

Kilgore-Lewis House
Wedding/Reception Reservation Form

Bride's Name _____ Home Phone _____
Address _____ Work Phone _____
_____ ZIP _____

E-mail _____

Groom's Name _____ Home Phone _____
Address _____ Work Phone _____
Additional Contact Person _____ Home Phone _____
E-mail _____ Work Phone _____

Date of Use _____ **Number of Guests** (approx) _____

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) _____

Number of Guests Anticipated _____

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:

Reminder: Only bubbles or natural flower petals may be tossed (no rice, bird seed or confetti, please!).

Fees Required

A reservation fee of \$500 (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 or before the Friday that is **one month prior to the wedding/reception**. No refunds will be made for any fees within 90 days of the wedding date.

Persons who rent the Kilgore-Lewis House will be responsible for any damages to the house, furnishings and/or grounds that are incurred by the rental party, their guests or employees, and will be paid 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 contract is met.

Payment

Please make all checks payable to:

Greenville Council of Garden Clubs

P. O. Box 681

Greenville, SC 29602

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

Payment Record

For: Wedding Reception Table Linen Use

Total Charge _____

Reservation Fee _____ date paid _____ received by _____

Balance _____ date paid _____ received by _____

Security Deposit _____ date paid _____ received by _____

Balance and Breakage/Security Deposit of _____ due on/before

I have read and understand the terms of this agreement.

Signed _____ Date _____