

RENTER: _____ **PHONE(s):** _____ **EMAIL:** _____
FULL ADDRESS: _____
SOCIAL SECURITY NO.: _____ **DATE OF BIRTH:** _____
CHECK ONE: *Clemson University Student* ___ *Clemson University Employee* ___ *Other* ___

WEDDING INFORMATION:

BRIDE'S FUTURE MARRIED NAME: _____
GROOM'S NAME: _____ **PHONE:** _____ **EMAIL:** _____
FULL ADDRESS: _____

UNIVERSITY DEPARTMENT SPONSORED EVENT? ___yes; ___no. (*Payment by Invoice or IDO*)
CLEMSON UNIVERSITY DEPARTMENT (*Name/Dept. Number*): _____

REFUND INFORMATION: (*To whom and where refundable deposit is to be sent - if different from above*).

NAME: _____ **PHONE(s):** _____ **EMAIL:** _____
FULL ADDRESS: _____
SOCIAL SECURITY NO.: _____ **DATE OF BIRTH:** _____
CHECK ONE: *Clemson University Student* ___ *Clemson University Employee* ___ *Other* ___

Event Information

GARDEN AREA(S): _____ **DATE OF EVENT:** _____ **GUEST COUNT:** _____

ADDITIONAL AREA(S): _____ **DATE** _____ **TIMES** _____

EVENT STARTING TIME: _____ **ENDING TIME:** _____ **SEE SET-UP REQUIREMENTS.*

TYPE OF EVENT & DESCRIPTION: _____

EVENT COORDINATOR: _____ **PHONE(s):** _____ **EMAIL:** _____

ALCOHOL SERVED? ___yes; ___no. (*If yes, Alcohol Permission Letter must be received 30 days prior to event*).

FOOD SERVED? ___yes; ___no. (*If yes, all catering must be handled by Clemson Catering*)

RENTAL EQUIPMENT? ___yes; ___no. (*If yes, see Garden Set-Up Contract*)

<p>Rehearsal Request</p> <p>Date: _____</p> <p>Time: _____</p>

ADDITIONAL EVENT INFORMATION: (*Separate sheet may be attached*). _____

I have reviewed, understand, and accept the Set-up Contract and Outside Vendor Contract. _____ Renter's Initials

Payment Information for Garden Rentals

Garden Rental reservations are confirmed only when all rental fees, security deposit, Friends of the Garden membership dues and liability insurance are paid in full and received with the signed Garden Rental Contract. Partial payments are not accepted. Refunds of security deposits are processed according to the Garden Rental Policies. Any change fees, damages, clean-up fees or other expenses directly caused by Renter's event will be deducted from the refundable deposit and/or charged to the credit card number on file if the amount exceeds the deposit.

The enclosed Garden Set-Up Contract and Vendor Contract are due 30 days prior to the event. If either document is received less than 30 days prior to the event, a \$250 change fee will apply.

RENTAL FEES: _____
 REFUNDABLE SECURITY DEPOSIT: _____ Due 30 days prior to the event
 LIABILITY INSURANCE: _____
 TOTAL FEES: _____ Make checks payable to CU/SCBG
 FRIENDS of the GARDEN: _____ Make checks payable to CU Foundation
 (\$35 minimum)

Party responsible for Rental must be 21 years of age or older. Signature acknowledges that the Renter has read and agrees to Garden Rental Contract and the South Carolina Botanical Garden (SCBG) policies attached hereto and incorporated herein by this reference. Rental Contract is between 'Renter' and Clemson University through its SCBG.

Renter's Signature: _____ Date: _____

CU/SCBG Garden Rental Manager: _____ Date: _____

<p>Credit Card Information:</p> <p>Card Number: _____ Exp. Date _____ Cardholder name: _____ CVV Code _____ Address: _____ Phone: _____ Signature: _____</p> <p>Check payment: Check No.: _____ Date: _____ Name on Check: _____</p> <p>Cash payment: Amount _____ Date: _____</p>	<p>Office Use Only:</p> <p>Change Fee _____ Note _____ Date _____ Administrative Fee _____ Note _____ Date _____ Refund Amount _____ Less Clean Up Fees _____ Less Damages _____ Less Addl. Fees _____ Total Refund \$ _____ Date processed _____ Letter sent _____</p>
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Notes: _____

Garden Rental Policies

The following are general policies and regulations governing use of facilities and grounds at the SCBG. Violations may result in forfeiture of the refundable security deposit and other penalties, including complete cancellation of the event. Please read carefully and be certain that event attendees and vendors you may contract with comply with these policies and regulations. Required meetings with event vendors must be held with the Garden Rental Manager no later than 30 days prior to the scheduled event. Please call the Garden Rental Office at 864-656-3075 for scheduling.

RESERVATIONS, DEPOSITS, REFUNDS & DAMAGES: Events may be booked up to one year in advance. Reservations are confirmed only when all rental fees, Friends Membership dues and liability insurance are paid and received in conjunction with the Garden Rental Contract. The SCBG collects a refundable security deposit in an amount equal to the rental fee at the time the Set-Up Contract is signed, no later than 30 days prior to the date of the event. This deposit will be returned in full if the facility and grounds are left in the same condition they were in at the start of the rental period and all equipment has been removed by vendors as agreed upon. However, if the SCBG incurs any clean-up costs or damage costs as a result of your event or if the SCBG incurs any other costs associated with any breach of this contract by you, these costs will be deducted from the security deposit. If damages or costs exceed the amount of the deposit, the Renter is responsible and these costs will be charged to the credit card on file. Refunds are processed at the end of each month for the refundable security deposit amount, less any additional clean-up, damages, if additional set-up times are exceeded or if arrival times exceed the rental period, or charges associated with breach of this contract. Please allow 2 to 4 weeks from the end of your rental month for refunds if paying by check.

CHANGES & CANCELLATIONS: The Garden Set-Up Contract must be completed no later than 30 days prior to event or reservation is subject to cancellation. Rental fee and security deposits are refundable for events cancelled at least 90 days in advance, less a \$100.00 administrative fee. If the reservation is cancelled less than 90 days prior to the event, the entire deposit is forfeited and the rental fee will be returned. The SCBG reserves the right to cancel any event due to violation of the Rental contract or Set-Up contract.

OFFICIAL CLEMSON UNIVERSITY DEPT. EVENT RATES: (Events sponsored or co-sponsored by CU units or recognized CU student organizations) are half the price of stated rates in the Garden Rental Guide. A deposit is not required for official CU events; however, any charges for clean up or damages will be billed to the sponsoring unit. Rental fees are payable by invoice or IDO noting date, time, location of event, and name of department requesting reservation. A \$50.00 administrative fee is assessed for cancellations.

EVENT LIABILITY INSURANCE REQUIREMENT: All renters must carry liability insurance for all events being held at the SCBG with coverage in the amount of \$600,000 combined single limit, and name Clemson University as an additional named insured. Renters must purchase a Tenant User's Liability Insurance policy (TULIP) through Clemson University. The SCBG can assist you with questions regarding insurance requirements. Payment for the TULIP policy must be received by the SCBG with the signed Garden Rental Contract.

SET UP & DECORATIONS: The SCBG does not provide set up, tear down or event coordination services. Set-up times are strictly adhered to according to the rental times listed on the Rental Contract. All set up, clean up and tear down must occur within the scheduled time period. *Discovery Center:* If tents are being used and they cannot be set up during your rental period, the set-up time is after 4pm the day before, and a \$300 impact fee applies. All other equipment set up can start at 2pm the day of your event, no earlier, except on Sundays. It is recommend that events at this location not start before 6pm in order to allow four hours set up. All tents and equipment must be removed by noon the day following the event. Birdseed, rice, glitter, confetti or similar materials may not be thrown or scattered anywhere in the buildings or on the grounds. Flower petals may be scattered, but are required to be removed immediately following the wedding ceremony. Helium-filled balloons, fog and bubble machines, tiki torches and fireworks are prohibited. Any candles used indoors or outdoors must be dripless and used in a safe matter to avoid any harm to plant materials, grounds and buildings. All decorations, signs and related event materials brought in by Renter must be removed at the conclusion of the event. Art exhibitions, potted planters, tables and chairs in and around any garden area may not be moved or removed unless approved by Garden Rental Manager at time of contract. Any furniture being moved must be returned to its original location at the conclusion of the event. Furniture located inside the buildings may not be used outside under any circumstances. Material may not be taped, pinned, nailed or tacked to walls. Please contact the Garden Rental Office for a list of audio/visual equipment available for use in the Hayden Conference Center. The Garden does not furnish office equipment, fax, messaging or copying services. Violations to these policies will result in a fee that will be deducted from the refundable deposit according to the staff time used to remove these items for you.

CATERING, VENDORS & EVENT PLANNERS: Clemson Catering is the exclusive caterer for the SCBG and Clemson University. Renters requiring catering services will need to contact Clemson Catering at 864-656-2058. Any exceptions will require a signed waiver by the Director of Catering (864-656-7851) or Director of Dining Services (864-656-7475). If waiver is granted then contact the Garden Rental office for TULIP and liquor liability insurance. Event planners are strongly suggested to be hired for parties of 75 or more. The SCBG staff does not provide event planning or event coordination services. A Garden representative will be present or on call during events to monitor the grounds and provide services to the facilities to ensure proper function. All vendors except Clemson Catering require an Outside Vendor Contract, which is due 30 days prior to the event.

GARDEN RENTAL POLICIES, PAGE 2

TEARDOWN & CLEAN-UP: It is the responsibility of the Renter to ensure that proper clean up is performed and that any damages to the facility or grounds are reported to the Garden Rental staff immediately. Clean up must occur immediately following the event and must be completed within the specified rental time reserved. All equipment (tents, chairs, tables, etc.) contracted for the event must be removed no later than 12noon the following day as outlined in Outside Vendor Contract. Renters are responsible for all trash removal from restrooms, lawn areas and any trash generated from the event. The trash dumpster is located in the Discovery Center parking lot. *Hayden Conference Center:* Please refer to Renter Checklist located in the kitchen and the Set-Up Layouts posted in the building to assure building is left in proper order. Keys must be returned to the Discovery Center immediately following the event or the next business day. The Carriage House must be locked upon departure.

STORAGE, DRESSING ROOMS & REHEARSALS: *Overnight storage* is not permitted in any outdoor Garden area. Limited same-day or overnight storage is available at the Carriage House for an additional fee. The SCBG is not responsible for food, beverages, audio/visual equipment or other property left on the premises before, during or after events. The Carriage House, the Fran Hanson Discovery Center or the Hayden Conference Center may be reserved for *dressing rooms* at an additional fee. *Rehearsals* may be scheduled subject to availability.

ALCOHOLIC BEVERAGES: Alcoholic beverages must be served strictly in compliance with the Clemson University Facility Use Policy and served by Clemson Catering. The Alcohol Permission Form must be received at least 30 days prior to the event as outlined in the policy.

ENTERTAINMENT AND CONCURRENT EVENTS: Musical entertainment is allowed in all garden areas. Renters are reminded that residential neighborhoods are located nearby, thus sound volume should be moderated for outdoor events. Electrical power needs must be approved by Garden Rental Manager at least 30 days prior to date of event. Please be aware that there may be another event scheduled in the SCBG at the same time as yours. Although the SCBG staff takes all events into consideration when scheduling rentals and publicly attended events, we cannot be held responsible for sound, traffic, and other activity brought forth by another event.

DANCE FLOORS: Dance floors are permitted in the Garden on a limited basis adhering to strict guidelines in regard to set up and tear down times. Dance floors at the Fran Hanson Discovery Center may be installed no earlier than 4pm. All dance floors must be removed at the conclusion of the event. An additional \$250 security deposit for indoor dance floors or \$500 deposit for outdoor dance floors is required to be paid 30 days before the event. The SCBG reserves the right to cancel the use of any dance floor due to weather or lawn conditions up to 48 hours prior to the event.

SMOKING: No smoking or other use of tobacco products will be permitted in the indoor areas of any University building, facility or vehicle at any time. Smoking is not permitted within fifteen (15) feet of any entrance to a University building or covered walkway.

PUBLIC SAFETY, SECURITY & HOLD HARMLESS: The Renter must conduct the event with full regard to public health and safety and shall observe and abide by all applicable laws, regulations, and requests made by duly authorized persons responsible for public health and safety. All sidewalks, doors, aisles, and other passages, and all ways of access to public utilities of the premises, including fire extinguishers, must be kept unobstructed before and during the event. Additional security may be required by the Clemson University Police Department at the Renter’s expense depending upon the nature and scope of your event to assure the safety of your guests. **Renter agrees to indemnify and hold the SCBG and Clemson University harmless for injuries and/or damages, which may occur on premises during scheduled events. The SCBG and Clemson University are not responsible for theft, damage or intrusion into automobiles and their contents.** Guests must park in approved spaces and never on lawns or planted areas.

RAIN OR INCLEMENT WEATHER: It is wise to consider weather of any kind when planning an outdoor event. No refunds will be given due to inclement weather conditions such as rain, ice or snow. Indoor venues may be available to be rented in the event of inclement weather, but availability is not guaranteed. Tents are suggested for outdoor events.

EMERGENCIES & SPECIAL NEEDS: Garden staff may be reached from 9am to 4pm, Monday through Saturday, at 864-656-3405. During events, a Garden representative will be onsite or on-call to handle facility issues. In the event of a health or fire-related emergency, dial 911 immediately. Handicapped parking is available. Please discuss any special needs with the Garden Rental Manager at the time of reservation.

FRIENDS MEMBERSHIP: Only Friends Members are permitted to rent at the SCBG. To join, a separate check made out to “CU Foundation” or a credit card payment (Visa, Mastercard or American Express) must be included with the Garden Rental Contract. The minimum membership level is \$35 per year.

ACCEPTED FORMS OF PAYMENT FOR RENTALS & DEPOSITS: Renters may pay with cash, checks made payable to “CU/SCBG,” or by charging to a Visa, Mastercard, Discover or American Express card. Partial payments are not accepted.

By signing below the Renter agrees to abide by all provisions of the South Carolina Botanical Garden Rental Contract & Policies as stated above.

Renter’s signature _____ Date _____

CU/SCBG Garden Rental Manager _____ Date _____

Garden Set-Up Contract

This contract is due no later than 30 days prior to the event date along with payment of the Refundable Deposit. By signing the Garden Set Up Contract the renter as the group representative agrees to accept responsibility for ensuring that event attendees and outside vendors follow all SCBG policies. Renter also agrees to be responsible for any damages caused by event attendees. If Outside Vendor Contract(s) is necessary for your event, it must accompany this document to determine any additional set-up fees.

EQUIPMENT RENTAL (include #s): _____ tents; _____ chairs; _____ tables; _____ other (specify _____)
(Equipment Company must provide the Garden Rental Manager with complete floor plan and certificate of liability insurance no later than 30 days prior to event.)

EQUIPMENT COMPANY INFORMATION: *(Attach Outside Vendor Contract)*

COMPANY: _____ PHONE: _____
 CONTACT NAME: _____ EMAIL: _____
 PERSON WHO WILL SET UP/TEAR DOWN TABLES/CHAIRS: _____

EQUIPMENT SET-UP TIME/DATE: _____ **TEAR-DOWN TIME/DATE:** _____
Discovery Center: If tents are being used and they cannot be set up during your rental period, the set-up time is after 4pm the day before your event, and a \$300 impact fee applies. All other equipment set up can start at 2pm the day of your event, no earlier, except on Sundays. It is recommended that events at this location not start before 6pm in order to allow 4 hours to set up.

CATERING COMPANY INFORMATION: *(Clemson Catering is the only approved caterer. Any exceptions require a waiver from Clemson Catering, and the waiver must be sent to Garden Rental Manager.)*

CATERING SET-UP TIME: _____ SERVING TIME: _____ TEAR-DOWN TIME: _____
 RENTER MUST PROVIDE SET UP PLAN/FLOOR PLAN TO SCBG no later than 30 days prior to event.

ADDITIONAL SPACE NEEDED FOR STORAGE BY WEDDING PARTY OR CATERER? _____ yes; _____ no
If yes, a separate rental fee will apply to space being used. Payment is due at time of contract.

WEDDING CAKE DELIVERY TIME: _____ **COMPANY:** _____
CONTACT NAME: _____ **PHONE:** _____

FLORIST INFORMATION: *(See Set-Up & Decoration Policy)*

NAME: _____ PHONE: _____
 DELIVERY TIME: _____ TEAR-DOWN TIME: _____
 PERSON RESPONSIBLE FOR REMOVING FLOWERS: _____
 SET-UP DESCRIPTION: _____

ENTERTAINMENT COMPANY'S INFO: *(Bands and DJ's need to contact Garden Rental Manager for set-up and electrical requirements).*

NAME _____ PHONE: _____
 ENTERTAINMENT SET-UP TIME: _____ **LAST CALL: 10PM**
 SET-UP DESCRIPTION: _____

ADDITIONAL EVENT INFORMATION: *(Separate sheet may be attached).* _____

_____ Renter's Initials

Payment Information for Rental Set-Up

Additional set-up fees are due with this Set-Up Contract no later than 30 days prior to the event and must be accompanied by the Outside Vendor Contract(s), which discloses actual set-up times your equipment vendor will require.

STORAGE FEE: _____ (\$250 overnight)
EARLY SET-UP FEES: _____ (\$300 impact fee)
DANCE FLOOR DEPOSIT: _____ (\$500 outdoor; \$250 indoor)
TOTAL FEES: _____ Make checks payable to CU/SCBG

Party responsible for Rental must be 21 years of age or older. Signature acknowledges that the Renter has read and agrees to Garden Set-Up Contract and associated South Carolina Botanical Garden (SCBG) Policies as set forth in this agreement. Garden Set-Up Contract is between 'Renter' and Clemson University through its SCBG.

Renter's Signature: _____ Date: _____

CU/SCBG Garden Rental Manager: _____ Date: _____

Credit Card Information:

Card Number: _____
Exp. Date: _____ CVV code (on back) _____
Cardholder name: _____
Address: _____
Phone: _____
Signature: _____

Office Use Only:

Refund Amount _____
Less Clean-Up Fees _____
Less Damages _____
Total Refund _____
Date processed _____
Letter sent _____

Check payment: Check No.: _____ Date: _____
Name on Check: _____

Cash payment: Amount _____ Date: _____