
Renter KLH Officer

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!).

Kilgore-Lewis House Wedding Contract, page 2

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