



THE GOVERNOR
Thomas Bennett House
CIRCA 1825

Wedding Rental Rates			
Peak Season <i>March, April, May, June, September, October, November, December</i>			
	2020	2021	2022
Friday or Saturday	\$9,500	\$10,000	\$10,500
Holiday Weekend rate <i>(CLOSED July, August)</i>	\$12,000	\$12,500	\$13,000
Off Season <i>January, February only</i>			
Friday or Saturday	\$7,500	\$8,000	\$8500
Additional Costs			
Additional Hours	\$350/hour	\$350/hour	\$350/hour
Moving Furniture	\$250	\$250	\$250

69 BARRE STREET
CHARLESTON, SOUTH CAROLINA 29401
843-789-1780

WWW.GOVERNORTHOMASBENNETTHOUSE.COM

For information, please contact
The Governor Thomas Bennett House
Phone: 843-789-1780
Email: thomasbennetthouseinfo@rsfh.com

WEDDING RENTAL CONTRACT

Capacity

The Gov. Thomas Bennett House is primarily an outdoor venue and may accommodate up to 200 guests. Ceremonies are held in the crescent garden and receptions are held on the side lawn. Cocktail hour may be held on the main level of the house and piazza.

For functions that will be held exclusively indoors, group size is limited to (150) guests for hors d'oeuvres or a standing buffet reception and (70) guests for a seated dinner. Dancing and amplified music are only allowed outdoors on the side lawn. Small ceremonies under 40 guests may be held indoors.

Rental Information

The rental fee covers only the rental of specified space. These areas include the house, the grounds and parking lot adjacent to the property.

The Client will provide all other services for the event including full-service Charleston event planner, caterer, florist, musicians, bartending service and rentals. Local vendors only will be permitted.

The rental secures the house and gardens for a 5-hour event, exclusive of setup and breakdown. Additional hours may be purchased at a rate of \$350/hr. The house will open for the Bride's use at 10 am on the day of the wedding. All events, Monday - Saturday must end at 10 pm. The House closes 1-hour after the event, breakdown may continue outside. The rental contract must be signed by the Client and accompanied by the deposit. Client must be present at the event.

The House contains many valuable antiques and furnishings. No open flame candles are to be used inside. Protective glass tops and table pads may not be removed. Flower vases, food and drinks are not allowed on unprotected surfaces. No thumbtacks, nails, tape or wire may be affixed to any part of the property. Flowers are permitted to float in the bottom two tiers of the fountain, **provided they are removed at the end of the event.** Flower petals (no silk petals!) may be used to line ceremony aisle or to toss for the departure, provided they are raked up and removed by the planner at the end of the event. Failure to leave the property as it is found will result in forfeiture of Client's security deposit. Gas fireplaces may be used on the main level in cooler months.

Event Planner

Due to the size of the property and event logistics at the Bennett House, a licensed and insured, full-service, Charleston Event Planner is required. The planner must be approved in advance by the House Coordinator. If the planner has not worked at the Bennett House in the last 2 years, they will be asked to meet with the House Coordinator before approval. The signed Event Planner Contract is due to the House Coordinator within (45) days of contract signing with the Bennett House.

The Event Planner must read and initial each page of this contract and must also sign the Event Planner Agreement and Final Review (30) days prior to the event. At (30) days, the Planner is also required to provide a timeline, tent layout, floor plan and delivery schedule for a final review.

A final walk through will be conducted with the House Coordinator at the end of the event with a checklist to ensure proper cleanup of house and grounds is complete. The Event Planner is required to stay for the entire event and final inspection. It is the responsibility of the Planner to remove all event décor, clean the Bride and Groom's area and to collect any items left behind. The house will be locked one hour following the event and will not be open on Sunday to retrieve any items left at the venue.

Client Initials: _____

Planner Initials: _____

Payment

The completed contract with Client signature and 50% of the rental fee guarantees the event date. The 50% deposit is *non-refundable*. The remaining balance is due (6) months prior to the event. Failure to comply with payment schedule may result in cancellation of event. Payments are accepted by check or any major credit cards; no processing fee is added. If making a payment by check, please make it payable to **The Governor Thomas Bennett House** and reference Client's name and wedding date on the check.

Security Deposit

A \$500 refundable security deposit check should be written as a *separate check* and is due (30) days prior to the event date. The security deposit check will be returned to Client, following completion of inspection, provided there are no damages to the house and grounds during the time of the property rental.

The full amount of the security deposit check will be withheld and applied to any damages to the property that are incurred during the event and billed for any additional repair costs over and above the deposit amount.

This includes, but is not limited to, event time overages, excessive clean up, moving of furniture or paintings from the walls without permission, or failure of Wedding Planner, Caterer or Vendor to check out with House Coordinator following the event. It is the responsibility of the Event Planner, Client and Vendors to leave the venue in the condition that it is found to avoid full forfeiture of the Client's security deposit.

Cancellation Policy and Refund Schedule: The 50% deposit paid at the time of booking event is non-refundable.

- 90 Days or greater prior to event - 75% of the remaining balance
- 60-89 Days prior to event - 50% of the remaining balance
- Less than 60 days - forfeiture of all funds

Request for refund and cancellation of event must be received in writing to the attention of:

The Gov. Thomas Bennett House

Attn: House Coordinator

69 Barre Street, Charleston, S.C. 29401

Postponement Policy

If the need arises to postpone the contracted date, for any reason, we must be notified in writing at least 90 days prior to the event. The paid amounts will be applicable to the new event date and must take place within 120 days of the original date for previous payments to be applied.

Personal Event Insurance is required to ensure reimbursement in the case of fire, hurricane or any other natural disaster or act of God, national emergency or terrorist attack, preventing the event to be held on the contracted date. (Please reference Terms & Conditions clause). The Gov. Thomas Bennett House may also be named as "additional insured" on a personal Certificate of Insurance. A copy must be provided to the Gov. Thomas Bennett House one month prior to the wedding date.

Security Officers

A security officer is required for all wedding events and will be posted at the front entrance of the House on Barre Street during the time of the reception. The cost of the security officer for a 4-hour reception is included in the contract price. Security is provided by the City of Charleston Police Dept. and scheduled by the Bennett House.

Parking

Complimentary parking is available for evening and weekend events in the Barre Street Parking Lot, adjacent to the House. Parking is available after 4 pm on weekdays and 9 am for weekend events.

Client Initials: _____

Planner Initials: _____

Ceremony Rehearsal

A 1-hour rehearsal may be held the day before the wedding. Please consult the House Coordinator for available times.

Tents

Tents are not included in the rental fee of the venue. Because this is an outdoor venue, tents are recommended on the side lawn adjacent to the crescent garden for receptions. A diagram of the tent layout, along with the setup and breakdown schedule, must be approved by the House Coordinator (30) days prior to your event.

Permanent tent anchors are in place on the side lawn for use of 40 x 70 or 40 x 60 framed tent, and a 60 x 60 sailcloth tent. A 20 x 60 can be added to the framed tents for full lawn coverage. Please refer to the tent diagrams on our website. No other tent sizes will be permitted. It is recommended that tent legs are 10ft tall to give the best view of the Fountain Wall on the Side Lawn, especially if cake cutting or other wedding moments will take place there. The Crescent Garden, located in front of the House, may be covered by a 40 x 55 tent in the case of inclement weather. The Gov. Thomas Bennett House recommends tent shares for back to back event days. The House Coordinator will put both wedding planners in touch to arrange the tent sharing details. We encourage cooperation between all parties to benefit from a tent share.

It is advised that tents are used when there is a chance of rain in a forecast that is 40% or greater. We make every possible effort to have the grounds in perfect condition for your event. We also have a responsibility to our clients whose event will follow yours. As good stewards of the property, we maintain the right to make the final decision on the addition of tents and/or flooring at the client's expense pending inclement weather. This decision is made only for the protection of your guests, our property and to ensure a successful event.

The Gov. Thomas Bennett House is not responsible for tent permits and liability if not obtained. Permits are the responsibility of the Client, Planner and Tent Vendor.

Photography

There is no charge for a 2-hour bridal portrait session with a photographer prior to the wedding. Appointments are required and may be scheduled Monday – Thursday between the hours of 10 am – 3 pm. The bride may arrive 30 minutes prior to dress before the session begins. Please consult the House Coordinator to schedule. Photographers are **not** permitted to move furniture or paintings from the walls at any time. Forfeiture of security deposit will result if anything has been moved.

Bride and Groom Departure

Flower petals may be tossed for the departure, the Planner has them removed at the end of the event. Silk flower petals, confetti and rice are not allowed. Loose birdseed may be thrown in the garden area only. Bubbles are allowed but may not be thrown in the fountain. Sparklers, wishing lanterns, confetti and fireworks are not allowed due to fire hazards.

Catering and Bar Service

Catering and Bar Service must be approved by the House Coordinator. We reserve the right to disallow a vendor. Catering Service must be a licensed, insured company operating in Charleston County. Client will hire a licensed and insured bartending service that is adequately covered with a liquor liability insurance policy to serve alcoholic beverages and a COI provided to venue. All beverages must be served in a bar glass. No bottles, cans, straws or plastic stirrers are permitted. Please note: The Governor Thomas Bennett House does not allow the bar service to serve "alcohol" shots during the event. The signed Catering and Bar Service contract must be completed and signed by vendor at least (30) days prior to the event date.

Client Initials: _____

Planner Initials: _____

Permits and Licenses

The Client and Planner are responsible for securing all necessary permits. This includes but is not limited to tents, fire, catering and the service for alcoholic beverages. A copy of additional permits is required to keep on file.

The Client is responsible for hiring licensed and insured vendors. The Gov. Thomas Bennett House requires client and vendors to provide insurance and list the Governor Thomas Bennett House as the additional insured. The Client is responsible for abiding by the ordinances of the City of Charleston and the laws of the state of South Carolina. The Client will be solely responsible for the behavior and safety of guests in attendance.

Music and Dancing

The only music permitted inside the house is non-amplified instrumental music, such as chamber music, piano, harp or flute; bands and DJs are not permitted in the house. The baby grand piano located in the foyer may be used at no additional cost and is tuned annually. Dancing is not allowed inside the House to protect the historic and structural integrity of the building and piazza.

Only Non-amplified or low-amplified music is allowed in the Crescent Garden. Amplified music for Dance Bands/DJs is allowed on the side lawn. The House Coordinator has the discretion to ask the band/DJ to lower the music if it is too loud or inappropriate. The House is in a residential neighborhood and all events/activities planned for outside areas must be of a character that will not disturb neighbors. *See Charleston County Noise Ordinance Codes for Residential Neighborhoods.* Any fines incurred for non-compliance with this ordinance are the responsibility of the client and will be billed following the event.

Due to local area noise ordinances, events are required to end at 10 p.m., and a decibel level of approximately 60 decibels must be maintained for amplified music. Sorry, no exceptions!

All bands and DJs must be approved by House Coordinator prior to booking! A list of recommended bands may be requested. The band must return the signed Musicians Contract (30) days before the event date.

Hazardous Weather Conditions

The Gov. Thomas Bennett House is an outdoor venue. Weather conditions are unpredictable, and a rain plan should be in place if needed. In the event of a hurricane, tornado, hail or severe thunderstorm where lightning or high winds are present, the Owner/operator reserves the right to mandate taking shelter indoors or to evacuate the premises for the safety of the guests.

Roper St. Francis Healthcare No Smoking Policy

The City of Charleston Tobacco Free Medical District has ruled the downtown location for MUSC and Roper Hospital as a Tobacco Free Zone. This zone extends along Barre Street to Bull Street. Tobacco use on the street is prohibited in this area. Smoking for guests during events must remain inside the gate on the property in a designated smoking area. There is absolutely NO smoking allowed inside the House or on the Piazza at any time!

Special Needs & Service Animals

The main level of the house is accessible by means of an elevator/lift and is ADA Compliant. A designated parking space adjacent to the elevator entrance is provided for easy access. Restrooms on the ground level are ADA Compliant. Please notify House Coordinator if Special Needs assistance will be required for the event. Only service animals are allowed on the premises during an event. The House Coordinator must be made aware that a service animal is needed on the premises, and permission is obtained. Pets are not permitted in the House or on any of the grounds surrounding the house or on any of the property owned or leased by Roper St. Francis Healthcare.

Client Initials: _____

Planner Initials: _____

Terms and Conditions/Force Majeure

All terms of rental are subject to change without notice. Although every attempt will be made to provide the house, fixtures, and equipment in good condition and in working order, Owner does not guarantee and Owner shall not be responsible or liable for any equipment or fixture failure, unsuitability of any portion of the premises, or any failure or delay in the performance of its obligations arising hereunder caused by, directly or indirectly, circumstances beyond its control, including without limitation: acts of God; strikes; work stoppages; accidents; acts of war, terrorism or cyberterrorism; civil or military disturbances; nuclear or natural catastrophes; epidemics; pandemics; acts of any governmental, civil or regulatory authority; or interruptions, loss or malfunctions of utilities, communications or computer services.

COVID-19

The Governor Thomas Bennett House is committed to providing the highest standard of excellence to our clients, their guests and vendors. Owned by Roper St. Francis Healthcare, the health and safety for our clients and their guests are of utmost importance to us. We must follow the protocols set forth by our healthcare system, as well as the guidelines from the CDC, DHEC and those established by the South Carolina Governor’s Office for hosting events. This includes increased frequency of cleaning and disinfection measures before, during and after all events. All vendors must be educated on their responsibilities to promote safety and to abide by the guidelines of our venue. We are confident that every aspect of our operating procedures has been carefully examined to implement practices for the safety and health of our guests to ensure a wonderful event at the Governor Thomas Bennett House.

Client/Event Planner Information

The house will be closed the day after the wedding with no access to retrieve lost items. Please designate someone to be responsible for gathering all items left behind at the end of the event.

Retrieving left articles and cleaning the House and Grounds following an event is the responsibility of the Client, Planner and Vendors.

It is preferable to close the upstairs to guests at the time of the wedding reception and cocktail hour to reduce wear and preserve the integrity of the historic staircase.

If food or drinks are provided for the bridal party on the day of the wedding, please remember to include bottled water, plates, cups, champagne glasses, etc. and utensils. Small coolers of ice and drinks are permitted but may not be set on hardwood floors. Furniture surfaces should be protected where food and drinks are served.

Inappropriate photographs are not permitted at any time. Any guests of the House found doing so will be asked to leave immediately.

No illegal drugs are permitted at the Gov. Thomas Bennett House! Should any drugs be found before, during or after an event, Security will be notified, and the \$ 500 Security Deposit is immediately forfeited. Persons involved will be escorted off property immediately by Security and could be subject to arrest by authorities. Vendors and band members are not permitted to drink alcoholic beverages onsite at any time before, during or after an event. Should a vendor be found drinking, the client’s security deposit will be forfeited.

Client Initials: _____

Planner Initials: _____

The Governor Thomas Bennett House Client Contract

Rental Contract for: _____ Fiancé: _____

Date of event: _____ Rental Fee: \$ _____

Type of event: _____ Hours of event: _____

Ceremony Time: _____ Ceremony Location: _____

Anticipated number of guests: _____ Extra event hours required: _____ @ \$350/hr.

MANDATORY: All Clients must acquire the services of a licensed and insured, full service, Charleston Event Planner.

Event Planner Name, Email & Phone: _____

Catering Contact & Email: _____

Bar Service Contact & Email: _____

Florist Contact & Email: _____

Cake Contact & Email: _____

Rental Company Contact & Email: _____

Tent Company Contact & Email: _____

Ceremony Musician Contact & Email: _____

Reception Musician Contact & Email: _____

Photographer Contact & Email: _____

Additional Requests: Furniture Relocation Use of Piano Group Tours Special Needs Assistance

*Event dates are not guaranteed without receipt of signed contract and receipt of a minimum of 50% deposit for event, excluding security deposit (see deposit terms in contract). Event dates will only be held for twenty-one (21) days from mailing of contract.

Client agrees to indemnify and hold harmless Roper St. Francis Healthcare and its employees against all claims and liability for injury or damage, whether to person or property that arises from negligent acts by the Client and/or Guests, specifically including all claims for liability resulting from the service and consumption of alcoholic beverages by Client, Client's agents or guests.

I have read and understand all aspects of this contract and will adhere to its contents.

Bride's Signature: _____ Date: _____

Bride's Address: _____

Bride's Phone: _____ Bride's E-mail address: _____

Couple's Address after wedding: _____

Client Initials: _____ Planner Initials: _____

METHOD OF PAYMENT

Please make checks payable to The Governor Thomas Bennett House
and reference Client's name and event date.

Mail to: **The Gov. Thomas Bennett House, 69 Barre Street, Charleston, SC 29401**

Name of Client: _____ Event Date: _____

Type of Event: _____

Check Credit Card Payment Amount \$ _____

American Express Discover MasterCard Visa

**Credit Card payments can be made by phone if preferred (843) 789-1780.*

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

(3 digits on back of card. For AMEX, 4 digits on front of AMEX.)

Name on Credit Card: _____

Statement Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Signature: _____

Client Initials: _____

Planner Initials: _____

The Governor Thomas Bennett House Caterer and Bar Service Agreement

Caterer: _____ Phone: _____ Arrival/Set-up Time: _____

Bar Tending Service: _____ Phone: _____ Arrival/Set-up Time: _____

Client Name: _____ Event Date: _____

***In response to COVID-19 Reopening Guidelines, **all vendors** must provide documentation of their new operating procedures which follow the recommended guidelines provided by the CDC, DHEC and the SC Restaurant and Lodging Association (SCRLA) effective May 1, 2020. These include added measures in place for safe meal planning, food preparation, sanitation, food service and personal hygiene (PPE) to preserve the health and safety of clients, guests and vendors.

Catering Service/Bar Service must be licensed and insured and provide a Certificate of Insurance. Bar Service must provide proof of adequate coverage under a liquor liability insurance policy to serve alcoholic beverages or Client shall procure a liquor liability insurance policy covering the event described within this Rental Contract with limits acceptable to The Governor Thomas Bennett House, and shall name The Governor Thomas Bennett House as an additional insured under this liquor liability insurance policy.

*****The Bar Service is not allowed to serve alcoholic "shots" during the event.**

Alcohol must be served in bar glassware only - no bottles or cans, straws or plastic stirrers are allowed.

Cleaning of the house after the event is the responsibility of the Client to make the arrangements with the caterer. Cleanup must include: removal of all rental tables, chairs, and fixtures immediately after the event, trash pick-up and removal from the premises (including piazza and garden areas), clean-up of spills from piazza and house floors, wiping off surfaces under flower arrangements, food or beverages, complete cleaning of the kitchen, including sweeping and damp-mopping kitchen floor and returning house furniture to the original location. No frying of food is allowed in the kitchen due to fire hazards.

A small dumpster is provided for the catering and bar service to use. Catering is responsible for pulling the dumpster out of its enclosure to allow for easier access. *If the lid of the dumpster does not close at the end of the night, the remaining trash bags must be taken with vendor.* If trash is not removed or the dumpster is left overflowing the client's deposit will be forfeited. The Caterer and Bar Service are responsible for all trash removal and clean up from their workspace. At the end of the evening a representative with the company(ies) is required to check out with the House Coordinator. A copy of the check list is available upon request.

Below please provide List of any rentals being coordinated by the catering or bar service (additional kitchen equipment, tent, tables and linens, tableware, etc.):

Rental Equipment Setup Date: _____ Setup time: _____

Rental Equipment Pick up Date: _____ Pick up Time: _____

Has the equipment set up date/time and pick up date/time been scheduled with the House Coordinator? Yes No

If a kitchen tent is ordered, has the rental company been instructed to not use stakes and to coordinate tent setup and breakdown with the House Coordinator? Yes No

Caterer/Bar Service agrees to indemnify and hold harmless Roper St. Francis Healthcare and its employees against any and all claims and liability for injury or damage, whether to person or property that arises as a result of omission or negligent acts of the Caterer/Bar service and its employees. Caterer/Bar Service agrees to add The Governor Thomas Bennett House as an additional insured under Caterer's general liability insurance policy for the event specified within this Caterer and Bar Service Agreement.

I have read and understand this contract and will adhere to its contents.

Caterer Signature: _____ Date: _____

Bar Tending Service: _____ Date: _____

Client Initials: _____ Planner Initials: _____

The Governor Thomas Bennett House Musician Agreement

****House Coordinator must approve band before signing Contract****

Name of Client/Event: _____ Event Date: _____

Ceremony Musician: _____

Phone: _____ Email: _____

Band/DJ for Reception: _____

Description of music: _____ Booking/Entertainment Company: _____

Phone: _____ Email: _____

Signed Musicians Contract (30) days before the event date

Music inside the House: The only music allowed inside the house is non-amplified, instrumental music, such as chamber, harp or flute music. There is a baby grand piano in the foyer that may be used at no additional cost upon approval of House coordinator. **Dancing is not allowed inside the Governor Thomas Bennett House** in order to protect the historic, structural integrity of the building and piazza.

Music on the Grounds: As mandated by the Charleston County Noise Ordinance Codes for Residential Neighborhoods, the volume levels from music and/or announcements **must be approx. 60 decibels during the event.** The House Coordinator will monitor the decibel levels throughout the event and has the discretion to ask the band or DJ to lower the music if it is too loud or inappropriate. The Governor Thomas Bennett House is in a residential neighborhood and, as such, all events/activities planned for outside areas must be of a character that will not disturb neighbors. Cooperation with this policy is appreciated during events and break-down to avoid calls to police, which could result in fines to the band and/or Client.

***Due to local area noise ordinances, events are required to end at 10 pm. Sorry, no exceptions!**
Please be advised that the last song of the evening must begin no later than 9:45 pm to ensure the final departure of the evening by 10 pm.

***No alcohol consumption is permitted at any time on property before and during the wedding/event!**

The musician must provide all equipment, furniture and power cords necessary. Power supplies available are three standard, residential 40-amp separate dual faceplate outlets. It is the responsibility of the musician to locate and plan power needs. A site visit is recommended before the event if in doubt, to determine if power source is adequate. Power cords should be taped down for safety measures. Please see Site Plan on website for questions regarding set up. The grounds must be left in the same condition that it was found. All trash must be removed from stage and surrounding area.

Musician agrees to indemnify and hold harmless Roper St. Francis Healthcare and its employees against any and all claims and liability for injury or damage, whether to person or property that arises as a result of omission or negligent acts of the Musician and its employees. Musician agrees to add The Governor Thomas Bennett House as an additional insured under Musician's general liability insurance policy for the event specified within this Musician's Agreement.

I have read and understand this contract and will adhere to its contents.

Musician: _____

Date: _____

Client Initials: _____

Planner Initials: _____

Event Planner's Agreement and Final Review

- A timeline, approved tent layout and band location including a rain plan, floor plan and delivery schedule for all vendors must be provided 30 days prior to the event. The House Coordinator, prior to the event, must approve any relocation of furniture or accessories inside The Governor Thomas Bennett House (Moving Furniture in the House is an Additional Fee of \$250), failure to do so will result in forfeiture of client's security deposit.
- All signed contracts and agreements must be submitted to the House Coordinator including the Bennett House Rental Contract, Event Planner Agreement, Musicians Agreement (Band/DJ), Catering and Bar Service Agreement.
- A refundable \$500 security deposit must be submitted in the form of a check from the client.
- No cans or bottles will be allowed for service at The Gov. Thomas Bennett House. All drinks must be served in cups and glassware; straws/stirrers are not permitted.
- No open flame candles are permitted inside the House. Sparklers, wishing lanterns or fireworks are also not permitted due to fire hazards.
- All departures plans must be approved by the House Coordinator. Flower petals may be tossed **provided they are removed after the event**. Silk flower petals, confetti and rice are not allowed. Loose birdseed may be tossed in the garden area only. Bubbles are allowed but may **not** be thrown in the fountain. The Event Planner is required to make sure the lawn is clear of any trash and debris from the wedding.
- Flowers and/or flower petals may be added to float in the **bottom two tiers** of the fountain, **used to line ceremony aisle or for Bride and Groom's departure** provided they are **removed** at the end of the event. Failure to do so results in forfeiture of Client's security deposit.
- The House will be locked (1) hour after the event ends. All rental items must be moved onto the piazza. The Bridal Suite, Groom's Man Cave and Vendor Room must be cleared of personal items and trash. All personal belongings and décor items must be removed from the House and grounds the night of the event. Please plan accordingly.
- (2) Hot Vendor Meals must be provided for the House Events Coordinator and Officer on Duty.
- A final walk through will be conducted with the House Coordinator at the end of the event with a checklist to ensure proper clean-up of the House and Grounds has been completed.
- The Event Planner is required to be onsite for the setup, entire event, and final inspection. No alcohol consumption is permitted by the Event Planner, their staff or other vendors at any time during the wedding/event. Failure to do so will result in full forfeiture of the Client's security deposit.**
- The Medical Society, (located next door) keeps office hours (M-F) 7 am – 6 pm. There is no access to this building or porch at any time M-F! No equipment, décor items or personal items from vendors or planners can be placed on their porch during load in. Café Lighting can only be attached by a ladder from the exterior lawn. Your cooperation is appreciated to PLEASE RESPECT AND OBEY THIS REQUEST!**

Client Initials: _____

Planner Initials: _____

Event Planner Additional Information

Dining Room Table: The full dining room table measures 52 x 125 inches. For centerpieces for the dining room table, the distance from the Chandelier to the table is 3 ft. 10 inches. A table pad is provided if the dining table is to be utilized. The House Coordinator, prior to the event, must approve any relocation of furniture or accessories and may charge a \$250 fee for moving items. Failure to do so will result in forfeiture of client's security deposit

Tents: Permanent tent anchors are in place for use of a 40 x 70, 40 x 60, 60 x 60 Sail Cloth and extension tents of 20 x 60 (side lawn) or 10x20 (crescent garden tent connector). The crescent garden tent sizing is 40 x 50 or 40 x 55 only. It is recommended that 10ft legs are used on all tents to better incorporate the Wall Fountain on the Side Lawn. It is the responsibility of the Event Planner to be on site during the tent load in to make sure the tent is installed in the proper location. The Gov. Thomas Bennett House bears no responsibility to pay for damage to the lawn or irrigation system resulting from improper installation. We make every possible effort to have the grounds in perfect condition for your event and have a responsibility to our clients whose events follow yours. **As good stewards of the property, we maintain the right to make the final decision on the addition of tents and/or flooring at the client's expense pending inclement weather**

Band/DJ Placement: The stage or DJ table must be positioned facing either the Carriage House or the Side Lawn Fountain Wall, due to noise requirements. Please make certain the band understands that a **60-decibel** level must be maintained during the entire event before booking. (Please refer to contract details)

Chandeliers, Café lights and Outside Electricity: May be provided over the Side Lawn and Crescent Garden, but no staking is allowed for light poles. Please approve installation with the House Coordinator. It is the responsibility of the Event Planner to communicate with the lighting company on the proper installation of perimeter lighting and chandeliers. We reserve the right to require the client to acquire event insurance based on setup plans.

Clean Up: A small dumpster is provided for the catering and bar service to use. Vendors are responsible for pulling the dumpster out of the corral to allow for easier access. **If the lid of the dumpster does not close at the end of the night, all remaining trash bags must be taken with the vendors.** If trash is not removed or the dumpster is left overflowing the client's security deposit will be forfeited. Protective glass tops and table pads may not be removed. Flower vases, food and drinks may not be placed on unprotected surfaces. No thumbtacks, nails, tape or wire may be affixed to any part of the property. Gas fireplaces are available by special request.

It is the responsibility of both the Client and all vendors to leave the House and Grounds in the condition they are found! Cleanup of trash, glassware, corks/bottle tops, party favors, napkins, etc. are the responsibility of the Event Planner to see that the appropriate vendors do their part in sharing the necessary cleanup of the grounds. Excessive cleanup required by the Governor Thomas Bennett House staff will result in forfeiture of the Client's security deposit.

The Event Planner agrees to indemnify and hold harmless Roper St. Francis Healthcare and its employees against any and all claims and liability for injury or damage, whether to person or property that arises as a result of negligent acts of the applicant and guests, specifically including all claims for liability resulting from the service and consumption of alcoholic beverages by the Event Planner, the Event Planner's agents or guests.

I have read and understand the event requirements for The Governor Thomas Bennett House

Event Planner: _____ **Date:** _____

Email: _____ **Phone:** _____

Client Initials: _____ Planner Initials: _____