

Georgia Southern Botanical Garden

P. O. Box 8039, Statesboro, GA 30460

912.871.1149 (voice) - 912.871.1777 (fax)

The Garden is located at 1505 Bland Avenue

Date of Inquiry:	_____
Date of Price Quote:	_____
Paid Security Deposit	_____
Pictures Submitted:	_____
Returned Check	_____

Date of Event:	_____
Coordinator of Event:	_____
Phone:	_____
Cell:	_____
Bride:	_____
Phone:	_____
Cell:	_____
Groom:	_____
Phone:	_____
Cell:	_____

Facilities Rental Agreement

RESERVATIONS

Reservations must be made at least two weeks in advance. **There is a 2-hour minimum rental.** Reservations are made on a first-come, first-serve basis. To schedule an appointment contact, Stephanie Tames at 912.486-7817.

CROWD CONTROL

- A. Maximum capacity is 500 persons.
- B. Coordinator must be present for entire event.
- C. This agreement does not permit access to restricted areas of the Garden.
- D. If 40 or more vehicles are expected, a parking lot attendant must be provided by user to ensure proper egress and ingress.

By initialing this box you are agreeing to the above facility rental policies.

FOOD & BEVERAGE

- A. It is the responsibility of the Coordinator to ensure that alcohol is not served to minors.
- B. User must remove all trash.
- C. No smoking is allowed in Bland Cottage. Containers must be provided for butts for outdoor events.
- D. For catered events, setup and cleanup time must be included when calculating the rental period. No stovetop or oven is available.
- E. The kitchen must be cleaned thoroughly, following instructions posted on refrigerator. Use of Garden supplies without prior approval is prohibited. Missing items will be charged to user.

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SECURITY

- A. All participants and vehicles must vacate the Garden by departure time indicated.
- B. Gate and building access and security are staff responsibilities ONLY.
- C. In case of emergency, the staff person(s) present at event should be sought immediately to ensure the notification of proper authorities.

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EQUIPMENT

- A. 30 chairs and 5 tables are available for rent. **The Garden has no tents, furniture, etc. for events.**
- B. User will be held responsible for any damaged or stolen plant material, signage, or other Garden property.
- C. Do not use glitter or other non-biodegradable materials.
- C. Electricity is limited, see Assistant Director for details. The upper and lower parking areas are lit with automatic timers.
- D. Decorations should be temporary, and not glued, nailed, stapled, etc. to trees, buildings, or otherwise left behind.
- E. Displays should not be touched or altered in any way.
- F. If 150 or more persons are expected, user must provide portable toilets.
- G. Bug control is not provided. Prior to use of any pest control, the user must obtain approval from the Assistant Director.

By initialing this box you are agreeing to the above facility rental policies.

I Description of Event

II. Facility Rental

	Date of Event	Arrival/Departure*	Garden Site
Facility Rental Type:			
<input type="checkbox"/> Wedding Rehearsal <i>(included in rental)</i>	_____	_____	_____
<input type="checkbox"/> Reception	_____	_____	_____
<input type="checkbox"/> Retirement Party	_____	_____	_____
<input type="checkbox"/> Birthday Party	_____	_____	_____
<input type="checkbox"/> Other:	_____	_____	_____

***Failure to depart at the agreed upon time will result in forfeiture of the security deposit and possible additional fees.**

III. Guests/Attendees

Estimated:
 Number of Guests expected: _____ as of _____/_____/_____

Exact:
 Number of Guests expected: _____ as of _____/_____/_____

- Reminder:**
- Maximum capacity is 500 persons. *(see Crowd Control on page 1.)*
 - If 40 or more vehicles are expected, a parking lot attendant must be provided by user to ensure proper egress and ingress. *(see Crowd Control on page 1.)*
 - If 150 or more persons are expected, user must provide portable toilets. *(see Equipment on page 2.)*

IV. Rental Cost

Rates

\$1.00 per person

\$75.00 per hour

\$50 - \$1000 surcharge for setups such as food, alcohol, tents, band, dance floor, etc.

Note: A one-hour rehearsal period is included in the price. This can be scheduled during the reservation process. Additional rehearsal time can be obtained at the standard hourly rate of \$75.00.

\$1.00 per chair (30 chairs)

\$4.00 per table (5 tables)

Example Price Quote

A wedding and reception with 100 guests expected will be held on a Saturday afternoon. The wedding party wishes to reserve the Garden for a total of six hours including setup and cleanup time. One small (20x20) tent will be erected for possible rain shelter and for the reception. An acoustic trio will provide music for the reception. The reception includes alcohol.

Calculation of the rental rate is as follows:

100 people @ \$1/person = **\$100**

Six hours @ \$75/hour = **\$450**

Tent, food, alcohol, music = **\$200**

TOTAL = \$750

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Your Cost

Number of People _____ x \$1.00 = \$ _____
(2-hour min.) Number of Hours _____ x \$75.00 = \$ _____
*Tent _____ = \$ _____
*Food _____ = \$ _____
*Band _____ = \$ _____
*Dance Floor _____ = \$ _____
*Alcohol _____ = \$ _____
Garden chairs/tables _____ = \$ _____

Total Cost \$ _____

*\$50 - \$1000 surcharge for setups such as food, alcohol, tents, band, dance floor, etc.

V. Rental Quote

Your rental quote as of _____ / _____ / _____ by _____ is \$ _____.

Based on _____ hrs; _____ people and surcharges _____.

Restrictions: _____

This quote does not include your deposit, damage or other charges accrued by the user. (See Rental Cost).

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VI. Rental Deposit

A Security and Safety Deposit of **\$250** is required to reserve the Garden for the date chosen.

Make Checks Payable to : **Georgia Southern Botanical Garden**

Your deposit of \$_____ made on ____/____/____ has confirmed your event date of ____/____/____. Received by: _____.

Payment of the rental fee, in full, must be made no later than 30 days prior to the event. Failure to pay by such time will result in cancellation of the event and *forfeiture of the security deposit*.

Deposit Return

1) This deposit will be returned, by mail, after the event if no damage has occurred and if the facility has been returned to its original state including the removal of trash and cleaning of the kitchen, if used, and **if the scheduled time and number of people were not exceeded.**

2) The user must submit 4 or more quality photographs of the setup of the event (and/or wedding photos) for use by the Garden in describing previous private events for publications, promotion and web design. All photographs become the property of Georgia Southern Botanical Garden.

3) Upon receipt of the event photographs, user social security number and current address, the process for deposit return will begin.

Social Security Number

_____-_____-_____-_____-_____-_____

Cancellation of the event will result in forfeiture of the Security Deposit. Cancellation within 2 weeks will result in the forfeiture of the security deposit and a portion of the rental fee prorated according to the number of days remaining. Cancellation within the last 48 hours before the event will result in the forfeiture of the entire rental fee and the security deposit. This includes cancellation due to weather or conditions outside the control of the Garden.

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VII. Rental Fee

Payment of the rental fee, in full, must be made no later than 30 days prior to the event. Failure to pay by such time will result in cancellation of the event and *forfeiture of the security deposit*. *Failure to depart at the agreed upon time will result in forfeiture of the security deposit and possible additional fees.*

Payment Due Date: _____

I have read the above regulations and agree to adhere to them. I warrant that the organization or individual(s) represented above are responsible for any damages resulting from this event.

Bride, Groom or Coordinator's Signature

Date

Stephanie Tames or Botanical Garden Staff

Date

VIII. Coordinator Information: *Please fill in appropriate information.*

Organization

Sponsoring Organization: _____
Organization Contact/Coordinator of Event: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Cell: _____

Individual(s)

Name of Bride: _____	Name of Groom: _____
Mailing Address: _____	Mailing Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____	Phone: _____
Cell: _____	Cell: _____

Event Coordinator(s): _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Cell: _____

IX. Vendor Information: *(please fill in all that apply.)*

Caterer

Name: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____

Photographer

Name: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____

Music/D. J.

Name: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____

Rental Company (Tent, Tables, etc.)

Name: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____

Office Use Only

Copy of Agreement given to renter: Yes No Mailed copy on _____.
Posted to Calendar on _____ by _____.

Deposit Paid: \$ _____ Date: _____ Initials _____

Payments: \$ _____ Date: _____
\$ _____ Date: _____
\$ _____ Date: _____

Deposit Returned
\$ _____ Date: _____

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.