

**Kilgore-Lewis House
Non-Wedding Event Form**

Name: _____ Home Phone: _____

Address _____ Work Phone: _____

_____ Cell Phone: _____

Zip _____ Email: _____

Additional Contact Person: _____ Cell Phone: _____

Type of Event: _____

Date of Event: _____ Time: _____

House will open at: _____ All Guests & 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 \$200.00 (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 \$300.00 Security Deposit is required when the balance of your account is paid. The Security Deposit is refundable and is required to cover any damages (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 Street
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 **\$200.00** Date Paid _____ Received by: _____

Security Deposit **\$300.00** 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 2 pages of KLH event policies and information.

Signed _____ Date _____
Renter

Signed _____ Date _____
GCGC Officer