

**Thomasville History Center  
Event Rental Contract**

Date of Event: \_\_\_\_\_ Number of Guests Expected: \_\_\_\_\_

Applicant  
Name(s): \_\_\_\_\_

Address:  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Event Description:  
\_\_\_\_\_

Will Alcohol be Served? \_\_\_\_\_ Yes \_\_\_\_\_ No

**RENTAL CHARGES**

Total Hours Requested            \$ \_\_\_\_\_ x \_\_\_\_\_ hours = \_\_\_\_\_

Refundable Damage Deposit        \$ \_\_\_\_\_

Additional Fees

    Tables                                \$ \_\_\_\_\_

    Chairs                                \$ \_\_\_\_\_

    Tablecloths                        \$ \_\_\_\_\_

**Total**                            \$ \_\_\_\_\_

Rental Deposit (Due at signing)    \$ \_\_\_\_\_

Balance Remaining (minus damage deposit): \$ \_\_\_\_\_

Balance Due Date: \_\_\_\_\_

**Make checks payable to:**

**Thomas County Historical Society (TCHS)**

Thomasville History Center    P.O. Box 1922    Thomasville, GA 31799  
725 N. Dawson Street    229-226-7664    229-226-7466 (fax)  
E-mail history@rose.net

## TERMS AND CONDITIONS

### Hourly Rate:

The minimum rental fee for the History Center is between \$75-\$150 per hour and the minimum number of hours per contract is two hours, this includes set-up and clean-up time. We reserve the right to bill and collect for any additional time if applicant(s) and/or guests remain longer than pre-arranged.

### Rental Deposit:

50% of the rental fee is due when the contract is signed. Please see the Cancellation section for information pertaining to the refund of this deposit. The remaining balance is to be paid in full one week prior to the event.

### Refundable Damage Deposit:

A damage deposit is also due at the time this Contract is signed and is refundable to the applicant(s) if the event is canceled in writing at least 15 calendar days prior to the event date. By signing this Contract, Applicant(s) agree that the Thomas County Historical Society, Inc. (hereinafter referred to as "TCHS") may retain the Damage Deposit for any damage to the buildings, their contents or the grounds caused as a result of the event, as determined by TCHS. Damage Deposits will be refunded within 5 business days after the event, provided all of the aforementioned rules and policies were followed.

### Times:

Your rental time MUST include the time needed to set up and tear down, please plan accordingly. All functions must be over by 11:00 pm and the premises vacated by 12:00 midnight. Rental rates include house lighting and electricity, yard maintenance, janitorial services for public areas and rest rooms, and on-site event personnel the day of your event. The revenue generated by these events benefits the annual operating fund of the TCHS.

Initial \_\_\_\_\_

### Indemnification and Liability Insurance:

By renting the History Center or the Lapham Patterson House, the applicant(s) agrees to indemnify and release the TCHS from any and all claims that may arise during the applicant's event. This includes any liability coverage necessitated, created, and/or occurring with the serving of any food or beverage (including alcohol) during the event.

To the extent permitted by the law, the applicant(s) agrees to save and hold harmless the TCHS from and against any and all liability, loss, cost, or expense including reasonable attorney's fees, arising out of any action or proceeding resulting from personal injury or accident or loss to employees, or guests in connection with the event.

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Any assistance provided by any agent or employee of the TCHS shall be at the sole risk of the applicant(s) and the TCHS shall not be responsible.

Applicant(s) shall provide the TCHS with a Certificate of Insurance at least two weeks prior to the event indicating: a) general liability coverage for the event in the amount of \$300,000 combined single limit has been obtained; b) the insurance shows that the TCHS is named as an additional insured for the duration of the event.

Event liability insurance is available online from companies such as Wedsafe, however, you are under no obligation to purchase insurance from them. Prices for such insurance are at a reasonable rate. If you have homeowner's or renter's insurance, you may also be able to purchase one-time event coverage through your insurance company. Be sure to purchase your insurance well in advance (at least 6 weeks) of your event, especially during hurricane season (June - November). Insurance companies such as Wedsafe will not write policies for Georgia while any tropical storms or hurricanes are present in the Southeast or heading in that direction. Even though storms rarely cause any damage in Thomasville, postponing the purchase of insurance until a few weeks before your event when a storm may be in or heading toward the area could present you with a serious obstacle, as TCHS may not be able to host an event for which there is no insurance.

Initial\_\_\_\_\_

**Set Up/Clean Up/Damage:**

The site must be left as it was found. All set-up and clean-up for an event must be done by the applicant(s) and/or an agent of the applicant(s).

Clean-up must be completed in the time specified in this Contract. If clean-up is not completed within the time allowed, the TCHS will perform the necessary clean-up and charge the clients accordingly, and/or deduct moneys out of the Damage Deposit. If there is any damage done to the property by any parties associated with the applicant and/or event, the TCHS will charge the applicant accordingly. TCHS reserves the right to declare a forfeiture of the Damage Deposit in the event of violation of this Contract. Any such forfeiture shall not affect applicant's liability for any additional damages occasioned by such violation. At the conclusion of your event, all items and materials brought in for your event must be removed by you or your agent.

- Any decorations or other materials left behind will be regarded as trash. Items may not be stored overnight without prior consent of the designated TCHS representative
- It is the responsibility of the applicant to notify responsible parties that all trash must be bagged and removed from the property at the end of the event. The TCHS will provide garbage receptacles to hold bags during the event

- Caterers or the Applicant(s) must provide appropriate trash bags for removal of all food and beverage items immediately after the event. Dumping of ice, ashes, oil, debris, etc. on landscape is prohibited
- All rented equipment and linens shall be removed from the property at the conclusion of the event
- Special arrangements for removal of rented equipment and linens at a different time must be made through the designated TCHS representative in advance

Initial \_\_\_\_\_

### **Smoking**

Smoking on the grounds is strictly prohibited and will result in the loss of the Damage Deposit. It is the responsibility of the Applicant to inform their guests and vendors about the rules for smoking. **There are no designated smoking areas on the property.**

Initial \_\_\_\_\_

### **Kitchen/Facilities Use**

The History Center has a full kitchen available and the Lapham Patterson House has a catering kitchen. Arrangements should be made with your caterer for substantial food preparation either off-site or outside of the buildings. All equipment, cookware, serving utensils, and barware must be brought to the site.

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### **Alcoholic Beverages**

Alcoholic beverages are permitted but the Applicant(s) and/or their caterer is responsible for complying with and enforcing all state and federal laws, rules, regulations, and policies concerning alcoholic beverages including, but not limited to:

1. The applicant shall retain the services of a professional bartender to dispense alcoholic beverages
2. Alcoholic beverages must not be provided or served to persons below the legal drinking age of 21 years old
3. It is the responsibility of the Applicant(s) and/or their bartender to require photo identification as necessary
4. If a guest appears to have exceeded his/her limit, the Applicant(s) is responsible for notifying the designated TCHS representative and discontinuing service of alcohol to the individual
5. State law prohibits the **sale** of alcoholic beverages at all events (no cash bars permitted)
6. No beer bottles are allowed on the premises. Beer must be served in cans or cups/glasses
7. No alcohol may be consumed outside the grounds of the History Center, any parking area, or on the public sidewalks at any time
8. No open containers may be carried from the History Center

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9. Service of alcoholic beverages must be discontinued at least 30 minutes prior to the end of the event
10. The TCHS and security staff reserve the right to monitor the beverage service and suspend the bar operation or terminate the party should conditions warrant

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### **Music/Sound/Lighting**

Musical entertainment is considered the Applicant(s) responsibility and is independent of this agreement.

The grounds are located in a residential neighborhood, therefore the use of amplified sound is limited on the property. We suggest the use of acoustic sounds such as string quartets, jazz trios, and other string or acoustic instruments or groups during an outdoor event. All music must be concluded by 11:00 pm. TCHS and security staff reserve the right to monitor noise levels and terminate loud music that violates the City of Thomasville's Municipal Code.

Outside lighting is minimal. Additional lighting is the responsibility of the applicant and must be approved by the TCHS director.

Initial \_\_\_\_\_

### **Florist and Decorations**

Floral and other decorations are considered the applicant(s) responsibility and are independent of this agreement.

Applicant(s) are responsible for advising their florists to notify the designated TCHS representative prior to making deliveries.

- Decorations, including floral arrangements, draped fabric, etc. are to be set in place by floral wire
- No nails, tacks, tape, or any other adhesive are to be used on any walls, buildings, railings, fences, or trees
- It is the responsibility of the applicant, or agent, to collect and remove all decorations, including floral arrangements
- Due to the nature and historic value of the buildings on the History Center grounds, no candles are allowed inside the house. Unprotected flames are not permitted anywhere on History Center property
- Fresh flower petals and bird seed are permitted outside only and due to preservation issues, glitter, confetti, rice, streamers, and sparklers are **not** allowed on the property
- Surge protectors are required for all electrical equipment and must be provided by applicant(s). The TCHS will not be responsible for damaged electrical

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equipment when the applicant or any vendor fails to use adequate surge protection

- Live or potted plants or trees in soil are only permitted outdoors
- Fresh flower petals and bird seed are only permitted outdoors
- Due to preservation issues, glitter, confetti, rice, streamers, and sparklers are NOT allowed on the property

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### **Cancellation**

Any cancellation request from the applicant must be made in writing to the designated TCHS representative. Cancellation must be made 15 calendar days prior for full refund of the deposit, less a \$100 processing fee. If a cancellation is made less than 15 calendar days prior to the event, a \$200 processing fee will be retained by TCHS.

The TCHS reserves the right to cancel any event when advance weather forecasts indicate the building(s) and/or grounds should be vacated, evacuated, or secured due to an approaching storm. All deposits/payments will be fully refunded. Cancellations made by applicant(s) due to weather will be refunded at the discretion of management.

Initial \_\_\_\_\_

### **Event Staffing and Security Officer**

There will be a designated TCHS representative dedicated to your event who will be on the premises during the event, as well as during set up and clean up. An off-duty police officer/sheriff's deputy is required to be at all functions after 5:00 p.m. to help with parking, security, and/or alcohol related issues. Security will be paid for by the applicant(s). TCHS will determine if security is needed for functions prior to 5:00 p.m.

Initial \_\_\_\_\_

### **Grounds and Buildings: Exterior-Only Events**

Due to the historic nature of the properties, certain access rules will need to be followed. *Please relay these messages to your guests so that they will know that portions of the property MAY not be open for touring. Tours will have to be arranged with the TCHS prior to the event.*

- Guests are only allowed inside designated buildings or rooms, other than the designated public restroom
- Many of the furnishings across the History Center property are fragile historic pieces that are part of the Collection. Guests are expected to act accordingly and are not allowed in any room that is roped or closed off
- Children must be closely supervised

- The number of guests for an event will be limited to 150 for exterior events and between 75-100 for events held indoors (depending on the seating arrangements)
- No pets or other animals, other than service animals, are allowed on the premises. However, a horse and carriage is permitted along Dawson Street
- There is limited parking available, guests should be encouraged to carpool when possible

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The undersigned hereby certifies that the information in this Contract is true and correct, and by signing this Contract agrees to be bound by all of the terms and conditions herein. The undersigned agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the TCHS and its officers, trustees, employees, members, volunteers, contractors, caterers, and others working on its behalf against any and all claims, demands, suits, losses, liabilities, costs, and expenses of any kind, including attorneys' fees and costs, which may be asserted, claimed, or recovered against or from, or incurred by the TCHS by reason of personal injury, including disease, sickness, bodily injury or death, and/or property damage or other loss, arising out of or in any way connected to this Contract, the above-referenced event, or use of the TCHS's property by the undersigned Applicant(s) or his/her/their guests, regardless of whether such claim, demand, suit, loss, liability, cost or expense was caused in part by the action or inaction of the Society or its officers, trustees, employees, members, volunteers, contractors, caterers or other working on its behalf. This Contract is not effective until signed by an authorized representative of the . The TCHS reserves the right, in its sole discretion, to not approve use of the History Center grounds for any applicant or event.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved and Accepted by the Thomas County Historical Society, Inc.:**

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

# Thomasville History Center SERVICE PROVIDER FORM

Please return this form to the Thomasville History Center at least fifteen calendar days prior to the event.

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Hours: \_\_\_\_\_

Coordinator/Lessee: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Florist: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Caterer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Musicians: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Other Contractors: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_