

# 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 \_\_\_\_\_ 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 gazebo? (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) \_\_\_\_\_



## ROSE GARDEN GAZEBO, POLICIES, AND AMENITIES

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

### Rental Fees:

Initials

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

Initials

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

Initials

- Cancellations made within 60 days prior to rental date will result in loss of 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 Policies:

Initials

- 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 **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.