

Isaiah Davenport Museum

Garden Rentals Fact Sheet – Policies and Procedures

Museum Focus and Primary Responsibility: The mission of the Isaiah Davenport House is to collect, preserve and interpret objects relating to the household of master builder Isaiah Davenport, especially the American Federal home he built for them. The interpretation presents the lifestyle of a successful craftsman and his household in Savannah from the late 1810s to the 1820s with emphasis on the years 1820-27. The interpretation also tells of the role the Davenport House played in the founding of Historic Savannah Foundation. The mission is carried out through publications and website development, public tours, exhibits and presentations, and education programs.

To offset expense of operating the historic house museum, the Isaiah Davenport House offers its courtyard garden for rentals with stipulations. Renters are required to comply with all policies and procedures as well as the specifications delineated in the rental contract. This being said, **the garden offers a beautiful setting and the Davenport House community is delighted to have it used for special occasions.** If you choose to rent the garden, the museum staff will work with you to insure a memorable event.

Information Sheet: Renters will complete an information sheet provided by the Davenport House listing details of the rentals and have it in the hands of museum staff no later than 14 days prior to the rental. EVERYTHING (example: delivers and pick-up, type of decorations, rehearsal schedule, etc.) AGREED UPON MUST BE IN WRITING.

Types of Events: All events are expected to harmonize with the character and mission of the museum and must be approved by the museum. **No commercial, political, religious, or fund-raising events are permitted**, although non-profit organization shall be permitted to charge their members a nominal fee to defray the cost of the event. There shall be no fund-raising before, during, or after the event.

Because of the character of the museum as an educational and charitable institution and the need for protection of the objects exhibited in the house as well as the integrity of the structure and aesthetics of the garden, the museum reserves the right to refuse to make its facilities available to a prospective renter for any use it deems inappropriate, at its sole discretion.

FEE: THERE ARE TWO TYPES OF RENTALS.

Rental Type A – Wedding ceremony only that is no more than three hours on the property and no alcohol served: \$700; \$350 to secure the reservation, \$350 21-days in advance of the scheduled event. The deposit is non-refundable unless cancellation is received 60 days prior to the event. **No rental is confirmed until the deposit is in the hands of the museum staff.** A credit card number is required.

Rental Type B – Wedding and reception, reception or any other type of event limited to 6 hours on the property: \$1200; \$600 to secure the reservation, \$600 21-days in advance of the scheduled event. The deposit is non-refundable unless cancellation is

received 60 days prior to the event. **No rental is confirmed until the deposit is in the hands of the museum staff.** A credit card number is required.

Rental includes: Use of walled garden and courtyard; lower level of the Davenport House which includes restrooms and a small kitchen. Museum staff will be on duty throughout the duration of the event to ensure the security of the site.

Note: Absolutely no portion of the museum exhibit area (floors 1 – 3) is available for rentals.

Length of Rental:

Rental Type A: 3 hours; additional hours are at a fee of \$100 per hour. The event's timeframe including deliveries, set-up and clean-up must be approved by museum personnel 14 days prior to the event. If the couple chooses to have a rehearsal on the site that must be scheduled with the museum. There will be a \$50 fee for this and the length of time on the property will not exceed 1 hour.

Rental Type B: 6 hours. The event's timeframe including deliveries, set-up and clean up must be approved by museum personnel 14 days prior to the event. If the couple chooses to have a rehearsal on the site that must be scheduled with the museum. There will be a \$50 fee for this and the length on the property will not exceed 1 hour.

Availability: Throughout the year. So as not to conflict with museum operations, rentals will take place after museum hours, which are 10 am-4:30 pm Monday through Saturday and 1 pm to 4:30 pm on Sunday. The garden is available for rentals between 4:30 and 10 pm., which includes set-up and take down.

Guest Number: Rentals cannot exceed 100 guests.

Catering: Rental B only: There are a number of highly skilled, creative caterers in Savannah. We are happy to work with them to provide a wonderful setting for each event.

All caterers are responsible for materials brought onto the property, preparation, and clean-up of the garden and kitchen areas. Davenport House staff must approve all caterers. No deliveries or set-up may be brought through the interior of the museum during museum hours (Monday-Saturday, 10 a.m. – 4:30 p.m.; Sunday, 1 p.m. – 4:30 p.m.)

Photography: Photographs (including videotaping) may be taken on the exterior of the museum. No photography is allowed inside the museum's exhibit area.

Photographers must consult with museum staff on arrival to the property to review the event and to be briefed on museum requirements. Arrangements may be made for wedding portraits to be taken in the garden after business hours through the staff contact. There is a \$100 fee for this and a total of 1 hour for the service.

Party set-up: The renter arranges all music, catering, tents, chairs, linens, etc. These arrangements must be coordinated with the Davenport House Museum staff.

RENTAL EQUIPMENT AND FURNISHINGS: Equipment and furnishings are subject to the museum's approval.

Decorations: Any decor supplied from an outside source must be removed from the garden area by the renter **directly** following the departure of the last guest from the

museum. No live animals are permitted in the museum. Decor must not endanger the museum's structure or affect its appearance.

Rain plan: There is no contingent in the case of rain on the museum site. There is a room the museum sometimes uses across Columbia Square which the booking party may choose to use. The renter must bear in mind that he or she is renting only the open garden space. Options for a rain plan will be discussed with the renter upon the initial review of the Davenport House facilities. Any action of the rain plan is the charge of the renter.

Set-up and Clean-up: The renter is responsible for all set-up and clean-up. Renters must understand this and designate someone to handle this if they are not available at the conclusion of the rental. All trash must be tightly closed and placed in the trash containers in the lane behind the garden wall. If the trash from the event exceeds the two can capacity of the DH, the renter must remove the excess trash from the property. All trash and glasses/dishes/utensils will be taken away from the garden at the end of the event. Rented equipment -- tables, chairs and tents will be set up and taken down at the discretion of the Davenport House director. Note: The presence of rental furniture, catering materials, and other rental materials must not disrupt the usual museum experience.

Delivery and Storage: The museum does not provide storage for more than a twelve-hour period. Delivery of any items required for the event shall be scheduled for the day of the event, and pick-up of the items shall be scheduled immediately following event.

Restrictions: *No smoking is permitted in the museum house. *The throwing of rice, confetti, glitter birdseed or other loose material is prohibited.

***No garden furniture — benches, urns, etc. — may be moved.** This does not include the tables and chairs in the courtyard. If the renter plans to use the grassy area of the garden for a seated event, the grassy area must be covered with astroturf or rugs so as to protect it from shoes, chair legs and catering furniture.

Alcohol Use: Rental Type B: Alcoholic beverages may be served on the property as long as the proper permits have been obtained from the City of Savannah (see City of Savannah – Application for Permit to Dispense Alcoholic Beverages Temporary/Special Event). The Davenport House will obtain this permit for the renter for an additional \$50 charge if asked to. However, some caterers and bartending services have their own licenses, so check with your vendors first. A permit MUST accompany the renter's contract in the files at the Davenport House. The renter assumes all legal responsibilities for proper dispensing and consumption of alcoholic beverages by guests, including, but not limited to, legal consequences for underage drinking, driving under the influence and public disturbance due to intoxication.

Bar Services

We must insist that any bar services working at the Museum be insured. It is your responsibility and the responsibility of your caterer to hire only bartenders who carry insurance. We will not permit any bar services not covered by their own or your caterer's insurance policy to work at the Museum.

The renter must agree to comply with and abide by all local, state and federal laws applicable to the serving of alcoholic beverages and contract only insured bar services or be sure that uninsured bartenders are covered by their caterer's insurance. The renter shall be responsible and liable for any and all damages arising out of the use of alcoholic beverages at events. The renter specifically agrees to take whatever steps may be necessary to ensure that alcoholic beverages are not served to minors at events. **(Please note that Georgia state law prohibits even licensed bar servers from transporting alcohol from their establishment to event locations. This means that even if you contract with a bar catering service, you must arrange for pick up and delivery of the alcohol yourself in order to be in compliance with the state ordinance.)**

Music: Amplified music may be played but consideration of Columbia Square neighbors will be maintained. Overly loud music is not permitted. **Note:** It is the renters responsibility to check outside outlets for appropriate wattage and to provide extension chords and sound equipment.

Lighting: Garden lighting is minimal. Additional lighting is the responsibility of the renter and must be approved by the DH staff. Interior lighting of the museum house is not available.

Parking: After hours parking is available along the street as well as in the Davenport House parking area.

Insurance: Renters of the Davenport House Garden shall provide the Davenport House with a Certificate of Insurance at least two weeks prior to the event indicating general liability coverage for the event in the amount of \$1,000,000 combined single limit, and showing that the Historic Savannah Foundation is named as an additional insured for the duration of the event. Event liability insurance is available online from companies such as Wedsafe. Prices can be as low as \$200 with some companies. You are under no obligation to purchase insurance from them. If you have home owner's or renter's insurance, you may also be able to purchase one time event coverage through your insurance company at a lesser rate. Contact your agent for details. 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.

EXTREMELY IMPORTANT

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 Savannah, 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 the Museum CANNOT hold an event for which there is no insurance.

Bartender Insurance: See Bar Services above.

Credit Card: The renter must provide a credit card number, name on credit card, and expiration of credit card which will only be used if museum property is damaged or if additional hours need to be added to the original contract.

Deposit Refunds: The rental fees (minus a \$100.00 service charge) are refundable up to twenty-one days prior to the scheduled event. If cancellation occurs within 21 days of the event, the deposit is forfeited.

Appointments: Appointments to view the garden and to discuss arrangements may be made to view the space at 912/236-8097. Museum Associate:
jfreeman@savbusiness.net

History of the Davenport House Garden: To compliment the house, Savannah's Trustees' Garden Club purchased an adjacent lot and created the Davenport House garden as a U.S. bicentennial project in 1976. Following research into southern period gardens, Cy Paumier of Land Design/Research Associates of Columbia, Maryland designed the garden. For the next two decades the garden club maintained the property. By 2001 Davenport House volunteers took over the stewardship of the garden and developed an endowment for its care. Following this, the garden was redesigned creating beds containing representational plantings, including flowers, vegetables, and medicinal herbs, which might have been grown by Davenport gardeners during the 1820s. Internationally known landscape designer Penelope Hobhouse completed the restoration plans with the assistance of Frances Parker of Beaufort, South Carolina.

Isaiah Davenport House, 324 East State Street, Savannah, GA 31401
912/236-8097 FAX 912/233-7938
www.davenportsvga.net

owned by Historic Savannah Foundation

Signature of Renter: _____ Date: _____

Davenport House Representative: _____ Date: _____

No rental will be officially confirmed until the fact sheet and contract are signed by both parties and in the hands of museum staff.

10/01/08