

DAVENPORT HOUSE MUSEUM GARDEN RENTAL POLICIES

Originally created by Savannah's **Trustees' Garden Club** as a (1975) bicentennial project, the charming garden was created as a nod to antebellum gardens of coastal Georgia. In 1988, they worked with internationally renowned English landscape architect Penelope Hobhouse of Dorset, England, with the assistance of Frances Parker of Beaufort, South Carolina, to redesign the garden for a more easily maintained environment.

Today it is a place of beauty and peaceful reflection in the heart of Savannah's Landmark Historic District. We are delighted that you have chosen it for your special occasion.

Appointments: Appointments to view the garden and to discuss arrangements may be made by calling us at 912.236-8097 or connecting with us via email.

Sheena Fulkerson, Tour and Wedding Coordinator: sfulkerson@davenportmuseum.org

Jeff Freeman, Assistant Director: jfreeman@davenportmuseum.org

Contract: Renters must complete a contract provided by the Davenport House Museum listing details of the rental.

Types of Events: **No commercial, political, religious (exception for weddings), or fund-raising events are permitted**, although non-profit organizations shall be permitted to charge their members a nominal fee to defray the cost of the event.

Rental Includes: Use of walled garden and courtyard; a waiting area and rest room location in the Kennedy Pharmacy located across State Street Lane from the Davenport House. Museum staff will be on duty throughout the duration of the event to ensure the security of the site.

Note that no portion of the historic house is available for rentals. HSF/DH reserve the right to make seasonal changes to the Garden.

Availability: So as not to conflict with museum operations, rentals will take place after 4 pm Monday through Saturday. The garden is available until 9 pm. Note: The time between 4 and 5 p.m. should be used for set-up only as the Museum's last tour begins at 4 p.m. and patrons will have access to the garden until the completion of their tour experience.

Guest Number: Rentals cannot exceed 80 guests. (State and local government mandates may further restrict this number during emergencies.)

Rain plan: DH staff recommends that renters put a tent on reserve with one of the local event rental companies in anticipation of inclement weather. It is the renters' responsibility to plan for inclement weather. The renter must inform the rental company that the tent cannot be tethered to the ground and must be secured with sandbags or the equivalent.

Set-up: The renter arranges all music, tents, chairs, linens, etc. These arrangements must be coordinated with the Davenport House Museum staff. A preferred vendor list is available upon request.

Clean-up: THE SITE MUST BE LEFT AS IT WAS FOUND. The renter is responsible for all set-up and clean-up.

The renters must understand this and designate someone to handle this if he/she is not available at the conclusion of the rental. Rented equipment -- tables, chairs, tents -- will be set up and taken down in the rental time allotted upon consultation/check-in with staff. All trash must be removed from the site by the renter. There is a PUBLIC DUMPSTER located in the lane, in the next block, behind the SCAD library.

Decor: 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 property. Decor must not endanger the museum's structure or affect its appearance.

Delivery and Storage: The museum does not provide storage. Delivery and pick-up of any items required for the event shall be scheduled for the **day of the event**.

Music: No amplified music is allowed other than that provided during the wedding ceremony

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.

Photography outside of rental hours: Photographs (including videotaping) may be taken on the exterior of the museum. Arrangements may be made for wedding portraits to be taken in the garden after business hours through staff contact. There is a \$100 fee for this and a total of 1 hour for the service. The Davenport House Museum requests that the user tag the Davenport House Museum on any posts shared on social media. We also request to be allowed to use said photographs in media advertisements. Please initial if usage is agreed upon. _____

Parking: After-hours parking is available along the street as well as in the Davenport House Museum/Historic Savannah Foundation parking lot adjacent to the Kennedy Pharmacy, 323 E. Broughton Street. Access to the lot is from Habersham Street into State Street Lane.

Restrictions: No smoking is permitted on the premises. *The throwing of rice, confetti, glitter, bird seed or other loose material is prohibited. **No plants, garden benches or urns may be moved.**

Insurance: Renters of the Davenport House Garden shall provide the Davenport House Museum with a **Certificate of Event Insurance** at least two weeks (14 days) 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, Inc. as an additional insured for the duration of the event. Event liability insurance is available online from companies such as Wedsafe. You are under no obligation to purchase insurance from them. If you have homeowner's or renter's insurance, you may also be able to purchase one time event coverage through your insurance company. 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.

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

No contract will be officially confirmed until the contract is signed by both parties.

As of Sept 2023