

Kilgore-Lewis House Wedding Registration Form

Initials of:

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 _____
_____ Mobile Phone _____
ZIP _____ 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 _____
All guests and service personnel will leave by _____ (THIS TIME MUST BE HONORED)

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 to 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 (If applicable) _____ Phone _____

Fire Marshal Inspection Made (Required for events with tents) Date _____

Notes 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 the 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.

For events outside over 50, outdoor restrooms are your responsibility.

If you wish to rent additional time for your wedding or reception, you may do so for \$250/per hour. Additional hours are to be reserved in advance and paid with the balance **within six (6) weeks prior to your reserved date**.

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

It will help with your records and ours if you write the bride's name and the wedding date on your check.

PAYMENT RECORD:

Wedding/Reception Amount \$ _____ Bridal Portrait Amount \$ _____

Total Charge for Entire Event \$ _____

Reservation Fee \$500 *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