

Wilson Botanical Garden Reservation Contract

Responsible Party Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ (home) _____ (cell) _____ (work)

1. The base fee to rent a Garden is \$150 per 4 (four) hour rental.
 - A \$75 security deposit is required to reserve the date.
 - Photography rights and use of Garden for photos during rental period are included.
2. The Garden WILL NOT provide any furnishings or accessories including but not limited to tables and chairs. All furnishings must be delivered and removed from the Garden within the rental day.
3. Setup and removal must be completed during the rental day. This includes removal of all items brought in by the renter and their guests, **including trash**.
4. No materials (such as but not limited to: silly string, confetti, rice, artificial flower petals, balloons, birdseed, etc.) are allowed on the premises. We suggest bubbles. **(Cleanup is the Responsible Party's responsibility.)**
5. **This signed contract and \$75 security deposit check must be submitted to secure your reservation. To confirm reservation \$150 is due 30 days prior to the event.** Cancellations less than 30 days prior to the event date will result in the security deposit fee will be forfeited.
6. **There are no dressing rooms or rest rooms available.** Port-a-johns are allowed at the responsibility of the Responsible Party.
7. **Alcohol policy: Wilson County** does not allow alcohol at events.
8. We provide electricity at your request. Please let us know how many outlets you will need.
9. **We are not responsible for acts of nature.**
10. The undersigned Responsible Party hereby waives any claims of any kind against Wilson County and all of its departments, agencies and employees and shall indemnify and hold Wilson County harmless from any and all claims of any kind and by any person or entity arising from the event or activities conducted under this agreement. Insurance shall be the responsibility of the Responsible Party.

Total Cost: _____

All events must be finalized 30 days prior to event date.

Final payment due by: _____

Cancellation due by: _____ **Any changes must be approved by Event Coordinator.**

Security/Reservation Deposit (made payable to Wilson County): Date Pd _____ Cash/Ck/ \$ 75
(Will be returned after event if no damages.)

Rental Fee: (one check of \$75 made payable to Wilson Botanical Gardens and another \$75 check made payable to Wilson County)

Date Pd _____ Cash/Ck/ \$75 WBG _____ Cash/Ck/ \$75 Wilson Co.

Electricity (optional): Yes No

Garden to be used: Blue Gazebo Area Children's Secret Garden Other

The undersigned agrees to use Wilson County/Wilson Botanical Gardens property with care. Any damage or loss during the specified rental time and attributed to the above group is the financial responsibility of the undersigned. The undersigned and the above named person or organization agree to accept and comply with all terms, conditions and requirements set forth on this rental agreement contract.

Event Date: _____

Garden: _____ Time: _____

Responsible Party's Signature: _____ Date: _____

Attach completed check for \$75

Modified: 7/23/13