CLARY GARDENS ROSE GARDEN GAZEBO RENTAL AGREEMENT: WEDDINGS

	588 West Chestnut Street Coshocton, OH 43812	Phone: 740-622-6524 Fax: 614-283-9210 E-mail: events@clarygardens.org 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 Reque	ested time (4-hr. block+)	
What time is ceremony? App	roximately how many guests will be	e 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 t	he COTC lot upon arrival? Yes _	No
The renter <u>must</u> provide a representative to be on site and i	n charge throughout the wedding e	event; that representative will be:
Name:	Title/Relationship to ren	ter:
Contact number:		
Will you be decorating the gazebo? (if yes, please describe) _		
Will you be renting chairs for your guests? Yes		
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 Reque	ested 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 Rose Garden Gazebo 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	
Wedding Coordinator Signature	_ Date

Office Notes	

ROSE GARDEN GAZEBO, POLICIES, AND AMENITIES

I hereby acknowledge, understand and agree to the following by initialing each policy:

Rental Fees:



Gazebo: \$200 for the initial 4-hour block (this fee includes a 2 hour block for a wedding rehearsal) \$75 each additional hour

- Initials
- Wedding party may also utilize the Garden Office House to gather and get dressed in for an additional fee

A refundable, security deposit along with the signed rental agreement are both required in order to reserve the gazebo and/or garden office for your chosen date and time. This security deposit will be refunded within 2

- \$100 for the initial 4-hour block
- \$25 each additional hour

Reservation and Payment:

Initials

Initials

Initials

Security deposit for Gazebo rental: \$75

- Security deposit for Garden Office rental: \$75
- Payment in full for the gazebo/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 60 days prior to rental date will result in loss of deposit.

weeks following the rental date if no damage to rental property was incurred.

- 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 Policies:

- All personal items, equipment, and decorations are to be provided, set-up and removed by the applicant within the rented time frame.
- All outdoor decorations must be removed by 10:30 a.m. the following day.
- The renter **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.
- Alcoholic beverages and smoking are 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.

Amenities:

- 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 <u>MAY NOT</u> 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.