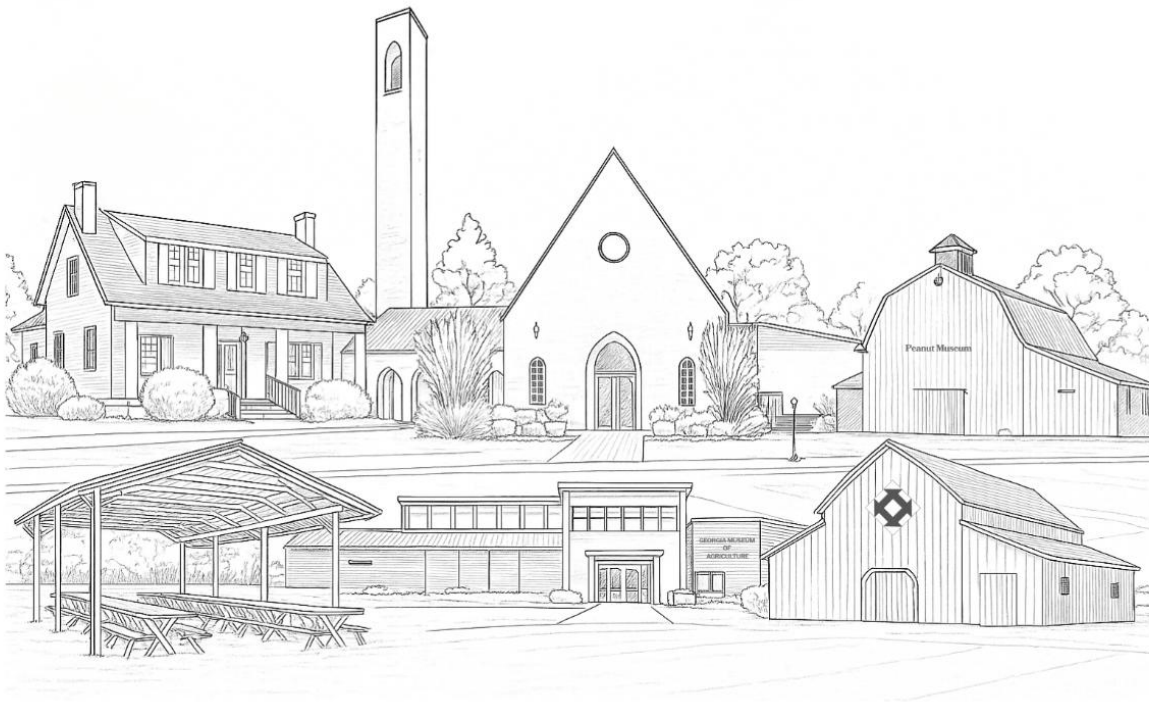


Planning an Event at ABAC: A Student Guide



For more information, to check availability, or to reserve an ABAC Venue, please contact:
Nicole W. Elwell | nicole.elwell@abac.edu | 229.391.5202



ABOUT

Thank you for your interest in hosting your event with ABAC Venues & Events at Abraham Baldwin Agricultural College and the Georgia Museum of Agriculture.

We offer a variety of indoor and outdoor venues perfect for student events, from small meetings to large campus programs. Our goal is to make the planning process simple, clear, and successful from start to finish.

This guide applies to the following venues:

- Cordell Conference Rooms (East, West, Atrium)
- Peanut Museum & Conference Room
- Pole Barn
- Gallery & Ford Spinks Museum
- The Mercantile
- Opry Shelter
- Fulwood Garden Center
- Forest Lakes Golf Club
- ABAC Chapel

RESERVATIONS & BOOKING PROCEDURES

ABAC Venues operate on a first-come, first-booked basis. Reservations are not considered confirmed until a signed contract and 50% non-refundable deposit are received. Dates remain open to other inquiries until both are completed, and unconfirmed holds may be released based on demand or institutional priority use.

Reservation Process

1. Submit your event request to Venues and Events at nicole.elwell@abac.edu
2. Be prepared to provide:
 - Event name and description
 - Desired venue
 - Date and time (including setup, event, and breakdown)
 - Estimated attendance
 - Room setup needs
 - AV/technology needs
 - Catering or vendors
3. Event Services will review your request
4. You may be contacted to confirm event details
5. A contract and invoice will be issued to secure your date
6. Once the **contract is signed and deposit is received**, your event is confirmed
7. Your event will then be **entered into CourseDog and fully scheduled**

**Your event is not confirmed until all steps are completed and approved.*



Courtesy Holds & Tentative Bookings

Courtesy holds may be placed on event dates for up to 7 business days while details are reviewed. Dates are not confirmed until a signed contract and deposit are received.

If another request is received for the same date, the current hold will have 24–48 hours to confirm or release it. If not confirmed, the date may be offered to another group.

Courtesy hold extensions are not guaranteed and must be approved. All confirmations must be submitted in writing.

INSTITUTIONAL DISCRETION & PRIORITY USE

ABAC reserves the right to prioritize institutional, academic, and college-sponsored events when necessary. In rare cases, this may require relocation, rescheduling, or cancellation of previously approved reservations. If this occurs, reasonable efforts will be made to provide alternative accommodations.

GUIDELINES & EVENT USE

Student organizations are responsible for any damages caused by guests, vendors, or event activities and agree to return the facility in its original condition. Standard post-event cleaning is included; however, excessive cleaning, damages, or extended use beyond the contracted reservation time may result in additional fees.

An ABAC Venues representative or designated staff member will oversee facility access and operations during the reservation period. Facilities may not be accessed outside of approved rental times or left unattended during use.

Decorations must be freestanding and may not damage venue property. Nails, tacks, staples, duct tape, and similar materials are prohibited; only low-tack tape, such as painter's tape, may be used. All decorations and event materials must be removed before the end of the reservation period. Confetti, glitter, sparklers, fog machines, hanging décor, and other specialty effects may require prior approval or be prohibited.

Open flames, including candles and flame-producing décor, are not permitted in Georgia Museum of Agriculture facilities. Smoking and unauthorized pyrotechnics are prohibited in all ABAC facilities. Venue equipment, resources, and signage placement must be approved in advance by ABAC Venues & Events staff.

Security personnel may be required depending on the size, nature, or operational needs of the event.

Please make sure all social events involving alcohol follow the guidance and requirements outlined in the ABAC Greek Life Membership Guidelines:

https://www.abac.edu/campus_life/get-involved/greek-life.html

Alcohol service is permitted only in approved venues and must comply with all ABAC policies, licensing requirements, and security guidelines. For Greek Life events where alcohol will be present, Form A – Social Event Registration must be submitted at least two (2) weeks prior to the



event, and Form B – Event Details & Guest List must be submitted at least forty-eight (48) hours before the event.

All alcohol-related events require ABAC Police staffing (\$50/hour), as well as event monitors, designated drivers, food service, non-alcoholic beverages, and guest lists with sign-in sheets.

Outside catering is permitted at all student event locations. Student organizations may provide their own food or utilize a licensed outside vendor or caterer.

TECHNICAL & AV INFORMATION

ABAC Venues offers a range of technical and audiovisual services to support student events. Select equipment may be available for self-service use, including projectors, screens, podiums, and basic microphone and speaker systems, depending on the venue.

More advanced audiovisual needs may require an on-site technician to ensure proper setup, operation, and troubleshooting. Technician-supported services may include expanded audio systems, livestreaming, video recording, and integrated presentations.

Availability of equipment and service levels may vary by venue and event needs.

FEES & SERVICES

Recognized ABAC student organizations, including fraternity and sorority events, receive a 50% discount on standard venue rental rates. All reservations require a signed contract, a 50% non-refundable deposit, and a two (2) hour minimum reservation period.

Students booking personal or external events are not eligible for the student organization rate and should refer to the external booking guide. Individual ABAC students may receive a 10% discount on personal or external event rentals.

Additional fees may apply for audiovisual support, equipment rentals, security staffing, or other event-related services.

WE LOOK FORWARD TO HOSTING YOU

Thank you for choosing ABAC Venues & Events for your upcoming event! Our team is here to help make the planning process simple and stress-free from start to finish. Whether you need help selecting a venue, planning setup, or coordinating AV needs, we're happy to assist every step of the way.

We look forward to helping you create a successful and memorable event at ABAC.

Nicole W. Elwell
ABAC Venue & Event Space Manager | Auxiliary Services
229.391.5202 | nicole.elwell@abac.edu



ALL VENUES – QUICK GLANCE

Rates, Capacity, and Key Details at a Glance

Georgia Museum of Agriculture | 1392 Whiddon Mill Road, Tifton, GA 31793

Cordell Conference Rooms

East Conference Room: \$100/hr, seats 99 (theater style). AV-equipped with screen, projector, mic, podium, and HDMI adapter (provided). Multiple setups: theater, classroom, U-shaped, dining, etc.

West Conference Room: Same as East.

East + West Conference Rooms: \$150/hr, seats 198. Same AV and setup options.

East + West + Atrium: \$200/hr.

Atrium

\$120/hr, seats 200 (theater style). No built-in AV, portable setup available (+\$50/hr AV Tech). Weekdays: rentable after 4pm; Saturdays: after 5pm. Main welcome center for the Georgia Museum of Agriculture.

Peanut Museum & Pole Barn

Peanut Museum Conference Room: \$60/hr, seats 40, exterior door to playground.

Peanut Museum + Conference Room: \$210/hr, 2,200+ sq. ft., rustic/elegant, seats 200.

Pole Barn: \$130/hr, outdoor open-air, lighting/electricity, near playground. No restrooms; optional restroom trailer (\$100 setup + \$25/hr).

Peanut Museum + Conference Room + Pole Barn: \$300/hr, 2,538+ sq. ft., seats 400.

Gallery & Ford Spinks Museum

Gallery: \$100/hr, seats 25. Must be rented with East/West Conference Room + Atrium.

Ford Spinks Museum: Flat \$200, seats 25.

The Mercantile

\$100/hr, seats 48, restroom access. Located in the historic village; parking in main lot with service road access for unloading.

Opry Shelter

\$120/hr, seats 300. Open-air, covered, screened in with two fans (no A/C). Includes 60" round tables (8 chairs each), setup, and teardown. Located at Georgia Museum of Agriculture; train passes on Saturdays until 4pm.

Fulwood Garden Center | 802 W 12th Street, Tifton, GA 31793

\$150/hr, seats 50. Book by the hour, adjusted in 30-min increments. No extra resources provided.

Forest Lakes Golf Club | 80 Moorman Drive, Tifton, GA 31794

\$80/hr. Conference Room (48 seats). AV-equipped.

\$150/hr, 98 guest's total. Conference Room (48 seats), screened porch (26 seats), open porch (27 seats)

ABAC Chapel – \$210/hr | 2802 Moore Hwy, Tifton, GA 31793

A breathtaking chapel with vaulted ceilings, stained-glass windows, exposed brick, and original pew seating for 224. Outside features include a reflecting pool, arched breezeway, and courtyard for timeless photo opportunities.

Add-Ons: Baby Grand Piano (\$200), Sound System + Audio Tech (\$50/hr)



ABAC Student Event Checklist

Before You Book

- ☐ Choose date & time
- ☐ Estimate guest count
- ☐ Decide event type
- ☐ Review venue options

Booking Your Event

- ☐ Submit request through Venues & Events
- ☐ Include event details, guest count, setup/AV needs, and food/vendor information
- ☐ Wait for approval
- ☐ Sign contract + pay 50% deposit
- ☐ Confirm event is in CourseDog

Planning

- ☐ Finalize setup & layout
- ☐ Confirm AV needs
- ☐ Arrange food/vendors
- ☐ Share details with your team
- ☐ Review venue policies & guidelines

Decorations

- ☐ Free-standing only
- ☐ Painter's tape only
- ☐ Remove all items after event
- ☐ Confirm approval for confetti, glitter, or specialty décor

Alcohol Events (if applicable)

- ☐ Confirm alcohol approval
- ☐ Assign monitors & drivers
- ☐ Provide food + non-alcoholic drinks
- ☐ Prepare guest list + sign-in sheet
- ☐ Submit Form A (2 weeks prior)
- ☐ Submit Form B (48 hours prior)

Event Day

- ☐ **Arrive on time** (no early access)
- ☐ Complete setup within reserved access time
- ☐ Test AV
- ☐ Follow venue guidelines
- ☐ **End on time**

After Event

- ☐ Remove decorations
- ☐ Clean & reset space
- ☐ Take all personal items

Quick Reminders

- ☐ Recognized Greek Life and student organization events receive a 50% discount
- ☐ All reservations require a 2-hour minimum
- ☐ Reservation time includes setup and breakdown
- ☐ Damages or excessive cleaning may result in additional fees
- ☐ ABAC reserves the right to prioritize institutional events