



The Bean Path Makerspace and Bean Barn are conveniently located in downtown Jackson. The Makerspace consists of 2 rooms: a large 5,348 square ft. event room & an intimate 867 square ft. room with outdoor space and parking while the Bean Barn boasts of 17k sqft, an outdoor patio, and sits on several acres.

We believe the start of a beautifully executed event starts with a well thought out plan. We promise all the details of your event will be meticulously planned out to perfection. Our ultimate goal is a stress-free event. We offer in-house coordinating, design & decor, security, cleaning, and other vendors in our trusted network.

Our indoor/outdoor spaces are perfect for both private & corporate events: Celebrations • Birthday Parties • Baby Showers • Engagement Parties • Board meeting • Office retreats & brainstorming sessions.

Deposit & Payment Options

- 50% deposit is required to book all events.
- 100% of the rental fee is required 30 days prior to your event date.
- If the remainder is not paid as required 30 days prior to your event, the event will be cancelled, and all previously paid money will not be refunded.
- For events booked within 30 days of event date the full rental fee is due at the at the signing of contract.
- If there is no notification that final balance will be late, your event can be subject to cancellation.

Bean Path Markerspace Pricing

Venue Rental	\$250 (minimum of 4 hours)
Security	\$25 hour
Clean Up	\$150

Bean Barn Pricing

Venue Rental	\$350 (minimum of 4 hours)
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Security	\$25 hour (75 guest or more 2 security guards required)
Clean Up	\$250
Portable Restrooms	Approved List Provided

Booking Confirmation

- ◇ All inquiries are considered tentative until a deposit is received, and the client signs a contract. Once a contract is signed and deposit is paid that indicates that the client understands and accepts all policies and procedures.
- ◇ A walkthrough will be conducted 30 days prior to your event date. We recommend that your event planner and any other special vendors attend. This time is designated to ensure that setup is finalized and discuss any other details related to your event.

Cancellation Policy

- ◇ You must submit your cancellation in writing.
- ◇ 30 days prior to the event date, the client will forfeit 100% of the Rental Fee
- ◇ 31-90 days prior to the event date, the client will forfeit 50% of the Rental Fee
- ◇ 91 days or more prior to the event date, the client will forfeit 25% of the Rental Fee

Property Access

- ◇ Makerspace capacity is 350 standing, 135 seated and 273 theater style for the event room and 25-40 in the smaller, intimate room.
- ◇ Bean Barn capacity is 750 on the interior with more allowed on the exterior yards.
- ◇ Tables, chairs, and desks are available.
- ◇ Sound system available for Makerspace.
- ◇ There is a minimum booking of 4 hours.
- ◇ Facility Fees include: onsite venue coordinator, security, audio services. French door refrigerator & freezer combo, microwave and sink. Any additional services may be provided for additional fees.
- ◇ For Bean Barn rental, the client has to provide their own sound system or one may be provided for additional fee.

- ◇ Bean Barn has no central heating and cooling but airflow may be regulated via opening doors or using fans and heaters.

Day Before Event Usage

- ◇ Clients may use the venue for 2 hours the day before for an additional fee of \$200.00.
- ◇ Clean-up for events: all trash must be in trash bags tied and placed at the garage door and the kitchen prep area must be cleaned.
- ◇ Venue closes at 9:00 p.m the day before the event pending another event is not being held.

Decorations

- ◇ Candles are only permitted if contained in proper globes, cylinders, or floating. No flames are allowed on the premises of either Venue.
- ◇ No fires or fireworks without prior written approval.
- ◇ BBQ grills and any open flame may not be used without prior written approval.
- ◇ All sparklers are to be picked up and placed in a container or trash bag.
- ◇ The following items are prohibited in decorating and may NOT be used on the property: nails, screws, tacks, staples, tape, glitter, confetti.
- ◇ All setups must meet fire safety codes.
- ◇ Additional clean up and tear down will be billed as additional pre-arranged event hours.
- ◇ The Venue and their agents are not responsible for any items brought to the facility.
- ◇ There are no storage facilities located within Venue; all must be brought in and removed.
- ◇ All decorations are to be removed by the end of the rental period.
- ◇ Venue will not be responsible for any items brought into the venue or left after an event. Anything left at the venue will be immediately discarded and client will be charged a \$250+ removal fee. The only possible exception will be lost and found items.

Deliveries & Pick ups

- ◊ Deliveries to the Venue relating to the scheduled event must be delivered and picked up within the contracted event hours.
- ◊ It is Client's responsibility to communicate timing details and delivery pick-up schedule with each vendor.

Beverage Services

- ◊ Venue reserves the right to refuse or stop alcoholic beverage service to any individual or group at any time. The facility is required to enforce liquor laws as regulated by the state of Mississippi.
- ◊ Any event serving alcoholic beverages must be provided by a license bar tender.
- ◊ No alcoholic beverages will be served to anyone under the age of 21.
- ◊ No alcohol is allowed outside of the building or premises.

Catering

- ◊ All caterers must haul away all trash from the event.
- ◊ Any event serving alcoholic beverages must also provide adequate food service.
- ◊ Caterer is responsible for cleaning area.

Cleaning

- ◊ All individuals using the prep kitchen area are responsible for cleaning before leaving. (These guidelines are posted throughout the kitchen prep area)
- ◊ All trash must be placed in designated trash bins. The client must inform caterers that all trash must be placed in kitchen prep area and trash must be in trash bags tied.
- ◊ Full trash bags are to be placed at the garage door.
- ◊ All leftover food must be removed.
- ◊ Items not removed immediately following the event will be disposed of with no liability to Venue and could result in charges against client's damage deposit.
- ◊ Venue is not responsible for any lost or stolen items.
- ◊ All rental equipment and materials must be removed from the rental area. Rented items must be properly placed in the designated area and ready for pick up.

Charges for cleanup and removal may be assessed or deducted from the security deposit if premise is not left clear.

Smoking Policy

- ◇ There is no smoking allowed inside either Venue.
- ◇ Cigar bars are not permitted without prior written approval.

Weapon Policy

- ◇ Possession of weapons, including, but not limited to, guns and knives is strictly prohibited.

Alcohol Rules

- ◇ Liquor liability insurance are required for any liquor service during the event.
- ◇ You are accountable for your guests' consumption of alcohol and conduct. Please be responsible and respectful of the property.
- ◇ An event insurance policy is required prior to the event; this policy can be purchased through an online provider like WedSafe or Wedsure.

Security

- ◇ All events with are required to have a security guard on the premises from the start to the finish of the event. Markerspace and Bean Barn will arrange for the security guard.
- ◇ Standard security will be provided. For 75 guest or more, at least 2 officers are required to be on premises.
- ◇ Children must be supervised at all times.
- ◇ Venue prohibits the use of any illegal activity or actions deems inappropriate.
- ◇ The Venue will not be responsible for personal property, displays, exhibits, equipment or other items lost, stolen, or damaged in or around the Venue.

Outdoor / Weather option

- ◇ If inclement weather occurs, Markerspace and Bean Barn will not offer a refund.

Overtime / Damages

- ◇ If your party stays later than contracted time, you will be charged \$200.00 for every hour.
- ◇ It is required that a valid credit card is kept on file to cover overtime and any damages incurred by the client, guest or vendors.
- ◇ The following items are prohibited in decorating and may not be used on the property: *nails, screws, tacks, staples, tape, glitter and confetti.*
- ◇ Cooking will not be allowed on the property unless via a food vendor/truck on the exterior yards.
- ◇ You must inform your vendors of your allotted time slot of your event. They are responsible for the cleaning up and leaving within the allotted contract time or you will be charged an additional fee of \$200.00
- ◇ No outside alcohol is allowed. If anyone other than the bartender brings any alcohol on the premises they will be asked to leave.
- ◇ Markerspace and Bean Barn is not responsible for any items lost or damaged.

Vendors

- ◇ Outside vendors are allowed for décor & catering.
- ◇ No overnight storage or parking is available.
- ◇ The client is responsible for all vendor activity during the site tours, walkthroughs, setup, event and removal.
- ◇ All deliveries must be arranged prior to the event day and the delivery time approved if it falls outside of the contract time
- ◇ All vendors and supplies must be picked up at the conclusion of the event.
- ◇ Vendors must begin tear down no later than the set times and be complete by the designated time.

Wedding Coordinator/Event Planners

- Coordinators/planners are welcome and Markerspace and Bean Barn will assist them if needed.

Sound System

- ◇ Markerspace is wired for most sound systems.

Staff

- ◇ A minimum of one event staff is required for all events and is included in the Venue Rental Fee. The provided Venue Manager is responsible for enforcing the Venue's policies. Please note, the Venue Manager is not a coordinator and will not be available to run or manage your event. These are all the responsibility of the client or coordinator.
- ◇ Venue can provide specialty staffing services to assist in the success of your event for an additional fee.

Timing

- ◇ Unless prior written approval, all events must conclude by 12:00a.m., with all guests off premise at these noted times. Vendors need to begin tear down no later than 11:00pm.
- ◇ All equipment for the event must be removed immediately following the event, unless prior arrangements have been made.

Questions or concerns?

Contact us at info@thebeanpath.org and we are happy to assist.