

**Founders Memorial Garden and House
325 S. Lumpkin Street**

RENTAL CONTRACT

For Sales Tax Free, University of Georgia Departments with State Account Numbers

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.

Renter's 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: _____

account number: _____ (12-digit number)

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: _____
