

## **THE FOUNDERS MEMORIAL GARDEN AND HOUSE RULES AND REGULATIONS**

Any violation of these rules and regulations may result in forfeiture of all or part of your damage deposit. Please read the following rules and regulations carefully and if you have any questions, contact David Nichols, Director, via email at [dnichols@uga.edu](mailto:dnichols@uga.edu). Please share with the vendors for your event.

### **USAGE IS SENSITIVE AS THE HOUSE, ITS FURNITURE, AND GROUNDS ARE HISTORIC – WE ASK THAT YOU AND YOUR GUESTS RESPECT THE PROPERTY AS IF IT WERE YOUR OWN**

#### **Contract**

- \$1000.00 of the \$2,750 rental fee is due at the time of signing contract; the remainder is due 30 days before the event.
- A separate damage deposit check of \$1500 is due at the same time the final rental fees are due (30 days before the event). The damage deposit will be returned following a satisfactory inspection of the premises after the event
- All rental fees will be forfeited if the rental contract is canceled prior to the event.
- The premises will be used only for the purposes specified in the contract and no other purposes.
- The contract may not in whole or part be assigned transferred, or sublet by the Renter.
- Any group, club, or individual who contracts to use the premises is responsible for damage to furnishings, equipment, land, landscaping and/or house incurred during its use.

#### **Checking In**

- Renters have the use of the house and property for a **MAXIMUM TWELVE-HOUR BLOCK ON THE DAY OF THE FUNCTION**, beginning at check-in time indicated on contract (no earlier than 8:00 a.m.). The house will not be open before your check-in time. An appointed liaison must meet with the College's Representative and be the person to ensure rules and regulations are being followed, timeline followed, bar closed at appropriate time, clean-up handled in timely fashion. etc.
- The College of Environment and Design does not furnish any supplies for a rental event.
- Renters are responsible for any damages caused by delivery vendors.

#### **Music and Dancing**

- Dancing is permitted outside the house in the brick courtyard, on the gravel terrace, or approved dance floors on turf areas.
- Amplified music is permitted inside and outside the house.
- Curfew on outside music and noise is 11:00 p.m.

#### **Founders House and Garden General Rules**

1. No form of tape, nails, staples, tacks, or screws may be used when decorating.
2. Founders Garden House offices are not available for use as dressing rooms or storage before, during or after rental events.
3. Furniture, equipment, and all items belonging to the College of Environment and Design are for use inside the house and must not be removed from the house.
4. Do not move furniture or planters. Only with the prior approval of the Founders Garden Horticulturist may planters or furniture be moved. The Garden Horticulturist is Maureen O'Brien. She can be reached at (706) 542-8972, or [mcobrien@uga.edu](mailto:mcobrien@uga.edu)
5. All furniture must be covered with some sort of cloth for protection – this includes dining room, parlor and ballroom.
6. Tents are allowed in the courtyard or on turfgrass areas only. All tent supports and bracing must be located within a turf area. No tent supports or lighting supports may be placed in any bed area on the property.
7. If the Dining Room table is to be used, a tablecloth and protective pad must be used.
8. Candles may be lit in the house and garden but must be in sturdy holders preferably with globes – no open flames.
9. All flower arrangements must have liners. Any surface in the house may be used for flowers, food, or beverages; however, a placemat and tablecloth must be on any piece of furniture to protect it from damage.
10. No red wine is allowed in the House.
11. No fires may be built in any fireplace on the property at any time.
12. No Smoking is allowed on the property. Individuals must leave the property when smoking and dispose of all butts in appropriate containers. Cigarette butts on the property are reason to forfeit the damage deposit.
13. No glitter, rice, or similar materials may be thrown anywhere on the College of Environment and Design property.
14. No sparklers or fireworks of any type are allowed on the premises.
15. No bubbles may be blown inside the house at any time.
16. The Renter shall place no signs on the premises without prior approval.
17. No animals shall be brought on the premises.
18. Due to the fire code, no more than 80 people are allowed in the house at one time - including the caterer and wedding party
19. The College of Environment and Design reserves the right to eject any objectionable person or persons from said premises.

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### **Alcoholic Beverages**

Renters are solely responsible for enforcing laws concerning the serving of alcoholic beverages. The College of Environment and Design and the University of Georgia will accept no liability relating to the same. Security personnel must be provided for an additional fee if alcoholic beverages are going to be served.

- Alcoholic beverages may not be served at any function where the majority of guests are under the age of 21.
- State law prohibits the sale of alcoholic beverages on State property, therefore, cash bars are not permitted on The University of Georgia premises.
- Alcoholic beverages may not be served or consumed in areas open to the public between the hours of 8 a.m. and 5 p.m. – Monday - Friday
- Do not permit self-service of alcoholic beverages.
- Provide non-alcoholic beverages and food.
- If alcoholic beverages are being served, the services of a security guard are required. A Security Officer will be contracted by the College at an additional expense to the renter. Rates for security officials are a minimum charge of \$120 for four hours, and \$30 for each additional hour.
- The bar must close at the end of the security officer's contracted duty time.

### **Clean-Up and Checking Out**

- The premises shall be vacated no later than twelve (12) hours from check-in time and no later than 12:00 midnight. This includes clean-up time. Rental tables, chairs, or other equipment must be stacked on a paved surface for pickup by the vendor no later than 9 am the following morning.
- The Event Representative of the College should in no way be considered part of the catering or clean-up crew.
- The premises must be thoroughly cleaned before you leave and must be in the original condition as you found when you arrived (this includes house and grounds).
- The Liaison with the College's Representative must be present during the entirety of the event and meet with the College Representative when the function is over for check-out.
- Overnight storage may be allowed with advance permission of the Director of the Garden. The College of Environment and Design is not responsible for any food, flowers, beverages or belongings left on the premises. Such items should be removed immediately after the rental.
- Discuss with your clean-up person how much clean up time they require in order for you to develop your timeline of events for the evening and departure.

### **The following circumstances are grounds for forfeiture of part or all of the security deposit (the list is not exclusive)**

- food or spilled drinks left on tables, floors, carpet, countertops, etc.
- kitchen area left with food on floor, in sink, or on countertops
- items not returned to proper place
- floors not swept, mopped or vacuumed as needed
- mantels, furniture or bathroom countertops not wiped off as needed
- trash left on grounds, parking lots, driveway entrances (this includes cups, cans, glass or paper of any type, cigarette or cigar butts, bottle tops)
- removal or damage of any plants, landscaping, furnishings, equipment, property, or the building
- rice, glitter, fireworks or other materials left inside the facilities or on the grounds
- ice, food or drinks dumped in plant beds
- food, beverages, flowers or candles on uncovered tables inside the House
- tables or furniture not covered in parlor and drinks or other items placed directly on tables
- candle wax left on tables, mantels or other surfaces
- guest smoking on the property
- bar not closing at designated time
- trash not gathered and placed in dumpster behind Brooks Hall
- belongings or decorations left on premises
- failure to meet check-out time

**The College of Environment and Design reserves the right to refuse rental to events deemed inappropriate to The Founders Memorial Garden.**

**I have read all of the rules and regulations listed above. I will honor each of the rules, and if I fail to do so, I understand that I will forfeit a portion or all of my damage deposit. The amount will be determined at the discretion of the Event Representative. Also, I understand that I am ultimately responsible for the actions of any guests invited on my behalf or any other party in attendance at my event.**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

I will share these rules and regulations with all vendors for my event and furnish the list of contacts at the time of my final rental payment

(please initial) \_\_\_\_\_