



## Rental Information Sheet

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These historic sites are ideal for small to mid-size groups. You can choose a setting inside the main buildings, with all of their unique historical charm, or utilize the spacious outdoor areas on the properties. The Thomas County Historical Society, Inc. (hereinafter referred to as TCHS) a 501c3 non-profit that has been in existence since 1952, operates the **Thomasville History Center** and the **Lapham-Patterson House**. Please be advised, this document outlines our basic rental information and is NOT comprehensive in nature. Our [Event Rental Contract](#) includes the full details for renting the facilities.

To schedule a special event:

1. **Check** availability of your desired date by calling 229-226-7664 or emailing [history@rose.net](mailto:history@rose.net)
2. **Reserve** date by signing contract, paying 50% of rental fee, & paying the required damage deposit
3. **Pay** remaining balance in full one week prior to event

Liability Insurance:

- All rentals are asked to provide a certificate of insurance showing general liability coverage for the event in the amount of \$300,000.00.

Security:

- An off-duty police officer/sheriff's deputy may be required for functions that take place after 5:00 p.m. The Executive Director of the History Center will determine if security is needed for functions prior to 5 p.m.

Rental Fees

	<b>Before 5:00 PM</b>	<b>After 5:00 PM</b>
Hourly Rate (2 hr. min.)	\$75.00 (\$150/hr.)	\$150.00 (\$300/hr.)
Additional Hours	\$75.00 per hour	\$150.00 per hour
Security Officer	N/A	\$30.00 per hour
Refundable Damage Deposit	\$200.00	\$300.00

- Damage deposits will be refunded within 5 business days after the even, provided no damage occurred, no excessive clean-up was required, and all policies were followed.
- All functions must end by 11:00 p.m., and the premises vacated by 12 midnight.
- 2 hour minimum rental includes set-up, event, and clean-up.

### Additional Charges:

- 60” Round Tables – We have 8 tables available at a cost of \$8.00 each
- 120” White Round Tablecloths – We have 10 tablecloths available at a cost of \$10 each
- Folding Chairs – We have 150 chairs available at a cost of \$2.00 each.
  - For seated events with more than 64 guests, tables and chairs must be rented from an outside vendor and all table and chair legs must have plastic covers on them
  - Please include delivery and set-up of vendor tables and chairs in your total rental time calculations

### Cancellation Policy:

- Any cancellation requests must be made in writing no less than 15 calendar days prior to the event. Written cancellation requests received in the appointed time will be eligible for a full refund of the rental fee and security deposit less a \$100.00 processing fee. If a cancellation occurs less than 15 calendar days prior to the event, 100% of the rental deposit will be retained and a \$200.00 processing fee will be required.

### Capacity

- Inside events are limited to 64 seated guests
- Outside events are limited to 150 seated guests
- Sketches are available upon request showing possible setup options

### Parking:

- Parking is available along Dawson Street and at the back of the history Center and the Lapham Patterson House

### Catering:

- The History Center has a fully equipped kitchen with a stove, microwave, dishwasher and refrigerator, the Lapham Patterson House has a refrigerator, triple sink and microwave
- You will have to notify us of your chosen caterer at least one week before the event takes place

### Alcoholic Beverages:

- Alcoholic beverages are permitted during special events and activities, but client must adhere to the following rules:
  - A professional bartender must be retained to dispense alcoholic beverages
  - Sale of alcoholic beverages is prohibited (no cash bar)
  - No glass beer bottles are allowed on the premises
  - No alcohol may be consumed outside the grounds (including any parking area, or on the public sidewalks)

- Service of alcoholic beverages must be discontinued at least 30 minutes prior to the end of the event

#### Music/Sound/Electricity:

- The Museum and the Lapham Patterson House are located in a residential neighborhood; therefore, the use of amplified sound should be limited
- Outside lighting is minimal. The client may bring in additional lighting and/or electrical requirements must be approved in advance by Executive Director of TCHS
- Surge protectors must be provided by the client and used with all electrical equipment

#### Decorations:

- Due to the nature and historic value of these properties, no candles are allowed inside of the buildings. Any candles used outdoors must be contained under hurricane globes
- No nails, tacks, tape, or any other adhesive are to be used on any walls, buildings, railings, fences, or trees. Decorations are to be set in place by floral wire or as stand-alone pieces
- All floral arrangements and plant matter brought into the building must be clean and pest-free
- 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

#### Smoking:

- Smoking on the premises is *strictly* prohibited.

#### Cleanup:

- The site must be left as it was found. All items and materials brought in for an event must be removed at the conclusion of the event
- Items may not be stored overnight without prior arrangements
- Trash must be bagged and removed from the property at the end of the event
- Dumping of ice, ashes, oil debris is prohibited

#### Rental Equipment:

- All third party rental equipment must be approved in advance by the Exec. Director, and all tables and chairs used must have rubber tips
- All deliveries and pickups of rental items must be scheduled in advance with the Exec. Director.

#### Other Information:

- A representative of the Historical Society will be on the premises during the event, as well as during setup and cleanup
- No pets, other than service animals, are allowed on the premises

**For further information, contact:**

Thomasville History Center

229-226-7664

<mailto:history@rose.net>