

CLARY GARDENS AMPHITHEATER RENTAL AGREEMENT: WEDDINGS

588 West Chestnut Street
Coshocton, OH 43812

Phone: 740-622-6524
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Web: www.clarygardens.org

CONTACT INFORMATION

Name of Renter: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone #: _____

Alternate # (must provide): _____ Email: _____

WEDDING RENTAL INFORMATION

Name of Bride: _____

Name of Groom: _____

Requested date _____ Requested time (4-hr. block+) _____

What time is ceremony? _____ Approximately how many guests will be on site? _____

Approximately how many vehicles will you be expecting? _____

Will you need the COTC parking lot for overflow? (*Clary Gardens has 42 spaces*) Yes _____ No _____

If yes, will you have a volunteer directing guests to the COTC lot upon arrival? Yes _____ No _____

The renter must provide a representative to be on site and in charge throughout the wedding event; that representative will be:

Name: _____ Title/Relationship to renter: _____

Contact number: _____

Will you be decorating the amphitheater? (if yes, please describe) _____

Will you be renting chairs for your guests? Yes _____ No _____

Will you be renting the Garden Office House to get ready in? Yes _____ No _____
(4-hour block of time)

REHEARSAL INFORMATION (if applicable)

Requested date _____ Requested time (2-hr. block) _____

The renter has inspected, or had the opportunity to inspect, the facilities which he/she will use under this lease. Further, the renter acknowledges that Clary Garden Foundation (a.k.a. "Clary Gardens") facilities are intended as a botanical garden, not as an event venue, so that responsibility for other uses of Clary Gardens other than a botanical garden must be primarily with the renter.

Accordingly, in exchange for the use of Clary Garden's facilities under this lease, the renter hereby releases Clary Garden Foundation and its employees, Trustees, and independent contractors, with respect to any and all claims, demands, actions or causes of action, suits at law or in equity, damages, costs or expenses, whether known or unknown, past, present or future, which has or may hereafter be asserted against them and which arise out of this lease or the use of Clary Gardens it permits. Further, the renter agrees to hold Clary Garden Foundation and its employees, Trustees, and independent contractors harmless from any claim or liability which may arise from this lease or renter's use of Clary Gardens.

This writing constitutes the entire agreement between the parties. Rights hereunder may not be assigned. The renter acknowledges that he/she did not rely on any representation or promise of any individual associated with Clary Gardens with respect to any matter related to this lease which is not in this writing. This lease cannot be modified except in writing signed by the parties. This lease binds the parties and their successors.

I, the renter, have read the policies and information contained in these pages and in the attached Amphitheater Fees, Policies and Amenities, and agree to pay the deposit, rental fee, and any additional charges for damages or site cleanup, if necessary.

Renter Signature _____ Date _____

Print Name _____

Director Signature _____ Date _____

Office Notes

AMPHITHEATER FEES, POLICIES, AND AMENITIES—Please Initial Each Box

Rental Fees:

- Amphitheater: \$400 for the initial 4-hour block (this fee includes a 2 hour block for a wedding rehearsal)
\$75 each additional hour

or

\$675 for an entire day (10 a.m. to 7 p.m.)

- Wedding party may also utilize the Garden Office House to gather and get dressed in for an additional fee
\$100 for the initial 4-hour block
\$25 each additional hour

Reservation and Payment:

- A refundable, security deposit along with the signed rental agreement are both required in order to reserve the amphitheater and/or garden office for your chosen date and time. **This security deposit will be refunded within 2 weeks following the rental date if no damage to rental property was incurred.**

Additional Security deposit for Amphitheater rental: \$75

Additional Security deposit for Garden Office rental: \$75

- **Payment in full for the amphitheater/garden office rental must be received at least two weeks prior to the rental date; failure to do so may result in loss of rental.**

Cancellations/Changes:

- Cancellations made within 90 days prior to rental date will result in loss of deposit.
- Cancellations made prior to the 90 day deadline will receive a 50% refund of the deposit.
- All changes to contract for rental dates, times, or cancellations must be made in writing.
- In the event of inclement weather, Clary Gardens will retain \$50.00 of the rental fee and refund the remainder of the fee to the renter. (This is to cover time involved preparing for event and processing of application and fees.)

Other Important Policies:

- **All personal equipment and decorations are to be provided, set-up, and removed by the applicant within the rented time frame.**
- All **exterior decorations must be removed by 10:30 a.m. the following day.**
- All items must be removed from the Garden House **within the rented time frame.** Items left will be available for pick up the following business week.
- The renter or their noted representative **must be on-site** when any chairs, equipment, and decorations are delivered or dropped off prior to the rented time block unless prior arrangements have been made with the Director.
- No confetti or rice throwing is permitted. Use BIRD SEED only. No balloons are permitted.
- Smoking is prohibited.
- Litter resulting from the event must be picked up and placed in trash bags (provided by the renter) which can be left next to taupe barn door.
- Failure to clean-up the area, and remove all belongings, may result in loss of security deposit and additional charges to the renter.

Seating Capacity and Amenities:

- Seating capacity of the tiers is approximately 200 people with or without folding chairs.
- Electrical outlets are available at the stage area.
- Public restrooms are available in the red barn adjacent to the amphitheater.
- Three (3) 8' Rectangular Tables are available to rent @ \$7.00 each
- Two Round Tables are available to rent @ \$7.00
- Thirty-nine (39) Chairs are available to rent at \$1.50 each.

VITAL INFORMATION: This beautiful garden operates with a very small staff. A Clary Gardens' Staff Member **MAY NOT** be on the property throughout your entire event. If you require a staff member on duty we will be happy to accommodate you at a fee of \$25 PER HOUR.