

## Rental Terms & Fees

Effective for Rentals beginning January 2010

Rentals are booked based on availability through the Georgetown Heritage Society (GHS) and its offices at Grace Heritage Center (GHC). GHC is staffed only on Thursdays, 9am-5pm.

### Terms

- GHC is available for rent from 7am-10:30pm daily except on holidays.
- All required fees must be received in full by mail or in person at least 15 business days prior to the scheduled event.
- Cancellation must be made in writing and must be received at least 10 business days prior to the scheduled event. Notice received less than 10 business days prior to the event will result in a forfeiture of the rental fee.
- Any refund of rental fee will be mailed to renter 10 days after the cancellation notice is received in the GHS office.
- Any refund of security deposit will be mailed to renter 10 days after scheduled event.

### Fees

**Reservation:** A nonrefundable \$100 Reservation Fee must be paid with application but will be applied toward Rental Fee.

**Wedding Rental:** Rental fee is \$75 per hour with a 4-hour minimum. Set up and preparation must be performed on the day of the wedding and within the rental time period. A fee of \$75 per hour will be charged for each additional hour.

**General Rental:** Rental fee is \$75 per hour with a 3-hour minimum use for meetings, workshops, luncheons or dinners.

**Security Deposit:** A \$100 deposit paid by a separate check is required and will be refunded if there are no violations of the rental rules and policies and GHC is returned to its original condition to the satisfaction of GHS Facility Coordinator and the GHS Board.

### Grace Heritage Center

811 S Main Street • Georgetown, TX 78626 • 512-869-8597

[www.georgetownheritagesociety.com](http://www.georgetownheritagesociety.com)

## Rules & Policies

1. The facility coordinator will unlock GHC at the time specified by renter. Upon conclusion of event, renter must immediately notify the coordinator to come and lock GHC.
2. At no time are the premises to be vacated and/or left unattended.
3. GHC office, storage and balcony areas as well as equipment, i.e. telephone, copier, etc, are not available for use at any time or for any purpose. Any storage on balcony is prohibited.
4. Public restrooms are available outside and adjacent to the rear of GHC. No kitchen facility is available on site.
5. Smoking is prohibited in the facility and grounds.
6. Children must be supervised at all times.
7. All decorations must be freestanding and in no way mounted or affixed to walls, furnishings pews and/or floors.
8. Drip trays must be provided for any live plants.
9. Lighted candles or other open flames are not permitted. A unity candle may be used during wedding ceremonies with prior permission.
10. Birdseed, rice and/or any grains are to be confined to the exterior of GHC only. Confetti, silly string and other non-organic material are not permitted and will result in forfeiture of entire security deposit.
11. Renter is responsible for any damage to GHC, furnishings and property.
12. Any furnishings, equipment, supplies, decorations required by renter are the responsibility of the renter and must be removed by the contracted closing time.
13. GHS/GHC is not responsible and/or liable for any lost, stolen or damaged personal items or vehicles or for any injury incurred in conjunction with any event.
14. No advertising shall reflect endorsement by GHS unless specifically agreed to in writing by GHS Board.
15. Damages to the facility in excess of \$100 (Security Deposit) are the responsibility of renter and must be paid within 30 days of notification.
16. Maximum occupancy is limited to no more than 82.
17. Facility must be returned to its original condition at the end of the rental period.
18. Security Deposit refunds are at the sole discretion of GHS Board and/or its representatives and are not negotiable.