** Entrance and Shop**
 323 E. Broughton Street
 Savannah, GA 31401

912-236-8097; info@davenporthousemuseum.org

**SMALL WEDDING CEREMONY**

**CONTRACT TO USE THE DAVENPORT HOUSE GARDEN FACILITIES**

I (we) hereby contractually agree to rent the Davenport Garden Facilities on the \_\_\_\_\_ day of the month of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_, between the hours of \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_, for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The **total number of people** attending the function will be **\_\_\_\_\_\_\_**\_ and will not exceed the **maximum allowed of (20) people** **for this event type**, including the wedding couple. I (we) hereby agree that charges noted herein will be paid in full, no fewer than seven (7) days prior to the rental date. It is therefore herein agreed that:

Small Wedding Ceremony – 3 hours maximum
(No alcohol served)

1. I (we) agree to pay the sum of $600.00 ($800 high season) for the use of the Davenport Garden, and I (we) accept responsibility for and agree to pay promptly for any repair, replacement or extraordinary clean-up expense that might be required as a result of the function, as well as any and all damages that may occur during the use of the facility, including, but not limited to damage to the garden, building, furniture, or artifacts. A credit card number is required. \_\_\_\_\_\_ (please initial).
2. I (we) will pay the Davenport House Museum with a 50% deposit (check, credit card or cash) to reserve our place on the museum’s garden rental calendar. \_\_\_\_\_ (please initial)
3. I (we) agree to pay the Davenport House Museum the 50% balance due no fewer than seven (7) days prior to the rental date. \_\_\_\_\_\_ (please initial)
4. I (we) agree to provide a **Certificate of Event Insurance** in the amount of

$1 million combined coverage. The renters shall provide the Davenport House with a Certificate of Insurance which shows Historic Savannah Foundation, Inc. as an additional insured under the insurance policy. The renters further agree to hold Historic Savannah Foundation, Inc. and the Isaiah Davenport House Museum, its agents and employees harmless from all claims of liability and will indemnify Historic Savannah Foundation, Inc., and the Davenport House from any and all claims in connection with the use of the Davenport House and Garden. The certificate will be provided at least two weeks (14 days) prior to the event \_\_\_\_\_ (please initial)

1. The rental fees are refundable up to (60) days prior to the scheduled event. After that, the rental fee will be returned minus a $100.00 processing charge. \_\_\_\_\_
2. I have read, understand, and accept the **Davenport House Museum Garden Rental Policies** and rental fees explained in the attached documents, which I have initialed and returned with this contract. The **Davenport House Museum Garden Rental Policies** are considered part of this contract. I agree to inform any subcontractor providing services for the event of the terms and requirements of this contract and of their responsibilities regarding the contract and policies.

Renter Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_ Zip\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date: \_\_\_\_\_ Auth. Code: \_\_\_\_\_\_\_

DHM Executive Director Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please make checks available to: Davenport House Museum**

 *As of January 2023*