

864-232-3020

Kilgore-Lewis House

Initials of:

kilgorelewishouse@gmail.com

Non-Wedding Event Form

Renter GCGC Officer

Robin Smith
robinkailani4rs@aol.com
864-414-3628

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 ___ A licensed insured bartender must be used.

FEES REQUIRED

Rental fee: \$200 per hour for 2-4 hours.

Portraits only: \$150 per hour for 2 hours. \$75 for each additional hour.

Reservation fee: non-refundable fee of \$200 (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.

Security Deposit: \$300 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. 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. 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* _____

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

