

# 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

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

Anyone wishing to rent any of Kalmia Gardens' facilities shall complete and return the *Application and User Agreement Form* and the appropriate deposit, as indicated below.

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

The following rental rates do not include event set-up, catering, event planning, or other ancillary services. The rental reservation is for the site only. Event set-up and cleanup are the Renter's responsibilities. All service providers on Kalmia Gardens' property must be approved before the event. For your convenience, a list of local service providers is available upon request.

### USER FEES

Please see the fee schedule below for Kalmia Gardens' rental options. Fees are per hour and based on rentals during business hours and those during off-hours. A non-refundable deposit is required for all rentals to reserve them. The deposit is applied to the balance of the rental. Please see the non-refundable deposits below as they correspond to the rental option. The balance for rentals is due 30 days before the event.

For rentals of the Thomas E. Hart House and/or Gardens, a refundable damage/time overage deposit of **\$500** is required. For rentals of the Joslin Pavilion, a refundable damage/time overage deposit of **\$275** is required. For rentals of the Joslin Education Center, a refundable damage/time overage deposit of **\$150** is required. The damage deposit will be returned if no damages or time overages occur. Damage includes leaving trash, not removing trash bags, leaving leftover food, etc.

**The minimum Rental of all facilities is 2 hours**

### Rental Fees

<b>Rental</b>	<b>Business Hours (Mon-Fri 7 a.m. – 3 p.m.)</b>	<b>Off Hours (Weekends, Mon-Fri (3 p.m. beyond)</b>
Thomas E. Hart House and Gardens (kitchen use included in rental fee)	\$275/hour	\$475/hour
Thomas E. Hart House Only (kitchen use included in rental fee)	\$175/hour	\$300/hour
Gardens Only (kitchen use additional fee)	\$175/hour	\$275/hour
Kitchen Use	\$50/hour	\$80/hour
Joslin Education Center (for professional meetings, lectures, etc. only)	\$50/hour	\$75/hour
Joslin Pavilion*	\$175/hour	\$250/hour
Photography in Hart House	\$75/hour	\$125/hour

\*Restroom facilities are not available at the Joslin Pavilion. The renter must either rent restrooms at their expense or use restrooms located on Kalmia Gardens' property at 1624 W. Carolina Avenue. Staff will not provide transportation to restrooms; it is the renter's responsibility.

### **Non-Refundable Deposits**

<b>Rental</b>	<b>Non-Refundable Deposit</b>
Thomas E. Hart House and Gardens	\$275
Thomas E. Hart House Only	\$275
Gardens Only	\$275
Joslin Education Center (Business Hours)	\$100
Joslin Education Center (Off Hours)	\$125
Joslin Pavilion	\$250

The Renter will agree not to damage the site, cut flowers, shrubs, and trees, or alter Kalmia Gardens in any way. Kalmia Gardens cannot be held responsible/liable for damage to 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 because of injury to any person through the negligent or willful act of the user or its agents or servants. The Renter may 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 Thomas E. Hart House at the same time." The porch and outside areas can easily accommodate approximately 250 people for weddings and/or receptions. If not rented, the Thomas E. Hart House will not be accessible or open due to inclement weather.

### **ALCOHOLIC BEVERAGES**

Kalmia Gardens does not charge a corkage fee, so the Renter, either personally or through their caterer, will be responsible for providing a bartender to serve champagne, wine, or other alcoholic beverages during the rental. The Renter agrees to comply with all South Carolina laws concerning the distribution of alcoholic beverages. It shall be the sole and exclusive responsibility of the Renter to oversee and supervise all bartenders to ensure compliance with South Carolina laws.

### **RENTAL COMPANIES AND CATERERS**

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

The Thomas E. Hart House will only be open to caterers when the Renter's reservation begins. Access will not be granted until the rental time begins. The Renter must factor in the caterer's access to the Thomas E. Hart House into the reservation.

### **DECORATING WITHIN THE THOMAS E. HART HOUSE, GARDENS, AND JOSLIN EDUCATION CENTER**

Candles or open flames of any kind are not permitted in the Thomas E. Hart House or the Joslin Education Center, and balloon releases are not permitted.

Nails, sticky clay, or uncovered wire must not be used to secure decorations to the banisters, railings, fireplace mantles, doorways, walls, or any part of the Thomas E. Hart House, gardens, Joslin Education Center, or other facilities. Ensure 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 may be placed on the piano. Furniture may not be moved without permission. In the garden, votives or other stationary enclosed candles may be used. Chinese lanterns, luminaries, sparklers, etc., are not permitted.

### **ACTIVITIES**

No driving or parking is permitted on the lawns or walkways. Vehicles are to be parked in the parking lot; do not block driveways. Smoking is strictly prohibited in all areas of Kalmia Gardens, including but not limited to the gardens, the Thomas E. Hart House, the Little White House, and the Joslin Education Center. Kalmia Gardens is a "smoke-free" environment. Dancing is prohibited in the Thomas E. Hart House and the porch of the Thomas E. Hart House. Dance floors may not remain on grassed areas for more than 24 hours. To comply with Hartsville's noise ordinance, music (live or prerecorded) is not permitted after 10:00 p.m. Running in the house or jumping on furniture is not permitted. Children must be attended by an adult at all times. Birdseed bags or flower petals may only be used outside. No rice, confetti, or artificial petals are permitted. Brides renting the gardens and/or Thomas E. 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 must be removed from the site unless prior arrangements have been made through the Director of Kalmia Gardens. All garbage must 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, florist, or any other agent, it is the Renters' responsibility to obtain a copy of the Application for Usage, User Agreement, and Policies of Kalmia Gardens for their agent's review.

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## **Application and User Agreement Form**

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

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

Minimum rental of all facilities is 2 hours

House and Garden Rental \_\_\_\_\_ hours X **\$275 OR \$475** per hour total \_\_\_\_\_

House Rental \_\_\_\_\_ hours X **\$175 OR \$ 300** per hour total \_\_\_\_\_

Garden Rental \_\_\_\_\_ hours X **\$175 OR \$275** per hour total \_\_\_\_\_

Kitchen Rental \_\_\_\_\_ hours X **\$50 OR \$80** per hour total \_\_\_\_\_

Joslin Education Center \_\_\_\_\_ hours X **\$50 OR \$75** per hour total \_\_\_\_\_

Joslin Pavilion \_\_\_\_\_ hours X **\$175 OR \$250** per hour total \_\_\_\_\_

Photography in Hart House \_\_\_\_\_ hours X **\$75 OR \$125** per hour total \_\_\_\_\_

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

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

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

I have read, understand, 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.

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## **Event Information Form**

This form is to be completed and returned to Dan Hill 30 days prior to the rental with the outstanding balance.

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

Address \_\_\_\_\_

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

**Tent/Canopy Rental** Yes\_\_\_ No\_\_\_

Tent/Canopy Company & Phone Number \_\_\_\_\_

Tent/Canopy Size \_\_\_\_\_

### **Area of Tent/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 must be removed the night of the event and placed on a hard surface, such as brick. Due to heat accumulation under the dance floor, it is urgent that it be removed from the grass to ensure the turf is not damaged or killed.

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

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

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

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

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

Caterer \_\_\_\_\_

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

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

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

Contact the Kalmia Gardens 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 must be removed after the event. Only Kalmia Gardens' staff will handle electrical needs or malfunctions. I understand if any of these rules are not abided by, I will lose my damage deposit.

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