Founders Memorial Garden and House  
325 S. Lumpkin Street

RENTAL CONTRACT  
For Sales Tax Free, University of Georgia Departments and Organizations

A completed contract, $250.00 rental fee, and the signed rules and regulations form are required to reserve the facilities. A violation of the "Rules and Regulations" may result in forfeiture of all or part of your damage deposit. The final rental fees and the damage deposit are due at least thirty (30) days prior to the event.

Renters Name/Contact Person: _________________________________ Date: ______________

University of Georgia Department/Organization Name (if applicable): _________________________________

Address: ____________________________________________________________________________
____________________________________________________________________________________

Telephone: ___________ (day) ___________ (night) ___________ (cell)

E-mail Address: ______________________________________________________________________
(reminders and final confirmations will be emailed – please update email address as needed)

EVENT INFORMATION

Day and Date of Rental: __________________________ Estimated Attendance: ________________
(maximum 75)

Premises to be used for: _______________________________________________________________________________________

Check-In Time: ___________ Check-Out Time: ___________
Note: All rentals must be scheduled between 10:00 a.m. and 10:00 pm, and may not exceed a five-hour block of time, including set-up and clean-up. These times cannot be changed less than one month prior to the event.

Will Alcoholic Beverages be served? __Yes __ No

If alcoholic beverages are being served, the services of a security guard are required. A Security Officer may be contracted at extra expense to the renter. Security Officer fee is $30.00/hour (4 hours minimum).

The undersigned hereby acknowledges that he/she has read the general information, rental contract and the "Rules and Regulations" and agrees to the terms thereof, particularly the imposition of the "Rules and Regulations." The undersigned also agrees to indemnify and hold harmless the College of Environment and Design, its officers, directors, agents and employees, individually and jointly and severally from any loss, damage, or injury to person or property resulting from the use, occupancy, or possession of the premises by the undersigned and/or group or entity the undersigned represents.

The above terms and provisions and the "Rules and Regulations" agreed to by Renter:

________________________________________________________________________________
Renter's Signature Date

This rental contract accepted by the Founders Memorial Garden and House Event Coordinator

________________________________________________________________________________
Event Coordinator Signature Date

A copy of this contract, signed by the Events Coordinator, will be returned for your files.
PAYMENT INFORMATION

Make checks payable to:  
College of Environment and Design

Mail all correspondence to:  
David Nichols  
College of Environment and Design  
285 S. Jackson Street  
University of Georgia  
Athens, GA. 30602  
email address is: dnichols@uga.edu

For UGA direct charge:

account name: ________________________________  
Chart String Account Number: ________________________________

Fund  Program  Department  Class

Fees Due and Schedule:

Rental Fee:  $250

Rental Fee received ___________  By: ____________________________

Security Officer Fee: ___________ ($30.00/hour, 4-hour min.)

Security Fee Received: ___________  Date: ___________

OPTIONAL - Tent Rental Fee: $200 for College of Environment and Design to place a 20’ x 30’ tent over the brick courtyard at the back of the House. The tent rental fee is due at the same time as the facility rental fee.

Tent Rental Fee ($200) Fee: ___________

TOTAL RENTAL REE: ___________

Damage Deposit:  amount ___________  due date: ___________

All rental fees are due at time of signing contract. Any remaining payments (security fees and damage deposit) are due 30 days before your event. In addition to the final rental fee a $250 damage deposit is required. For payments with UGA account state accounts, the account will only be charged after the event and the facilities have been inspected for damages. The damage deposit may be waived in the case of departments and organizations who have demonstrated responsible practices in prior rentals of the facility.

ADDITIONAL NOTES:

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