

GARDEN CENTER RENTAL AGREEMENT



Date(s) of Event _____

Type of Event _____

Approximate Time of Event _____

RENTER:

Name: _____

Address: _____

Cell Phone: _____

Email Address: _____

The Total Rental Price for one day on a Friday, Saturday or Sunday is \$1200. Weekdays, the Total Rental Price is \$900. A \$300 Deposit is required to reserve your date. These monies will be applied towards the Total Rental Price. \$200 will be refunded if no damage occurs to the Center and all the Rental Guidelines and Checklist Items (see attached) are followed.

TOTAL AMOUNT TO BE PAID FOR RENTAL \$ _____

\$300 DEPOSIT PAID (***NON-REFUNDABLE***) \$ _____ DATE _____

BALANCE OWED (***DUE 1 MONTH PRIOR TO EVENT***) \$ _____

THERE WILL BE NO REFUND IF THE EVENT IS CANCELLED WITHIN 3 MONTHS OF THE EVENT DATE.

CHECKS SHOULD BE MADE PAYABLE TO **THOMASVILLE GARDEN CLUBS, Inc.** AND MAILED TO:

JOSEPH A. TARVER 105 FRIAR TUCK LANE THOMASVILLE, GEORGIA 31792

FOR OTHER INFORMATION PLEASE EMAIL JOE @ ratverj@gmail.com or call 904.613.4204. IF IMMEDIATE ATTENTION IS NEEDED PLEASE CALL LINDA TARVER 229.403.1187 OR EMAIL @ Tarver@rosenet.com.

CONTRACT AGREEMENT

Thomasville Garden Center, Inc. is not responsible for personal injury, loss or damage that arises from this rental to any person, personal property, renter, key holder, or guests. I have read and agree to abide by the terms of this RENTAL AGREEMENT as stated herein.

RENTER'S SIGNATURE

AMENITIES INCLUDED IN RENTAL COST OF GARDEN CENTER

12 – 60 inch Round Tables	Grand Piano	
12 – 8 Foot Banquet Tables	Full Kitchen	
125 – White Folding Chairs Structure (non-working)	Ballroom	Patio with Fountain
	Handicap Accessible	

CAPACITY (approximate): 120 seated at round tables; 150 for seated meeting event; 250 for standing receptions and parties. Ballroom is 54' x 29'. Library is 24' x 24'.

RENTAL GUIDELINES

1. A code to the lockbox located at one of the rear doors will be provided no later than 8:00 am of the rental date if all day was rented. If half day was rented, the code will be provided no later than 11:00 am. No early entry is allowed without additional fees.
2. All clean up must be accomplished by midnight of the day of the event. If not completed, the loss of the Deposit and/or additional charges may be in order.
3. Chairs and tables are stored in a closet and **MUST** be returned to this area according to the chart shown on the wall in said closet.
4. The Garden Center has the piano tuned annually. Additional requested tuning will be at the expense of the renter.
5. Lights for the gazebo are not provided. For the outside lights to work, the power must be turned on in the electrical box located outside of the kitchen door.
6. WE ARE LOCATED IN A RESIDENTIAL NEIGHBORHOOD. ALL MUSIC MUST BE INDOORS WITH THE WINDOWS AND DOORS CLOSED. MUSIC SHOULD CONCLUDE AT 11:00 PM. PLEASE KEEP MUSIC AT AN ACCEPTABLE LEVEL.
7. If alcoholic beverages are served, there can be no charges due to permitting conditions.
8. **HELIUM FILLED BALLOONS, CONFETTI, RICE, BIRD SEED, GLITTER OR BUBBLES MUST NOT BE USED INSIDE THE BUILDING.**
9. **PLEASE DO NOT NAIL, GLUE OR TACK ANYTHING TO THE WALLS, PANELING OR WINDOW TREATMENTS.**
10. Three large City Garbage Containers are provided. **Any overflow should be removed by renter.**
11. Ceiling fans should remain on at all times, even after you leave.
12. Furnishings should be returned to their original location.
13. The renter is responsible for providing table cloths, utensils, cleaning detergent, paper towels, dish towels, additional trash bags and ice as required or needed.
14. The renter is responsible for tidying up behind themselves prior to leaving. The Garden Center will provide a "deep clean" of restrooms including mopping of the overall area.
15. A small chest freezer is provided inside the closet at side door.
16. **The RENTER is financially responsible for damage done to the property and will be billed accordingly. This includes additional cleaning charges. No property belonging to the Garden Center shall be removed from the premises.**
17. THE BLINDS AT FRONT WINDOWS IN BALLROOM OPERATE BY REMOTE CONTROL ONLY.

CHECKLIST OF ITEMS TO BE COMPLETED PRIOR TO LEAVING PREMISES

1. _____ Return all tables and chairs to the storage closet in their proper place.
2. _____ Return any rearranged furnishings to their proper place.
3. _____ Remove any food and/or trash left behind, inside and outside. **ALL FOOD WASTE SHOULD BE PLACED IN PLASTIC GARBAGE BAGS PRIOR TO PLACING IN TRASH CONTAINERS OUTSIDE.**
4. _____ All garbage and trash should be placed in the containers outside. **ANY OVERFLOW TRASH IS THE RESPONSIBILITY OF THE RENTER TO REMOVE FROM PREMISES.**
5. _____ Turn off all stoves, and tightly close the refrigerator and freezer doors.
6. _____ Check restrooms to ensure no water is dripping.
7. _____ Turn off all exterior and interior lights.
8. _____ Check to see that all personal items have been removed.
9. _____ Set all thermostats to 84 degrees in summer and 62 degrees in winter.
10. _____ Leave all ceiling fans on.
11. _____ Shut and lock all exterior doors (6).

Should you have problems during an event, please contact Joe Tarver (904.613.4204).