

# *Kalmia Gardens OF Coker University*

1624 W. Carolina Avenue, Hartsville, SC 29550

843.383.8145

Contact: Dan Hill at [Dhill@coker.edu](mailto:Dhill@coker.edu)

Coker University Safety 843-383-8140

2023

## **APPLICATION FOR USAGE, USER AGREEMENT AND POLICIES OF KALMIA GARDENS**

Anyone wishing to use one of the Gardens' facilities for rent shall fill out and return the *Application and User Agreement Form* along with the appropriate deposit listed below.

Reservations to use the facilities are limited and, therefore, should be requested at least 30 days in advance. Rentals to small group functions such as civic or garden club meetings are welcome. Applications will be reviewed and reservations accepted based upon availability and at the discretion of a review board.

The following rental rates do not include event set-up, catering, or other ancillary services. Event set-up and clean-up are the responsibility of the renter. All service providers who will be on the Kalmia Gardens property must be approved prior to the event. For your convenience, a list of local service providers will be given to you at your request.

### **USER FEES**

For rentals, a non-refundable deposit of \$200 is required to hold the date and is applied to the balance. The balance is due 30 days prior to the event. For rentals of the Hart House and /or Gardens, a refundable damage/time overage deposit of \$250. If no damages or time overages occur, the damage deposit will be returned.

### **Minimum Rental of all facilities is 2 hours**

A. Thomas E. Hart House only	\$200.00 per hour (kitchen additional \$50 per hour)
B. Kalmia Gardens only	\$175.00 per hour (kitchen additional \$50 per hour)
C. For both	\$375.00 per hour
Joslin Education Center	\$50 per hour A non-refundable deposit of \$100 is required to book event
Joslin Pavilion	\$175.00 per hour Special requirements for transportation and restroom facilities
Photography in Hart House	\$50 per hour; appointment required
Photography in the Gardens	No charge
House/Yard left disorderly	\$50.00/hour Billed to the renter (trash left on premises, leftover food, etc.)

## **LIABILITY**

The renter will agree not to damage the site, cut flowers, shrubs, and trees, or alter Kalmia Gardens in any manner. The Gardens cannot be held responsible/liable for damage of property, loss, or theft of guest or user belongings. The renter further agrees to indemnify and hold harmless Kalmia Gardens and Coker University from any and all loss or damage that may be sustained by reason of injury to any person through the negligent or willful act of the user or its agents or servants. You may want to hire a security professional for automobile, personal belongings, and orderly parking.

## **GUEST LIMITATIONS**

The Thomas E. Hart House and Gardens are limited to the number of guests and the time of use. Fire code states **No more than 60 people are permitted in the Hart house at the same time.** Approximately 250 people can be easily accommodated for weddings and/or receptions using the porch and outside areas. The house will not be opened due to inclement weather if not rented.

## **ALCOHOLIC BEVERAGES**

Since we do not have a corkage fee charge, the person(s) renting the facility, either personally or through their caterer, will be responsible for providing a bartender for the serving of champagne, wine, or other alcoholic beverages during the function. User of the facility agrees to comply with all S.C. laws concerning the providing of alcoholic beverages. It shall be the sole and exclusive responsibility of the user of the facility to oversee and supervise all bartenders to ensure compliance with S.C. Laws.

## **RENTAL COMPANIES AND CATERERS**

Kalmia Gardens does not provide tents, tables, chairs, dishes, glassware, or tablecloths. Permission for tent placement on the property is required. Installation time, set-up time, and take-down time are to be scheduled with the Kalmia Gardens staff. If the caterer, florist, or photographer has not used Kalmia Gardens for a function, they should make arrangements prior to the event with the Kalmia Gardens staff to become familiar with the facility.

**We are unable to open the house for caterers ahead of the allotted rental time, so please coordinate with them the amount of time required.**

## **DECORATING WITHIN HART HOUSE, GARDENS AND JOSLIN EDUCATION CENTER**

No candles open flames of any kind in the Hart House or the Joslin Center. No balloon releases.

Nails, sticky clay, or uncovered wire must not be used to secure decorations to the banisters, railings, fireplace mantles, doorways or walls. Make sure containers do not leak. **Protective mats must be placed under all hot or cold dishes and punch bowls to protect the dining table and other furniture. Nothing will be placed on the piano lid. Furniture should not be moved without permission.** In the garden, votives or other stationary enclosed candles may be used, but no Chinese lanterns, luminaries, sparklers, etc.

## **ACTIVITIES**

**No driving or parking is allowed on the lawns or walkways.** Park vehicles in the parking lot; do not block the driveways. NO SMOKING in the Gardens, the Hart House, the Little White House, or the Joslin Education Center. This is a "smoke-free" environment! **No dancing in the house or on the porch. No dance floor will remain on grassed areas for more than 24 hours.**

Hartsville has a noise ordinance; music (live or prerecorded) is not permitted after 10:00 p.m. Running in the house or jumping on furniture is not allowed. Children should be attended by an adult at all times. Birdseed bags or flower petals may be used only outside. **Please, no rice, confetti, or artificial petals.**

Brides renting the Gardens and or Hart House for their wedding may use the Little White House for dressing.

## **CLEARING RENTALS AND CLEANING THE PREMISES**

The house and grounds should be left as clean as they were before the event. All rented equipment will be removed from the site unless prior arrangements are made through the Director of the Gardens. **All garbage is to be removed from the premises immediately after the function.** Flowers/greenery is considered yard trash and should be put into plastic bags and removed. All rooms should be inspected to ensure no food, beverages, valuables, or debris is left on the property. **Failure to do so will result in the loss of the damage deposit.** If using a caterer or florist, it is the renters' responsibility to get a copy of the Application for usage, user agreement, and policies of Kalmia Gardens for their use.

# *Kalmia Gardens OF Coker University*

1624 W. Carolina Avenue, Hartsville, SC 29550

843.383.8145

Contact: Dan Hill at [Dhill@coker.edu](mailto:Dhill@coker.edu)

Coker University Safety 843-383-8140 or 843-616-2762

## **Application and User Agreement Form**

<b>Name of Renter</b> _____
<b>Address</b> _____
<b>City</b> _____ <b>State</b> _____ <b>Zip</b> _____
<b>Phone Number</b> _____ <b>Cell phone</b> _____ <b>E-mail</b> _____

**Date & Time requested for rental** \_\_\_\_\_

**Minimum Rental of all facilities is 2 hours**

**House Rental** \_\_\_\_\_ **hours X \$200 per hour total** \_\_\_\_\_

**Garden Rental** \_\_\_\_\_ **hours X \$175 per hour total** \_\_\_\_\_

**Kitchen Rental** \_\_\_\_\_ **hours X \$50 per hour total** \_\_\_\_\_

**Joslin Education Center** \_\_\_\_\_ **hours X \$50 per hour total** \_\_\_\_\_

**Joslin Pavilion** \_\_\_\_\_ **hours X \$175 per hour total** \_\_\_\_\_

**Photography in Hart House** \_\_\_\_\_ **hours X \$50 per hour total** \_\_\_\_\_

**Deposit paid** \_\_\_\_\_ **Date paid** \_\_\_\_\_

**Balance Due** \_\_\_\_\_ **Date paid** \_\_\_\_\_

**Security deposit paid** \_\_\_\_\_ **Date paid** \_\_\_\_\_

I have read, understood and agree to abide by the Policy for the use of the Facilities and User Agreement, Rules/Responsibilities of Kalmia Gardens of Coker University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and return this form with your deposit. Thank you.

# *Kalmia Gardens OF Coker University*

1624 W. Carolina Avenue, Hartsville, SC 29550

843.383.8145

Contact: Dan Hill at [Dhill@coker.edu](mailto:Dhill@coker.edu)

Coker University Safety 843-383-8140 or 843-616-2762

## **Event Information Form**

This form is to be completed and returned to Dan Hill 30 days with balance before the event.

Name of Renter \_\_\_\_\_

Address \_\_\_\_\_

Event Date \_\_\_\_\_ Phone Number \_\_\_\_\_

**Canopy Rental** Yes\_\_\_ No\_\_\_

Canopy Company & Phone Number \_\_\_\_\_

Canopy Size \_\_\_\_\_

### **Area of Canopy Placement**

East Garden \_\_\_\_\_

Formal Garden \_\_\_\_\_ Front of Hart House \_\_\_\_\_

### **Rental Accessories** (Table, Chairs, Dance Floor, etc.)

Rental Company for Accessories \_\_\_\_\_

Phone Number \_\_\_\_\_

Will you have a dance floor? Yes\_\_\_ No\_\_\_

I understand the dance floor has to be removed the night of the event off the grass onto a hard surface such as the brick.

Placement of dance floor during event? \_\_\_\_\_

Placement of dance floor after event? \_\_\_\_\_

(The reason it is urgent to remove the dance floor after the event is to prevent heat buildup that could damage or kill the grass)

**Renter's initials** \_\_\_\_\_

Florist Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Caterer \_\_\_\_\_

Phone Number \_\_\_\_\_

What hours will the caterer use the kitchen? \_\_\_\_\_

**Renter's initials** \_\_\_\_\_

Contact the Kalmia staff if any changes need to be made to any information on this form. I understand my rented hours are \_\_\_\_\_ and that I will be off the premises at \_\_\_\_\_ (time).

I understand that all trash will need to be removed after the event. Kalmia staff person will be the only person to handle any electrical needs or malfunctions. I understand if any of these rules are not abided by I can lose my damage deposit. **Renter's initials** \_\_\_\_\_