

**DAVENPORT HOUSE MUSEUM**

**CONTRACT TO USE THE DAVENPORT GARDEN FACILITIES**

I (we) hereby make application for the use of the Davenport Garden Facilities on the \_\_\_\_\_ day of the month of \_\_\_\_\_, 20\_\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_, for the purpose of \_\_\_\_\_.

Please note that the House staffing is based upon opening the House to coincide with the starting time listed herein, and any earlier entry to the garden or House must be arranged in advance with the Director. The total number of people attending the function will be \_\_\_\_\_, and will not exceed the maximum allowed of 100 people. If permission is granted by execution of this contract and subsequent approval by the Director of plans and activities, I (we) hereby agree that the following conditions will be strictly followed and adhered to, and the charges noted herein will be paid in full, no fewer than 21 days prior to the date of use. It is therefore herein agreed that:

**Rental Type A** \_\_\_\_\_ (Please check one)

Wedding Ceremony Only – 3 hours maximum – no alcohol.

1. I (we) agree to pay the sum of \$700.00 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 required. \_\_\_\_\_ (please initial).
2. I (we) will provide the Davenport House with half of the payment (check or credit card) of \$350.00 to reserve our place on the museum’s garden rental calendar.  
\_\_\_\_\_
3. I (we) agree to provide proof of liability 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 and the Davenport House from any and all claims in connection with the use of the Davenport House and Garden. \_\_\_\_\_ (please initial)

**Rental Type B** \_\_\_\_\_ (please check one)

Wedding Ceremony with reception, reception only or any other type of event requiring food services – alcohol permitted – 6 hour maximum.

1. I (we) agree to pay the sum of \$1200.00 for the use of the Davenport Garden for an event 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, and any and all damages that may occur during the use of the facility, including but not limited to damages to the garden, building, furniture, or artifacts. Credit card number required. \_\_\_\_\_ (please initial)
2. I (we) will provide the Davenport House with half of the payment (check or credit card number) of \$600.00 to reserve our place on the museum’s garden rental calendar. \_\_\_\_\_ (please initial)
3. I (we) agree to abide by all city, state and federal laws with regard to the dispensing and consumption of alcoholic beverages on the property. \_\_\_\_\_ (please initial)
4. I (we) agree to provide proof of liability 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 and the Davenport House from any and all claims in connection with the use of the Davenport House and Garden. \_\_\_\_\_ (please initial)

**All Rentals**

1. The rental fees are non-refundable after twenty-one days prior to the scheduled event. Prior to that, the rental fee will be returned minus a \$100.00 processing charge.  
\_\_\_\_\_

2. I have read, understand and accept the policies and rental fees explained in the attached documents which I have initialed and returned with this contract. The 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 in regards to the contract and policies.

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

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

Please make checks available to : Davenport House Museum  
324 E. State Street  
Savannah, GA 31401

Attn: Director (garden rental)