Wedding/Reception Reservation Form

Bride’s Name ___________________________ Home Phone ___________

Address __________________________________________ Work Phone ___________

_________________________________________ Mobile Phone ___________

ZIP ___________________________ E-mail ______________________________________

Optional Information:

Groom’s Name ___________________________ Home Phone ___________

Address __________________________________________ Work Phone ___________

ZIP ___________________________ Mobile Phone ___________

E-mail ______________________________________

Additional Contact Person ___________________________ Home Phone ___________

Relation ______________ Work Phone ___________

Mobile Phone ___________

E-mail ______________________________________

Date and Time of Kilgore-Lewis House Event: Date: _____________ Time: _____________

Kilgore-Lewis House will be open for you at (time): __________________________

All guests and service personnel will leave by (time): __________________________

Wedding at (place): ___________________________ (Time) _____________

Reception at (place): ___________________________ (Time) _____________

Number of Guests Anticipated _____________

Rehearsal at Kilgore-Lewis House? Yes __ No __ Date _____________ Time _____________

Champagne or other alcohol will be served? Yes __ No __ (Alcohol must be served outside, but may be consumed, by the glass, inside: and within the time reserved for the wedding or reception.)

Tent Rental Company __________________________________________ Phone ___________

Fire Marshall Inspection Made (Required for events with tents or more than 200 people inside KLH) _____________

(Date)

Notes: Caterer, other vendors, and/or additional items to be included:

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

KLH Wedding Rev06/15
Fees Required
A non-refundable 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 six (6) weeks before your wedding and/or 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.

If you wish to rent additional time for your wedding or reception, you may do so for $75.00 per half-hour or $150.00 per hour. Additional hours are to be reserved in advance and paid with the balance within six (6) weeks prior to your wedding and/or reception date.

A $250 Security Deposit is required when the balance of your account is paid. The Security Deposit is refundable and is required to cover any damage (see above), overrun of time, or for extra cleanup required. The Security Deposit, minus any extra charges, will be returned within thirty (30) days after the event.

Payment:
Please make all checks payable to:
Greenville Council of Garden Clubs
560 North Academy St.
Greenville, SC 29601
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:
Fees:  Wedding $__________  Reception $__________  Wedding &Reception $__________
      Additional Hours $__________  Bridal Portrait Outside Normal Business Hours  $__________
Total Charge $__________
Total Balance + Security Deposit Due $__________  Due on or before (date):__________________
      Reservation Fee $__________  Date paid __________  Received by__________________
      Balance Due  $__________  Date paid __________  Received by__________________
      Security Deposit $__________  Date paid __________  Received by__________________
I have read and agree to the terms of this contract and the attached 3 pages of KLH house event polices and information.

Signed __________________________________ Date __________________________
        Renter

Signed __________________________________ Date __________________________
        GCGC Officer