

## *Davenport House Museum* **Garden Rentals – Policies and Procedures**

**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 may complete an information sheet provided by the Davenport House listing details of the rentals.

**Types of Events: No commercial, political, religious, 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. There shall be no fund-raising before, during, or after the event.

**FEE:** THERE ARE TWO TYPES OF RENTALS.

**Rental Type A – Wedding ceremony only:** No more than three hours on the property and no alcohol served: \$800; ½ the rental fee to secure the reservation, final payment 7 days in advance of the scheduled event. The deposit is refundable if cancellation is received up to 60 days prior to the event. After that date, a \$100 processing fee will be retained by the museum. **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 5 hours on the property: \$1300; ½ the rental fee to secure the reservation, remainder as final payment 7 days in advance of the scheduled event. The deposit is refundable if cancellation is received 60 days prior to the event. After that date, a \$100 processing fee will be retained by the museum. **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.

**Rental Type C – Small Wedding ceremony only:** No more than two hours on the property with 20 or less guests (to include the wedding couple and no alcohol served: \$350; ½ the rental fee to secure the reservation, final payment 7 days in advance of the scheduled event. The deposit is refundable if

cancellation is received up to 60 days prior to the event. After that date, a \$100 processing fee will be retained by the museum. **No rental is confirmed until the deposit is in the hands of the museum staff.** A credit card number is required.

**Rental Type D - Elopement/Vow Renewal:** No more than one hour on the property with 5 or less guests (to include the wedding couple) and no alcohol served: \$200; ½ the rental fee to secure the reservation at least 24 hours in advance, final payment day of the scheduled event. The deposit is refundable if cancellation is received up to 12 hours prior to the event. After that time, a \$50 processing fee will be retained by the museum. **No rental is confirmed until the deposit is in the hands of the museum staff.** A credit card number is required. Garden availability is contingent upon the absence of prescheduled events.

\*Wedding officiant available upon request.

#### **Length of Rental:**

**Rental Type A:** 3 hours. The event's timeframe includes deliveries, set-up and clean-up. 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:** 5 hours The event's timeframe includes deliveries, set-up and clean-up. If the couple chooses to have a rehearsal on the site, it 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.

**Rental Type C:** See above

**Rental Type D:** See above

**Availability:** Throughout the year. So as not to conflict with museum operations, rentals will take place after 4:30 pm Monday through Sunday. Additionally, morning rentals may be scheduled on Sunday from 7 am until 12:30 pm. The garden is available until 9 pm.

**Guest Number:** Rentals cannot exceed 80 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.**

**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 at 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.

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

**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 museum. No animals are permitted on the premises. Decor must not endanger the museum's structure or affect its appearance.

**Rain plan:** DH staff recommends that renters put a tent on reserve with one of the rental companies in anticipation of inclement weather.

Options for a rain plan will be discussed with the renter upon the initial review of the Davenport House facilities, but it is the renters' responsibility to make bad weather arrangements.

**Set-up and 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. All trash and glasses/dishes/utensils will be taken away from the garden at the end of the event and removed from the property. Rented equipment -- tables, chairs and tents will be set up and taken down at the discretion of the Davenport House director.

**Delivery and Storage:** The museum does not provide storage. 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 on the premises. \*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.

**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). Currently, the City of Savannah requires a \$25.00 fee for this permit. However, some caterers and bartending services have their own licenses, so check with your vendors first. A copy of the permit MUST be received by the Davenport House prior to the event. 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**

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 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 ensure that alcoholic beverages are not served to minors at events.

**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.

**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 \$130 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.

**Bartender Insurance:** See Bar Services above.

**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.

**Deposit Refunds:** The rental fees are refundable up to sixty days prior to the scheduled event. After that date, a \$100 processing fee will be retained by the museum.

**Appointments:** Appointments to view the garden and to discuss arrangements may be made to view the space at 912/236-8097. Assistant Director:  
jfreeman@davenportmuseum.org

912/236-8097 FAX 912/233-7938  
www.davenportmuseum.org

owned by Historic Savannah Foundation

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Davenport House Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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