

Policies

Event Policies & Information

The following policies are in effect for all events hosted at the Kilgore-Lewis House:

CLEANING:

Our staff will clean the KLH before your event. Because we often have events the day preceding your event and also on the day following it, rentals and deliveries can only be made on the day of the event unless prior arrangements have been made with the GCGC. All personal and/or rental items and decorations must be removed from the house, grounds and garden areas upon completion of the event. Items left longer than 3 days will be discarded.

WEDDING DIRECTORS & EVENT PLANNERS:

We suggest that your event planner or director of your wedding visit the KLH well before the event.

CATERERS:

Professional caterers are suggested. First-time caterers at the KLH should preview kitchen facilities several weeks in advance of the event. Food may be warmed in the kitchen, but cooking is not permitted. Food may be served from the dining room or outside. Guests may move freely through out the first floor as they eat, but food and beverages are not allowed upstairs. All serving equipment, trash bags, paper towels, dishes, glassware, flatware, and all supplies needed to prepare and serve food must be supplied by the caterer or renter and removed at the end of the event.

CATERER & FLORIST SET UP:

Each hour the house is open you will be charged the hourly charge that is applicable to your event.

ALCOHOL

Alcohol may not be served inside the House but may be served on the porch or patio. If you have a bar, you must have a professional bartender. The bartender should start closing at least one hour before your guest are to leave. The bartender is responsible for leaving the bar area tidy. All garbage should be bagged and taken to the dumpster.

FURNITURE AND DECORATIVE ITEMS

Furniture and decorative items in the House and on the grounds can not be moved by anyone but KLH personnel. All musical instruments are for decorative purposes only and not to be used for events.

FIREWORKS, CONFETTI, ETC.

Fireworks, sparklers, confetti, rice, artificial flower petals and/or birdseed may not be used. Bubbles or genuine flower petals are allowed outside the House.

CANDLES

Only battery-operated candles are allowed in the House. No open flame candles are permitted in the House or on the grounds because of the danger of fire.

SMOKING

Smoking is not permitted in the House. For the safety of your guests, no type of open flame is permitted in the House or on the grounds. If you will have smokers as guests, you must provide ashtrays for them outside.

REST ROOM FACILITIES

For events larger than 50 guest, will require rental of portable sanitation facilities. Here are a few suggestions:

Royal Flush: 864-238-8800

Event toilets are gray with a white top.

Bragg Waste Services, Inc.: 800-457-0027

DANCING

Dancing is not permitted in the House; however, our brick patio makes a nice outdoor dance floor.

FIRE MARSHAL RESTRICTIONS

The Fire Marshal limits the house to 200 people. If you rent a tent, your rental company is responsible for being sure that it complies with regulations set by the Greenville Fire Marshal.

SEATED DINNERS

The maximum for a seated dinner inside the House is 50 people. The renter will need to provide tables and chairs if there are more than 12 guests to a seated meal. Outside, there is space for a seated inner for 200 +. The renter will need to provide tables and chairs for all.

HOSTESSES

A Kilgore-Lewis Hostess will be on-site throughout your event to unlock doors, adjust the heating or air conditioning, etc. Although not a server for your event the Hostess will help you and your caterer "find your way around" the KLH and make every effort to help you have an enjoyable event.

If you have further questions, please contact us.

