

864-232-3020

kilgorelewishouse@gmail.com

Kilgore-Lewis House

Non-Wedding Event Form

Initials of:

Renter KLH Officer

Name _____ Home Phone _____
 Address _____ Work Phone _____
 _____ Mobile Phone _____
 ZIP _____ E-mail _____

Additional Contact Person _____ Mobile Phone _____

Type of Event _____

Date _____ Time _____

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).

FEES REQUIRED

A **non-refundable** reservation fee of \$150 (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 the event**. No refunds will be made for any fees within **90 days** of the event.

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.

A \$300 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 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
(Please write the event date on the check)

PAYMENT RECORD:

Event Amount \$ _____ Non-KLH Bridal Portrait Amount \$ _____

Total Charge for Entire Event \$ _____

Reservation Fee \$150 *Date Paid* _____ *Received By* _____

Security Deposit \$300 *Date Paid* _____ *Received By* _____

Linen Fee \$300 (optional) *Date Paid* _____ *Received By* _____

Balance Due on/before (Date) _____

Amount \$ _____ *Date Paid* _____ *Received By* _____

I have read and agree to the terms of this contract and the attached 3 pages of KLH house event policies and information.

Signed _____ Date _____

Renter

Signed _____ Date _____

GCGC Officer