

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 _____ Received

by _____ Date _____

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)

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

Please make checks payable to:

Greenville Council of Garden Clubs
560 North 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 _____
Renter

Signed _____ Date: _____
GCGC Officer

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.