

Kilgore-Lewis House Wedding Reservation Form

Bride's Name: _____

Preferred Phone: _____

Address: _____

Email: _____

Optional Information: Groom's Name: _____

Preferred Phone: _____

Address: _____

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 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, birdseed 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.

Additional time for your wedding or reception \$300.00 per hour. Additional hours are to be reserved in advance and paid 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: Make checks payable to: Greenville Council of Garden Clubs
560 North Academy Street Greenville, SC 29601
Record 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

Date: _____

GCGC Officer

