

CLARY GARDENS RENTAL AGREEMENT: COMPTON HOUSE

588 West Chestnut Street
Coshocton, OH 43812

Phone: 740-622-6524
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E-mail: info@clarygardens.org
Web: www.clarygardens.org

CONTACT INFORMATION

Name of Renter: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone #: _____

Fax #: _____ Email: _____

Alternate contact phone #: _____

RENTAL INFORMATION

Requested date _____ Requested time _____

Type of event: _____

Approximately how many guests? _____

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 _____

Will you be decorating the inside or outside of the house? (if yes, please describe) _____

Will you be borrowing tables and chairs from Clary Gardens? Yes _____ No _____

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 Garden House Fees, Policies and Amenities, and agree to pay the deposit (if applicable), rental fee, and any additional charges for damages or site cleanup, if necessary.

Renter Signature _____ Date _____

Print Name _____

Director Signature _____ Date _____

Notes:

GARDEN HOUSE FEES, POLICIES, AND AMENITIES

Fees:

- Standard 4 hour block for Pre-Wedding, Birthday & Anniversary Parties and Showers \$100. All events require an ADDITIONAL \$75 security deposit. Additional Hours \$25 per hour.

Reservation and Payment:

- A refundable, security deposit of \$75 along with the signed rental agreement are both required in order to reserve the Garden House 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.
- Payment in full for the Compton House rental must be received at least two weeks prior to the event.

Cancellations/Changes:

- Cancellations made within 60 days prior to rental date will result in loss of deposit (if applicable).
- All changes to contract for rental dates, times, or cancellations must be made in writing.

Other Policies:

- All personal equipment and decorations are to be provided, set-up, and removed by the applicant **within the rented time frame** unless alternative arrangements are approved by the Director.
- The renter must be on-site when any chairs, equipment, and decorations are delivered or dropped off unless prior arrangements have been made with the Director.
- Confetti and rice throwing are prohibited. Use BIRD SEED ONLY.
- 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 in the kitchen.
- Failure to clean-up the area, and remove all belongings, may result in loss of security deposit and additional charges to the renter.
- If borrowing tables and chairs from Clary Gardens, they must be cleaned/wiped-down after use and returned to the appropriate location.

Amenities:

- There is a restroom available in The Compton House.
- The kitchen is available for use.
- Chairs and tables are available for use.