://www.upcountryhistory.org)



**General Museum Policies - The following policies must be strictly followed.**

- **Setup is not permitted until 4:00pm the day of the event. Items may be brought to the basement earlier in the day, and vendors may “stage” in this area.**
- Clients and/or their vendors are responsible for the setup and breakdown of all event items, including but not limited to tables and chairs. **The Museum does not have banquet staff to handle these tasks.**
- THE MUSEUM DOES NOT HAVE ANY EQUIPMENT FOR USE BY CLIENTS’ VENDORS UNLESS SPECIFICALLY LISTED IN THIS PACKET. ITEMS SUCH AS TRASH CANS AND LINERS, GLASSWARE, STEMWARE, CHINA, TOWELS, ZIP TIES, VOTIVES, ETC. MUST BE BROUGHT BY THE VENDORS.
- The event must be concluded by the contracted specified time unless otherwise agreed upon by the Licensor staff and noted in writing. Cleanup must be completed by the contracted specified time or a \$200 fee will be assessed for each additional hour or part thereof needed for cleanup and must be paid by the Licensee.
- Museum staff will be present during your event and one will always be stationed at the front desk. Museum problems and emergencies should be reported to the front desk immediately. Museum staff is present to oversee the best interest of the museum and to follow what has been signed off on in the Agreement. Issues outside of these parameters should be addressed with the Event Coordinator.
- Security is required for all events. Generally, one security guard is sufficient. However, it is up to the discretion of the Museum Events Coordinator to determine if more security is needed. The Museum will contract with the GCPD and arrange security.
- No open flames are permitted. Votive candles and tapers with hurricanes are allowed.
- Contact information for all vendors (caterer, florist, band, DJ, etc.) must be provided at least two weeks prior to the event.
- Licensee is responsible for vendors adhering to all Museum policies.
- If serving alcoholic beverages, Licensee is the ultimate responsible party.
- The Museum will not be responsible for any item or property belonging to guests that is lost, stolen, damaged, or destroyed while on the Museum’s premises.
- Smoking is prohibited anywhere within the museum, including the basement and the stairwells.
- Children must be under adult supervision at all times.
- In the instance of receptions, send-offs are limited to outdoors only and are limited to bubbles and sparklers. Licensee must clean up all debris left on the outside grounds. Confetti, rice, and birdseed are not permitted. Any item not listed here must be approved in writing by the Museum’s Events Coordinator.



- In the case of sparklers being used, the Licensee must sign the Sparkler Addendum. If the Licensee or their vendors fail to bring the proper equipment required for sparklers (metal buckets, sand), the Museum staff has the authority to refuse sparkler use.
- No adhesives or attachments of any kind are permitted anywhere in the Museum.
- The Rental Time listed in the Agreement is the actual time the Licensee has use of the building, including setup and cleanup. It is not the actual event time. This time window covers the vendors time needed to set up for the event and clean up after the event.
- All wedding ceremonies and/or receptions must have a coordinator.
- Caterers and coordinators must be chosen from the Museum's required vendor list. If a client wishes to use another coordinator, he/she must gain prior approval from the Museum's Events Coordinator.
- All contact information forms which must be signed by the Licensee's vendors need to be turned in to the Museum two weeks before the event date. It is the Licensee's responsibility to make sure their vendors are aware of the museum policies. Failure to have the contact information and completed forms to the Museum in the appropriate time window could result in that vendor losing privileges at the Museum.



## Frequently Asked Questions

- 1. Does the Upcountry History Museum cater?** No, we do not provide in-house catering but we will be happy to assist you in finding a caterer.
- 2. What caterers may be used?** The Museum has a required list of caterers Clients may choose from. We have offered caterers with a wide range of menus and budgets. If you wish to use a caterer not on the list, prior approval must be gained from the Museum's Events Coordinator and an additional fee may apply. The Museum is not responsible for any monies or deposits paid to a Caterer that is not on the required vendor list or the Client has not gained prior approval.
- 3. I have a friend who wants to do the catering (or setup, or planner). Why is that not okay?** The Museum is a very unique venue with a limited time window for setup/breakdown. Because it is not a space in which you have all day to decorate, prep, etc., using licensed, insured vendors who do these things for a living is crucial. It also covers you and the museum in case something unexpected occurs. Caterers have to adhere to government standards and guidelines with their food. Having vendors who are familiar with the museum and its logistics is very important to guaranteeing your event runs smoothly, and having vendors who are licensed and insured protects both you, your guests, and the Museum. Tear down must be completed by the designated event ending time as stated in your contract or an extra fee will be levied against the Client.
- 4. What is a Certificate of Liability Insurance?** This insurance is required for every event. It provides coverage for you as well as the Museum. There are a number of ways in which it may be obtained. Many full-service caterers carry this and their coverage extends to events held at the Museum. Please discuss this with your caterer as some do not cover you if you provide your own alcohol, while others may charge a small fee. Another means of obtaining this coverage is through an umbrella liability rider on your homeowner's insurance. Often a special event rider can be arranged with little or no charge to you. If the previous means are not an option, we can provide a website where you can purchase the necessary coverage. Please be aware that if coverage is provided by the caterer, it may not necessarily cover your liability for damages or alcohol related incidents, only theirs and the Museum's. It is, therefore, advisable that you consider providing your own coverage.



5. **What are the guidelines for serving alcohol?** The serving of alcoholic beverages is permitted provided the proper liability insurance is obtained. All alcohol must be served by an insured bartender. This provides you and the Upcountry History Museum a measure of protection in the event of an alcohol related incident. It also helps ensure that no one under the age of 21 is served alcohol, which is illegal in the state of South Carolina. Should our staff or security become aware that alcohol is being provided outside of the bar area, we will ask the offending person(s) to cease and desist. If it continues, the offender will be escorted from the premises. Please be certain your guests are aware of this policy should you feel it may become an issue. Cash bars are not allowed at the museum. Shots are not allowed to be poured at any event.
6. **When can setup begin?** You may start setting up at 4:00pm in all public areas of the Museum. Items may be brought to the basement or kitchen beginning at 10:00am the day of the event or the day prior if arrangements have been made.
7. **When must items be removed?** The public areas of the Museum must be clear of all items no later than 1:00am (or earlier if your contract so states) so that our cleaning crew may begin. The museum will not store items from an event for pick-up at a later date. Any items left longer than this must be approved in advance. **The museum is not responsible for any items left after the event rental end time.**
8. **What other expenses/fees can be expected outside of the rental fee?** In addition to the rental fee, there is a security officer fee and possible equipment fees for A/V equipment usage, etc.
9. **Do you have parking?** The Museum has a private parking lot which can accommodate 65 vehicles. There is also a city parking deck next to the library, which is less than a block away. Parking at this lot is free on weekends and in the evenings.
10. **Can a date be held without a deposit?** You can tentatively hold a date for 7 calendar days. Should someone else request this date, you will be given first right of refusal. After 7 days, your date will be released if we have not received a contract and deposit. The deposit to hold a date is half of the rental fee total amount. **It is nonrefundable should you decide to cancel.**
11. **What if I cancel my event?** If you change your original date to a new date within six months of the original, there is no penalty. Anything outside of this or a complete cancellation will forfeit your deposit. If you have paid half of the balance due 90 days out from the event and you cancel after this payment, it is also nonrefundable.
12. **Can I just rent the first floor for a wedding and/or reception?** No. For weddings or Saturday events, the full museum must be rented.





## **Quick Overview of the Importance of Insured Vendors** (from a blog by Tammy Johnson)

First of all, let's talk about what general liability insurance, or "GL" is. GL is a business insurance policy that protects a company's assets, and pays for medical payments if someone is hurt due to your employee's negligence. GL also covers the cost of your legal defense and any settlement should you be successfully sued for causing any type of accident.

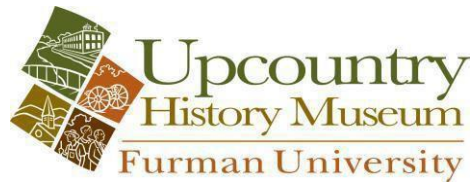
As a venue, we of course have liability insurance that covers us if say, someone slips on a puddle that my staff fails to clean up. However, if the catering staff knocks over a pitcher of water and their staff does nothing to clean it up, then most likely their company along with the venue would be held liable for any medical payments and possible lawsuits. We ask to be named as an additional insured on the caterer's policy, that way if they cause an accident, their insurance company will cover my attorney fees and company assets. We live in a litigious society, and if there is any kind of injury on my property, regardless of if I'm at fault, I'm most likely going to get sued along with the vendor at fault.

Of course most accidents thankfully are very minor, resulting in hopefully minimal medical bills. However, just like personal insurance works, there are deductibles to consider. If someone gets hurt on my property, I automatically have to pay up to \$2,000 of their medical bills before our insurance policy kicks in. Now imagine how I feel if that accident wasn't my fault. Say the band leaves a dolly in the center of the room, and an elderly lady trips over it and breaks her hip. She is going to come to me because it's my building. If the band doesn't have insurance, I have to pay \$2,000 out of pocket and my insurance rates go up because someone has to pay for the damages. If the band has insurance, then their policy kicks in and I don't have to worry.

Think of GL like driving a car. If you have car insurance and you get rear-ended by an insured driver, then you know that their insurance will pay for your vehicle repairs, rental car fees and any medical bills. Now take the same accident with a driver that doesn't have insurance. Yes, your insurance policy will cover most of the damages, but you still have to pay the deductible, you'll probably end up in court and your insurance rates will go up. I know we've all been in that position, and probably still have the dents and scratched to prove it. I had to go to court last year because someone without insurance hit my car. Not fun!!

Aside from medical payments, there are of course risks with hosting any kind of event, such as fires, electrocutions, stage collapses, etc. I would hate to lose my entire business because candles are left unattended and the building catches on fire. If something like that happens, it does make me feel a little better knowing that the negligent vendor has insurance and would help pay some of the damages.

I know everything I've mentioned seems like ridiculous scenarios, but trust me, I've been in this business a long time and I've seen crazy stuff happen. I've seen guests trip over vendor equipment and get injured, I've seen tablecloths get caught on fire, tables crash during an event, and guests get food poisoning from poorly managed food.



The point of the matter is, we host events for up to 500 people and see over 20,000 people walk through our doors each year. That's a lot of accidents waiting to happen, and we want to make sure that we, and our partner vendors, are appropriately covered. No one ever intends to cause an accident, but we all work long hours, have inexperienced employees, and sometimes just forget to do simple things. Having general liability insurance is standard business practice, and it also legitimizes your business.

If you have more questions, feel free to read the articles below.

<http://www.sba.gov/community/blogs/community-blogs/business-law-advisor/general-business-liability-insurance-%E2%80%93-how-it-w>

<http://blackwellinsurance.net/business-insurance/general-liability/>

**Purchasing insurance is relatively easy;** they base your rate off your sales and how many events you do each year. Below are some sites and local brokers that can help you purchase a policy. Each policy is valid for one day or an entire year, and they aren't as expensive as you might think. If you operate your business out of your home, you may be able to add your company as a rider on your homeowner's policy. When speaking to your agent, just mention that you have a venue that needs to be added as an additional insured, they will know what that means.

WedSafe: <http://www.wedsafe.com>

SC Insurance Brokers: <http://www.scinsbrokers.com/>

K & K Insurance: <http://www.kandkinsurance.com/Pages/Home.aspx>

Pro Photographer's Insurance: <http://www.prophotographersinsurance.com/>

Band Insure Now: <http://www.bandinsurenw.com/>

NASEP: <http://www.nasep.org/benefits.html>



**APPROVED REQUIRED VENDORS - CATERERS**



*Bagatelle*  
CATERERS

Bagatelle Caterers - 864-322-9001 – [www.bagatellecaterers.com](http://www.bagatellecaterers.com)

**BON APPÉTIT**  
MANAGEMENT COMPANY  
*food services for a sustainable future®*

Bon Appetit - Furman - 864-294-3212– <https://furman.catertrax.com>



CHEF360 Catering – 864-242-5578 – [www.chef360catering.com](http://www.chef360catering.com)



Concierge on Call – 864-444-6421 – [oncallgreenville@gmail.com](mailto:oncallgreenville@gmail.com)



Good Life Catering – 864-605-0130 – [www.goodlifecateringonline.com](http://www.goodlifecateringonline.com)



Holmes Catering – 864-473-0303 – [www.timholmescatering.com](http://www.timholmescatering.com)

**REEVES**  
CATERING

Reeves Catering – 864-275-0021 – [www.reevescatering.com](http://www.reevescatering.com)



Sullivan's Metro Grill – 864-226-8945 – [www.sullivanmetrogrill.com](http://www.sullivanmetrogrill.com)



## APPROVED REQUIRED VENDORS - COORDINATORS



Crystal Williams Events – 864-241-4415 – [www.facebook.com/crystalwilliamsevents](http://www.facebook.com/crystalwilliamsevents)



Girl Friday Event Coordination – 864-361-8794 – [www.girlfridaysc.com](http://www.girlfridaysc.com)



Love This Little City – 864-365-6062 – [www.lovethislittlecity.com](http://www.lovethislittlecity.com)



Mandy Powell LLC - (864) 303-6243 - [www.mandy.powellweddings.com](http://www.mandy.powellweddings.com)

## Preferred (Not Required) Vendors

### Bar Service

**Liquid Catering** – 864-248-4850 – [www.liquid-catering.com](http://www.liquid-catering.com)

### Wedding Officiant

**Danielle M. Baker** – 864-303-8742 – [www.theweddinglady.us](http://www.theweddinglady.us)

### Photography

**famZing Photography** – 864-309-9310 – [www.famzing.com](http://www.famzing.com)

**j. jones photography** – 864-477-9171 – [www.joshjonesphoto.com](http://www.joshjonesphoto.com)

**Photography and Design by Jenny** – 864-630-1966 – [www.photographyanddesignbyjenny.com](http://www.photographyanddesignbyjenny.com)

### Entertainment

**G-Vegas DJ** – 864-834-2131 – [www.gvegasdj.com](http://www.gvegasdj.com)

**Jumping Jukebox** – 864-963-5030 – [www.jumpingjukeboxonline.com](http://www.jumpingjukeboxonline.com)

**Premiere Party Entertainment** – 864-386-5876 – [www.ppedj.com](http://www.ppedj.com)

### Cake Decorators

**Couture Cakes of Greenville** – 864-288-6610 – [www.couturecakesofgreenville.com](http://www.couturecakesofgreenville.com)

**Gretchen's ABS Cakes** – 864-297-3095 – [www.facebook.com/Gretchens-Abs-Cakes-Cafe-and-Supplies-146027832106264](http://www.facebook.com/Gretchens-Abs-Cakes-Cafe-and-Supplies-146027832106264)

**Holly's Cakes** – 864-224-6655 – [www.hollyscakes.com](http://www.hollyscakes.com)

### Florists

**Just Weddings, Flowers by Kaye** – 864-246-5888 – [www.justweddings.biz](http://www.justweddings.biz)

**Sharron Trawick** – 864-814-9127

**Statice Flowers** – 864-450-3754 – [www.staticeflowers.com](http://www.staticeflowers.com)

### Rental and Lighting Companies

**Industry Event Rentals** – 864-735-7845 – [www.industryeventrentals.com](http://www.industryeventrentals.com)

**Optrics Ltd.** – 864-525-9840 – [www.optricsltd.com](http://www.optricsltd.com)

**Professional Party Rentals** – 864-627-8808 – [www.professionalpartyrentals.com](http://www.professionalpartyrentals.com)

**Tri County Rentals** – 864-295-8775 – [www.tri-countyrentals.com](http://www.tri-countyrentals.com)