

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 is \$1100. 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

KEYHOLDER'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	Ballroom
Patio with Fountain Structure (non-working) and Arbor	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. Key Pickup as early as 8:30 am on the day of rental at Singletary's Flowers and Gifts at 304 Smith Avenue Monday through Saturday. If the event ends on a Saturday or Sunday, the key may be returned at 8:30 am on Monday morning.
2. Chairs and tables are stored in a closet and **MUST** be returned to this area according to the chart shown on the wall in the closet. White chairs are for inside and patio use only.
3. Enter the building through the back door under the side portico. **Use the alarm key to turn off the alarm prior to entering.**
4. The Garden Center tunes the piano annually. Additional tuning requested will be at the renter's expense.
5. For the outdoor electrical lights to work, the power must be turned on in the electrical box located outside of the kitchen door. Lights for the gazebo are not provided.
6. We are located in a residential neighborhood. Please keep music volume at an acceptable level. Music should conclude at 11:00 pm. Keep windows and doors closed.
7. If alcoholic beverages are served, there can be no charge since the Garden Center is not licensed to sell alcohol on the property.
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 garbage containers are provided. **Any overflow should be removed by renter.**
11. Ceiling fans should remain on at all times.
12. Furnishings should be returned to their original location. No furnishings should be moved from the living room.
13. The renter will need to provide dishwashing detergent, paper towels, dish towels, trash bags and ice as needed or required.
14. A small freezer is available inside the closet at the back door.
15. **The RENTER is financially responsible for damage done to the property and will be billed accordingly. No property belonging to the Garden Center shall be removed from the premises.**

CHECKLIST TO BE RETURNED WITH KEY TO SINGLETARY'S FLOWERS & GIFTS ON SMITH AVENUE

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.
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).
12. _____ Set the alarm.
13. _____ Return keys to Singletary's.

*Should you have problems during an event, please contact Joe Tarver (904) 613-4204,
Caroline Flowers (229) 200-9197 or Julia Singletary (229) 221-3741*