

Contract for Rental of The Garden Clubs Center

The Federated Garden Clubs of Macon, Inc.

Mailing address: P.O. Box 5225 Macon, Georgia 31208-5225
Street address: 730 College Street, Macon, Georgia 31201-1721
478 742-0921 - www.fgcmacon.org
Business Hours 10:00 a.m. to 1:00 p.m. Weekdays

1. **Rental Hours:** 9:00 AM until 11:00 PM.
2. **Capacity:** 200 persons.
3. **Rental Rates:**

Monday through Thursday	Seventy-five dollars (\$75.00) per hour or any portion of an hour. Three (3) hours Minimum rental. Wedding/Reception – Saturday rates apply.
Friday and Sunday	One Hundred Dollars (\$100.00) per hour or any portion of an hour. Two (2) hours Minimum rental (includes wedding rehearsal-no additional deposit required). Wedding/Reception – Saturday rates apply.
Saturday	Wedding Reception – Seven Hundred Dollars (\$700.00) for up to six (6) hours. Additional hours-One Hundred Fifty Dollars (\$150.00) per hour or any portion of an hour before 11:00 PM. Wedding and Reception – Eight Hundred Fifty Dollars (\$850.00) for up to six (6) hours. Additional hours-One Hundred Fifty Dollars (\$150) per hour or any portion of an hour before 11:00 PM. Small Non-Wedding Reception (100 or less) – One Hundred Dollars (\$100) per hour or portion of an hour, 4 hours minimum.
After hours	Two Hundred Dollars (\$200.00) per hour will be charged for any portion of an hour the House is occupied between 11:00 PM and 9:00 AM.

4. **Payment of fees:** Fifty percent (50%) of the total rental fee must be paid eight (8) weeks in advance of the event. If the event is less than eight weeks from the date the contract is signed, fifty percent (50%) of the total fee must be paid at the time the contract is signed. The remaining fee must be paid in full at least two (2) weeks prior to the date of the event. Failure to pay the fee by the established deadlines may result in cancellation of the contract.
5. **Deposit:** A contract compliance/damage deposit of Three Hundred and Fifty Dollars (\$350.00) must be paid at the time of reservation to secure the date. The deposit will be refunded within 15 days after the conclusion of the event provided the renter has complied with the terms of the contract. Damage or loss, including loss due to bad check fees; cleaning fees, if needed; and/or, extra hours will be deducted.
6. **Cancellation: Deposit** - If the contract is canceled within ten days from the date the contract is signed, the deposit will be returned. After ten days, deposit is non-refundable unless the event is rebooked. **Rental fees** - If the contract is cancelled prior to two (2) weeks before the event, rental fees previously paid will be returned. No refund of previously paid fees will be made if the event is cancelled two (2) weeks or less before the scheduled event.

7. **Member Discount:** A Federation member in good standing (annual Federation dues paid on behalf of individual by his/her garden club) is entitled to a fifty percent (50%) discount on rental fees when: a) the member will open, close, and supervise the house; and b) the event is for personal and/or family use. If a member wishes for a hostess to be present, he/she must pay an hourly surcharge of Twenty Dollars (\$20). Members must pay the full deposit.

8. **Non-Profit Discount:** A non-profit organization that can demonstrate it is qualified as such under IRS codes is entitled to a thirty percent (30%) discount on rental fees except for Saturday. Non-profit organizations must pay the full deposit.

9. **Reschedule Policy:** A customer will be allowed to reschedule an event one time and have his/her deposit and any fees paid carried over to the new date when the request is made 45 days or more prior to the event. If the request is made within 45 days of the event, the customer shall forfeit the original deposit and be required to pay another deposit.

10. **Other:** An hourly fee or other fee will be charged for opening of the house at any time other than the time specified in the contract or for other services requested by the renter and agreed to by staff. Renters conduct event related activities during Garden Club Center business hours at no additional charge when approved by staff.

RULES AND REGULATIONS

1. The House may not be sub-let or transferred by the renter.
2. NO SMOKING is allowed in the House. Candles on the mantels must NOT be lighted. This is by order of the Fire Marshall.
3. Music volume must be considerate of the neighbors. Light dancing is permissible in designated areas only.
4. For their safety, children must be kept under control at all times and must not climb the stairs without adult supervision.
5. Permission must be obtained from staff on duty to rearrange furniture, plants, rugs, or permanent fixtures from their designated place. Any items that are removed with permission of staff must be returned to their original place at the close of the event.
6. The following equipment, dishes, and flatware may be used: 75 folding chairs, 10 - 3 x 6 foot folding tables, 6 - 40 inch round tables, glass hors d'oeuvre service and stemware, white with gold trim dinner service, stainless flatware. Dinner service is stored in the back kitchen. **The white Mikasa Italian Countryside dinner service is for Federated Garden Clubs of Macon use only.**
7. Bubbles, bells, and petals are preferred for celebration. However, we ask that these be used on the outside walkways only. NO rice or birdseed is to be used.
8. The renter and/or the designated caterer is responsible for set-up and clean-up.
 - Decorate house. Materials that damage house or furniture, i.e., tacks are not allowed. Check with staff.
 - Set up tables and chairs. Chairs are stored in kitchen closet under stairs. Tables are in rear kitchen and closet in front kitchen.
 - Set up food and beverage service. Protective coverings must be used on food/beverage service tables. Use front porch for alcohol service; in bad weather the Breakfast Room may be used with floor protection.
 - Clean-up. The renter/caterer must supply plastic garbage bags for clean-up.
 - Fold and return tables and chairs to original storage location. Chairs are stored in the closet under the stairs; tables in rear kitchen and front kitchen closet.
 - Decorations. Remove flowers and all other decorations.
 - Garden Clubs Center dishes and flatware. Wash, dry and return to original cupboards and drawers.
 - Sinks, counters, kitchen tables. Remove all items and clean.
 - Furniture. Remove cups, cans, dishes and food. Wipe furniture in order to avoid rings.
 - Floors. Sweep and/or vacuum up crumbs. Mop up sticky spills. Broom, mop, and vacuum cleaner are in the butler's closet in the kitchen.
 - Upstairs. Check upstairs and follow same procedure.
 - Garbage. Place garbage in plastic bags in the outside garbage cans.
9. At the end of the event the renter and/or his/her designee will do a walk through with staff to insure the house is restored to its original condition. *Failure to restore the house to pre-event condition may result in partial or total forfeiture of the security deposit. The renter is responsible for any damage or clean-up costs that exceed the amount of the deposit. The minimum clean-up charge is Fifty Dollars (\$50.00).*

**Contract for Rental of Garden Center
The Federated Garden Clubs of Macon, Inc.**

Name: _____
(please print)
Address: _____

City: _____ State: _____ Zip: _____

Telephone (Home):(_____) _____ Work:(_____) _____

E-Mail: _____

Type Of Event: _____

Date Of Event: _____ Total Hours: _____ Number Of Guests: _____

Set-Up Arrival Time: _____ Clean-Up End Time: _____

Additional event/date: _____ Start Time: _____ End Time: _____

Referral Source

Yellow Pages	Web site	Bridal Fair	Word of mouth	Attended GCC event	Other: explain
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Rental Category	Description	Fee	Charges & Discounts	DATE PAID
	Deposit	\$350		
	Saturday-Wedding Reception only	\$700		
	Saturday-Wedding and Reception	\$850		
	Saturday-100 or less non-wedding	\$400		
	Saturday additional hrs-Wedding	\$150 per hour		
	Saturday addl hrs – Non Wedding	\$100 per hour		
	Friday or Sunday (2 hr. min.)	\$100 per hour		
	Monday - Thursday (3 hr. min.)	\$75 per hour		
	Mon-Fri & Sun-Wedding/Recept	See Sat. Rates		
	Rental Charge Sub-Total			
	Less Member discount	50% of sub-total		
	Less Non-profit discount (N/A Saturday)	30% of sub-total		
	Rental Charge Grand Total			
DEPOSIT DUE ON SIGNING CONTRACT				
INITIAL RENTAL PAYMENT DUE BY:				
FINAL RENTAL PAYMENT DUE BY:				

Failure to pay the fee by the established deadlines may result in cancellation of the contract.

Caterer: _____ Phone: _____ Florist: _____ Phone: _____

Cake: _____ Phone: _____ Musician: _____ Phone: _____

Photographer: _____ Phone: _____ Other: _____ Phone: _____

Arrangements with service providers must be discussed with the hostess prior to the event.

I acknowledge that I have read and agree to comply with all rates, rules, and regulations for the use of the Garden Clubs Center. I further agree to absolve and hold harmless the Federated Garden Clubs of Macon, Inc. and the Garden Clubs Center for any and all claims which may occur as a result of the use of the Garden Clubs Center.

Renter's Signature: _____ Date: _____

Federation Representative Signature: _____ Date: _____

END OF EVENT WALK THROUGH

Renter Name: _____ Date of Event: _____

YES	NO	ITEM
		Tables and chairs are folded and returned to original storage location.
		Flowers and all other decorations are removed.
		Dishes and flatware are washed, dried and returned to original cupboards and drawers.
		Sinks, counters, kitchen tables are empty and clean.
		Furniture is clear of cups, cans, dishes and food and wiped clean and dry.
		Furniture is in good repair, no scratches, breaks, tears , spills, etc.
		Floors are swept and/or vacuumed. Sticky spills are cleaned up.
		Upstairs is clean and all personal items and decorations removed.
		Trash from inside and outside the house is picked up, placed in plastic bags and put in the outside garbage cans.
		Comments:

Signature of renter or his/her designee:

Name Date Time

Signature of staff:

Name Date Time

DEPOSIT TO REFUND LESS CHARGES: _____ \$350.00

Unpaid Additional Hours (Before 11 Pm) _____ X \$75, \$100,\$150 = _____

Unpaid Additional Hours (After 11 Pm) _____ X \$200.00 = _____

Cleaning: _____

Damages: _____

Minus Total Charges: _____

Amount To Refund: _____

Staff Signature: _____ Date: _____