

CLARY GARDENS RENTAL AGREEMENT: GARDEN HOUSE & COURTYARD

588 West Chestnut Street
Coshocton, OH 43812

Phone: 740-622-6524
Fax: 614-283-9210
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 _____

GARDEN HOUSE FEES, POLICIES, AND AMENITIES

Fees:

- Rental fee is to be determined by the Director and is based on the function and number of guests. Please call Chris Campbell, Wedding & Event Coordinator, at (740) 622-6524 to discuss the details of your event.
- Standard 4 hour block for Pre-Wedding Rental Birthday & Anniversary Parties and Showers \$100. All events require an ADDITIONAL \$75 security deposit.

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 Garden 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 are two restrooms available in the Garden House.
- The kitchen is available for use.
- Chairs and tables are available for use.
- The patio by the springhouse is available for use and is included in rental.