



## Rental Agreement

Lockerly Arboretum can provide a unique setting for many events. Our facilities may be rented for weddings, receptions, parties, or any appropriate social function. Our staff welcomes the opportunity to work with any group or individual to provide a venue for appropriate special events.

### General Requirements

1. A pre-paid booking fee of \$150.00 is required to reserve our facilities for all special events. This deposit will be applied to the total cost of your event. In the event of a cancellation 30 days prior to the event, Lockerly Arboretum will refund 50 percent of your rental. There will be no refund for cancellations 14 days or less.
2. An additional damage deposit of \$500.00 is required. If the facilities and grounds are left in good order, the damage deposit will be refunded in full, five business days following your event, once a post-event inspection has been completed.
3. **Furnishings in Rose Hill are antiques and can only be moved by Lockerly staff. Not all furniture can be moved and a request to move any furniture must be submitted to Lockerly 48 hours before your event. Furniture cannot be moved on the day of your event. A \$75.00 fee will be incurred if furnishings are moved at your event.**
4. Repair costs for any damage to Lockerly Arboretum property will be deducted from your damage deposit. Should the total repair cost exceed the amount of your deposit, you will be billed for the remainder of the damage total.
5. At least one Lockerly staff member must be present throughout the entire event.
6. Golf carts can be rented from Lockerly for \$50.00 per cart. Golf carts can only be driven by Lockerly staff.
7. Music and other noise must be kept at a reasonable level. Lockerly Arboretum and our guests must follow local noise ordinances. All activities must be completed by 10:00 p.m. and clean up completed by 11:00 p.m. We are committed to being a good neighbor and require you to fully vacate the premises by 11:00 p.m.
8. If the facilities are deemed unsafe to accommodate a scheduled event, due to circumstances beyond control of Lockerly Arboretum Foundation, the event may be cancelled and all fees will be refunded.
9. Please discuss tent location options with staff.

10. Once you have determined the location of your event on our grounds, changes cannot be made within two weeks of your event.

### **Set-Up and Clean-Up**

1. Set-up and clean-up (tents, decorations, table linens, etc.) are the responsibility of the renter. All tents, tables, chairs and any other items associated with your event must be removed within 2 business days after the event. We do not provide china, silverware, or glasses for events.
2. Use of the kitchen in Rose Hill for food and beverage preparation must be pre-arranged.
3. Staples, glue or other devices to attach decorations are not allowed.
4. All surfaces must be adequately protected, including heat protection pads under serving dishes. Lockerly provides a protective pad for our large and small dining room tables. This must be used for all events.
5. Ample time for set-up and clean-up should be included in your contracted time.

### **Service Providers**

Lockerly offers property rental only, we do not provide food catering or rental of tents, tables, chairs, linens, etc. It is the renter's responsibility to arrange for these services. A list of recommended service providers is provided as an attachment to this agreement. Anyone renting Lockerly Arboretum and Rose Hill are responsible for any damages resulting from vendors they contract with for their event.

### **Parking**

1. Parking must be supervised by Lockerly staff.

### **Please Note**

1. Lockerly Arboretum is not responsible for circumstances arising due to inclement weather. In the event that inclement weather occurs during your event, staff will direct you to safe shelter should that be necessary.
2. Smoking is prohibited on the premises.
3. Fireworks, sparklers, candles, explosives, incendiary devices, rice, bird seed, and confetti are not permitted.
4. Use of alcoholic beverages must comply with all state and local ordinances, licenses and laws.
5. Lockerly Arboretum Foundation will not be responsible for, and is hereby expressly relieved from, any and all liability by reason of injury, loss, or damage to any person or property on or about the premises, regardless of cause.
6. Rose Hill has a maximum occupancy of 75 guests.
7. Photos taken by Lockerly Arboretum staff may be used in marketing materials.

## LOCKERLY ARBORETUM EVENT AGREEMENT

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Event (please give detailed description): \_\_\_\_\_

Date of Event: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year Time: \_\_\_\_\_ From \_\_\_\_\_ Until \_\_\_\_\_

Please specify desired use area(s)

Booking Fee: \$150.00

Damage Deposit: \$500.00 (may be paid with separate check and is refundable within five (5) working days after event if no damage is evident)

**Payment in Full:** **Must be received a minimum of 30 days prior to the event. Failure to make full payment when due may result in cancellation of reservations.**

*I certify that the rules and guidelines have been reviewed and explained to me and I agree to abide by these guidelines in the Conducting of my special event at Lockerly.*

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Lockerly Staff Signature & Title \_\_\_\_\_ Date \_\_\_\_\_

Booking Fee	\$ _____	Due Date _____	Date Received _____	Balance \$ _____
Balance of Rental Fee	\$ _____	Due Date _____	Date Received _____	Balance \$ _____
Damage Deposit	\$ _____	Due Date _____	Date Received _____	Balance \$ _____
Golf Cart Fee	\$ _____	Due Date _____	Date Received _____	Balance \$ _____

Total Cost \$ \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

\$ \_\_\_\_\_ deducted from damage deposit due to: \_\_\_\_\_

\$ \_\_\_\_\_ damage deposit returned to client on: \_\_\_\_\_