



Quincy Garden Center

RULES & REGULATIONS

204 EAST JEFFERSON STREET, QUINCY, FLORIDA 32351

850.627.2437

- _____ 1. The Quincy Garden Center and grounds (hereafter referred to as "The Center") will be available to rent to individuals and community groups by reservation only. For information or reservations, contact the hostess by calling (850) 627-2437. A scheduled appointment may be necessary to plan details of a party or wedding.
- _____ 2. Rental of the house is designated to the downstairs only. The only exception is the "Bride's Room" (at the top of the stairs to the left), which is available as a dressing room before and after the event. Using the other rooms upstairs is prohibited and may result in forfeiture of security deposit.
- _____ 3. Full payment of rental, damage deposit, and cleaning fee will be required to reserve the Center. Checks should be made payable to the Quincy Garden Club and returned with the signed Rental Contract and Rules and Regulations which have been initialed by the renter.
- _____ 4. Cancellations: Written notification of cancellation is required forty-five (45) or more days prior to the event in order to receive a full refund of the rental fee. Fifty percent of the rental fee will be refunded if cancellation is made in writing at least fourteen (14) days before the scheduled event. The renter will forfeit all rental fees for cancellations made after this time; however, the cleaning fee and damage deposit will be refunded.
- _____ 5. The Center must not be marred in any way. Nails, thumbtacks, tape, etc. may not be used on the walls, doors or any other part of the Center including outbuildings and/or structures. Removable putty has been used successfully by some of our past renters. The security deposit will be used to pay for any such repairs, and the renter will be billed for any excess cost. At termination of this agreement, the Center and grounds must be in the same condition as when received. **The renter is responsible for any loss, damage, breakage, or abuse as assessed by the hostess caused by the renter, the guests, or vendors. The renter is responsible for notifying their vendors of the rules and regulations of the Center. The renter agrees to pay for any damage to the property or loss of its parts or attachments while in renter's possession or control. Should collection or litigation become necessary to collect fees, damage, and/or loss, renter agrees to pay all collection charges, including reasonable attorney's fees and court costs.**
- _____ 6. Furniture, accessories, plants, etc. in the Center must not be moved or changed in any way without prior permission of the House Committee Chairperson or the Hostess. Everything moved must be put back in place



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before you leave. All outdoor furniture must be placed on the cement patio after your special event.

- _____ 7. Alcohol may be served (but not sold) within the house or on the grounds. In order to serve alcohol at any event held at the Quincy Garden Center renters must have liability insurance and assume all responsibility and liability for the safe and legal consumption of alcohol. Renters assume all responsibility and liability for the safe and legal consumption of alcohol. **Only those guests of legal age may be served alcoholic beverages.** Any kegs or coolers of ice must be set up either outside or on the porch.
- _____ 8. **All trash cans and paper goods, decorations etc. must be properly disposed of and put in trash cans on grounds and main house and taken to the garbage dumpster located in the city parking lot on the back of the Center property.**
- _____ 9. The Center works to ensure maintenance with regular lawn service throughout the month. The grass is cut every other Thursday with the mowing scheduled in preparation for weekend special events. Any additional lawn service required will be the responsibility of the renter.
- _____ 10. Food may be provided by the renter or served by catering services. Kitchens are available to warm and serve food; however, the kitchens are not to be used for cooking of any kind. The Center does not furnish trash bags, tablecloths, napkins, china, crystal, utensils, etc. The caterer is required to clean the kitchen and preparation area (this includes cleaning all sinks, counters, refrigerators, and floors.) Rental dishes must be prepared for pick up and left on the back porch or in the studio. All rental material must be picked up the next day. **The heating and cooling system must be turned off at the end of the event. All lights inside and outside must be turned off or the security deposit will be forfeited.**
- _____ 11. The Center is located in a residential area; therefore, all functions must end no later than 11:00 p.m. City ordinances require that music not exceed 65 decibels and end by 10:00 pm. The Center must be cleaned and vacated by 12:00 midnight. Failure to follow this schedule may cause the forfeiture of the security deposit. We must be respectful of our neighbors.
- _____ 12. The "Bride's Room" and restroom located upstairs come under the rules of removal of personal items and furniture placement. Please take all personal items that you or your guests bring and replace the furniture as you found it.
- _____ 13. **Only fresh flowers, fresh flower petals, fresh greenery leaves and/or bubbles may be used to "shower the bride and groom" as they leave. Absolutely no silk flowers petals or leaves, bird seed, or rice may be used. All containers must be picked up off the ground.** The Center is a non-smoking facility. Smoking is not



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permitted in the house. Open flames are not permitted inside the house. Dancing is not permitted in the house.

- _____ 14. Rental price covers use of the Center for the event specified. Any other use may result in additional charges. Breach of any provisions within this contract may result in forfeiture of deposit and/or additional charges.
- _____ 15. **The Renter waives and releases the Center from all claims for injuries and damages arising out of the use of the rental property.** Renter further agrees to indemnify the Center against all losses, damage expense and penalty arising from any action taken because of any injury to person or property occasioned by the operation or handling of the rented property during the rental period or while the property is in the possession or control of the renter(s).
- _____ 16. The Renter acknowledges receipt of herein described personal property. Both parties agree that the property was inspected and personally examined by the renter, and that the property was in good and serviceable condition.
- _____ 17. The Garden Club hostess or designee will be present at any or all of the time that the Center is rented. The renter and/or their vendors must follow the rules and regulations outlined in the contract as well as directions provided by the hostess or her designee.