

**Founders Memorial Garden and House
325 S. Lumpkin Street**

WEDDING RENTAL CONTRACT

A completed contract, \$1000 initial payment and the signed rules and regulations form are required to reserve the facilities. The \$1000 deposit holds the facility for the date of your event, and will not be returned in case of cancellation. A violation of the "Rules and Regulations" may result in forfeiture of all or part of your damage deposit. **The final rental fees and a damage deposit of \$1,500 are due at least thirty (30) days** prior to the event. Rentals are for Saturdays only.

Renter's Name/Contact Person: _____ Date: _____

Address: _____

Telephone: _____ (day) _____ (night) _____ (cell)

E-mail Address: _____

(reminders and final confirmations will be emailed – please update email address as needed)

EVENT INFORMATION

Day and Date of Rental: _____ Estimated Attendance: _____
(maximum 150)

Check-In Time: _____ Check-Out Time: _____

Note: All rentals must be scheduled between 8:00 a.m. and 12:00 midnight, and may not exceed a twelve-hour block of time, including set-up and clean-up. These times cannot be changed less than one month prior to the event.

Will Alcoholic Beverages be served? _____ Yes _____ No

If yes, please indicate the time period in which you plan to serve the alcoholic beverages _____ .

If alcoholic beverages are being served, the services of a security guard are required. A Security Officer may be contracted at extra expense to the renter. Security Officer fee is \$30.00/hour (4 hours minimum).

The undersigned hereby acknowledges that he/she has read the general information, rental contract and the "Rules and Regulations" and agrees to the terms thereof, particularly the imposition of the "Rules and Regulations." The undersigned also agrees to indemnify and hold harmless the College of Environment and Design, its officers, directors, agents and employees, individually and jointly and severally from any loss, damage, or injury to person or property resulting from the use, occupancy, or possession of the premises by the undersigned and/or group or entity the undersigned represents.

The above terms and provisions and the "Rules and Regulations" agreed to by Renter:

Renter's Signature _____ Date

This rental contract accepted by the Founders Memorial Garden and House Event Coordinator

Event Coordinator Signature _____ Date

A copy of this contract, signed by the Events Coordinator, will be returned for your files.

PAYMENT INFORMATION

Make checks payable to: *College of Environment and Design*

Mail check to: Terri Bradberry
College of Environment and Design
285 S. Jackson Street
University of Georgia
Athens, GA. 30602

Fees Due and Schedule:

Rental Fee: \$2,750.00			
Initial Payment: \$1000.00	amount	<u>\$1,000.00</u>	received _____
Final Payment: remainder of rental fee	amount.	<u>\$1,750.00</u>	due date _____
	7% Sales Tax:	<u>\$192.50</u>	
	Security Officer Fee:	_____	(\$30.00/hour min. 4 hrs.)
	Damage Deposit:	<u>\$1,500.00</u>	
TOTAL FINAL RENTAL PAYMENT DUE		_____	DATE DUE _____

\$1000.00 of the rental fee due at time of signing contract, remainder of fees. Final rental payment, sales taxes, security officer are due 30 days before your event. In addition to the final rental fees a \$1500 damage deposit check is required. The damage deposit check will be deposited, but will be reissued after the event and the facilities have been cleared of damages.

ADDITIONAL NOTES: _____

OPTIONAL - Tent Rental Fee: \$200 plus \$14 sales tax
The College of Environment and Design can install a 20' x 30' tent over the brick courtyard at the back of the House. You must notify the Garden Director no later than 6 pm on the Wednesday prior to the wedding if you want the tent installed. The tent rental fee (\$214) is due on Friday evening at 5 pm and must be submitted as a check made out to the College of Environment and Design. The check may be submitted to the Garden Director or his representative.