

Hatcher Garden & Woodland Preserve Rental Agreement

Please complete and return to:

Hatcher Garden & Woodland Preserve, Post Office Box 2337, Spartanburg, SC 29304-2337

Client: _____ Telephone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Purpose: _____

Reservation date: _____ Start time: _____ Finish time: _____ (4 hour maximum)

Number of guests/participants expected: _____

Will the event be catered _____ Will alcohol be served _____
(If Yes, please provide a certificate of insurance for this vendor)

Deposit + Fee: _____ + _____ = Total Due _____

Location: _____

I have read the rules governing the use of Hatcher Garden & Woodland Preserve for special events and agree to abide by them. I agree to pay the fees quoted above. I indemnify The Spartanburg County Foundation, Hatcher Garden & Woodland Preserve, their boards, and staff members and save them harmless from suit, action, damages, liability, and expense in connection with personal injury, property damage, or theft. I agree to pay for any damage done to the garden. I will not use the garden for any purpose other than that described above without permission from Hatcher Garden & Woodland Preserve. I also understand that all fees must be paid in full two (2) weeks prior to the event.

Rental Party Representative Signature

Date

Print Name

Hatcher Garden Representative

Date

Enclosed find my: check (payable to Hatcher Garden) MasterCard/Visa/Discover/Amex

CC Number ____ - ____ - ____ - ____ Exp. Date ____ - ____

V Code ____ (Three digits located on the back of your card at the end of your card number)

Signature: _____ Date: _____