

Initials of Renter \_\_\_\_\_ KLH Officer \_\_\_\_\_

Renter \_\_\_\_\_ KLH Officer \_\_\_\_\_

**Kilgore-Lewis House**  
864-232-3020 council@kilgore-lewis.org

**Reservation Contract  
For Non-Wedding Event and Non-KLH Bride's Portrait**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Address \_\_\_\_\_

Additional Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Type of Event \_\_\_\_\_

Date of Use \_\_\_\_\_ Time \_\_\_\_\_

**PAYMENT SCHEDULE**

**Non-Wedding Events**

Fees for non-wedding events at Kilgore-Lewis are \$150 for each hour. Remember to include adequate time for setting up and taking down items you bring or rent.

House will open at \_\_\_\_\_

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

Number of Guests \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Champagne or other alcohol to be served? Yes No

(These must be served outside of the house, but may come inside by the glass.)

First Hour (This serves as non-refundable deposit) \$150.00

Additional Hours (\_\_\_\_\_ X \$150) \_\_\_\_\_

Security Deposit: \$250.00

Total \_\_\_\_\_

Balance Due (1 month prior to event \_\_\_\_\_

or at time of booking if less than

1 month)

(The \$250.00 WILL BE DEPOSITED AND IS REFUNDABLE. The security deposit is refundable and is required to cover any damage, overrun of time, or for extra clean up required. The security deposit, minus any extra charges, will be returned within thirty (30) days after the event.

**Bridal Portraits (Non- KLH Bride)**

<b>Initial two (2) hours for portrait session during office hours</b>	<b>\$100.00</b>
<b>Additional time (\$50.00/hour)</b>	_____
<b>Total</b>	_____
<b>Initial two (2) hours for portrait session non-office hours</b>	<b>\$ 150.00</b>
<b>Additional time (\$75.00/hour)</b>	_____
<b>Total</b>	_____

Please make checks payable to:

Greenville Council of Garden Clubs  
560 West Academy Street  
Greenville, SC 29601

I have read and agree to the rules and stipulations attached to this contract regarding my use of the Kilgore-Lewis House for this event or bridal portrait for Non-KLH bride.

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

## **Event Regulations**

Persons who rent the Kilgore-Lewis House will be responsible for any damage to the house, furnishings and/or grounds incurred by the rental party, their guests, or employees and will pay for repairs or replacements if above the Security Deposit upon demand.

**DUE TO THE NATURE OF THE CONTENTS OF THE KILGORE-LEWIS HOUSE**, we must require a Security Deposit of \$250 at the time of payment. The Security Deposit is refundable and is required to cover any damage (see above), overrun of time, or for extra clean up required. The security deposit, minus any extra charges, will be returned within thirty (30) days after the event. The security deposit is not required for bridal portraits.

The Rental Party is responsible for items you bring or rent to use at Kilgore-Lewis House. This includes items used by your caterer, florist, photographer, and/or bartender. ALL items should be removed at the end of your event or photo shoot. Any thing left more than seven (7) days will be thrown away.

If questions arise as you are planning your event, please call the House at 864-232-3020. Our staff is on site Wednesday through Friday from 10 a.m. until 2 p.m., and we will respond promptly to messages left on our telephone answering machine.