

**Kilgore-Lewis House
Wedding Reservation Form**

Bride's Name: _____ Home Phone: _____
Address: _____ Work Phone: _____
_____ Cell Phone: _____
Zip: _____ Email: _____

Optional Information:
Groom's Name: _____ Home Phone: _____
Address: _____ Work Phone: _____
_____ Cell Phone: _____
Zip: _____ Email: _____

Additional Contact Person: _____
Relation: _____ Email: _____

KLH 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 Guest Anticipated: _____

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).

Fees Required:

A non-refundable reservation fee of \$500.00 (which will be applied to your total rental charge) is required when a firm reservation is made. The remainder of your fee 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.

If you wish to rent additional time for your wedding or reception, you may do so \$300.00 per hour. Additional hours are to be reserved in advance and paid with the balance withing six (6) weeks prior to your reserved date.

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

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 Charges for the entire event: \$ _____

Reservation Fee **\$500.00** Date Paid: _____ Received by: _____

Security Deposit **\$300.00** Date Paid: _____ Received by: _____

I have read and agree to the terms of this contract.

Signed _____ Date: _____
Renter

Signed: _____ Date: _____
GCGC Officer

