



Hatcher Garden and Woodland Preserve Rental Agreement

*Please complete and return to:
Hatcher Garden & Woodland Preserve, Post Office Box 2337,
Spartanburg, SC 29304-2337*

Name: _____ Organization: _____

Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Type of Event: Wedding/Exchange of Vows Birthday Party Corporate Event
 Bridal or Baby Shower Graduation Party Other (Please Specify) _____

Garden Location: _____

Reservation date: _____ Total Reservation Time (5 hour max): _____ to _____

Set up time (limited to 1 hour): _____ Event Start time (limited to 3 hours): _____

Tear Down Time (limited to 1 hour): _____

Number of guests expected: _____ Will you need more than 75 parking spaces? _____

Will the event be catered? _____ (Please provide a certificate of insurance for food vendor)

Will alcohol be served? _____ (Please provide proof of security arrangement)

Will you need prior set up? (Please specify what will be needed for prior set up: tent, music, food, etc.) _____

Deposit + Fee: _____ + _____ = Total Due _____

Please read the following statement carefully. Your signature on this form states that you agree and will adhere to the rules governing the use of Hatcher Garden and Woodland Preserve for your special event. If false information or a breach of this agreement occurs, your deposit will not be refunded.

I have read the rules governing the use of Hatcher Garden and 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 and 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 and Woodland Preserve. I also understand that all fees must be paid and special notices/certificates turned in full two (2) weeks prior to the event.

_____ Date _____
Rental Party Representative Signature

Print Name

_____ Date _____
Hatcher Garden Representative

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: _____