

RENTAL TYPE D

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 _____.

It is therefore herein agreed that:

Elopement/Pop-In Wedding: 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. _____ (please initial)

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. _____ (please initial)

Renter Signature: _____ Date: _____

Name: _____

Address: _____ Street _____ St. Zip _____

Phone: _____

E-mail address: _____

Credit Card: _____ Exp. Date: _____ Auth. Code: _____

Museum Staff: _____ Date: _____

Name: _____

Position: _____

Please make checks available to : Davenport House Museum