



# Greenville Council of Garden Clubs

560 N. ACADEMY STREET  
GREENVILLE, SOUTH CAROLINA  
TELEPHONE: (864) 232-3020

MAILING ADDRESS  
POST OFFICE BOX 681  
GREENVILLE, SOUTH CAROLINA 29602

e-mail: [weddings@kilgore-lewis.org](mailto:weddings@kilgore-lewis.org)

## **Kilgore-Lewis House Wedding/Reception Reservation Form**

Bride's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

E-mail address \_\_\_\_\_

Groom's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Additional Contact Person \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**Date of Use** \_\_\_\_\_

**Kilgore-Lewis House will be open for you at** \_\_\_\_\_

**All guests and service personnel will leave by** \_\_\_\_\_

Wedding at (place) \_\_\_\_\_ (time) \_\_\_\_\_

Reception at (place) \_\_\_\_\_ (time) \_\_\_\_\_

Rehearsal at KLH? Yes No date \_\_\_\_\_ time \_\_\_\_\_

Champagne or other alcohol to be served? Yes No

Tent Rental Company \_\_\_\_\_ Fire Marshal Inspection \_\_\_\_\_

**Notes and/or Additional Items to be included:**

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**Reminder:** Only bubbles or genuine flower petals may be tossed (no rice, bird seed or confetti, please! Fireworks and sparklers are not allowed on the premises). *(Over, please)*

**Fees Required**

A non-refundable deposit of \$200 (which will be applied to your total rental charge) is required when a firm reservation is made. The **remainder** of your fees will be **due** on the **Friday** closest to **one month prior to the wedding/reception**.

Persons who rent the Kilgore-Lewis House will be responsible for any damage to the house, furnishings and/or grounds that are incurred by the rental party, their guests or employees, and agree to pay for such damages upon demand.

We do have available tablecloths for the buffet and cake tables, which you may use for the cost of our having them laundered.

If you wish to rent additional time for your wedding or reception, you may do so for \$50 per half-hour (\$100 per hour).

Due to the nature of the Kilgore-Lewis House, its grounds, and furnishings, a **\$250 Security Deposit will be required when the balance of your account is paid**. This should be written as a **separate check**, and it will be returned to you if no damage occurs to the house or grounds and all conditions of the contract are met.

**Payment**

Please make all checks payable to:

**Greenville Council of Garden Clubs (you may use GCGC)  
P. O. Box 681  
Greenville, SC 29602**

**It will help** with your records and ours if you **write the bride's name and the event date on your check "for" line**.

**Payment Record**

For: Wedding  Reception  Table Linen Use  \$35

<b>Total Charge</b>	_____		
Deposit	<u>          \$200.00          </u>	date paid _____	received by _____
Balance	_____	date due _____	received _____
Security Deposit	<u>          \$250.00          </u>	date due _____	received _____

Although our staff will clean the House and grounds after your event, we do expect our renters and their guests to be respectful of the property, the House and its contents. Please remove all items that you have brought for your event when you leave, unless you have made special arrangements to do otherwise at least one month prior to the event.

**I have read and understand the terms of this agreement and the Kilgore-Lewis House Rules.**

Signed \_\_\_\_\_ Date \_\_\_\_\_