



Kalmia Gardens

OF COKER UNIVERSITY

APPLICATION FOR USAGE, CONTRACT, AND POLICIES OF KALMIA GARDENS

Thank you for your interest in Kalmia Gardens of Coker University for your upcoming event. Please review the *Application for Usage, Contract, and Policies of Kalmia Gardens* and complete and return the *Application and User Agreement Form* with the appropriate deposit, as indicated below to reserve your desired date and location.

Reservations to use the facilities are limited and must be requested at least 30 days in advance of your proposed event date. 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, chairs, tables, catering, event planning, or other ancillary services. The rental reservation is for the site only. Event set-up and cleanup are the Renter's responsibility, which includes the removal of all trash, decorations, etc. created or used by the event. 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 the time and location. No rentals will be held without receipt of the non-refundable deposit. The deposit is applied to the balance of the rental. Please see the non-refundable deposits chart, on the following page, as they correspond to the rental options.



Kalmia Gardens

OF COKER UNIVERSITY

Non-Refundable Deposits

Rental	Non-Refundable Deposit
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
Evergreen Ceremony Special	\$25

The remaining balance for the rental is due 30 days before the event. If payment is not received by this time, the rental will be null and void, and the non-refundable deposit will be forfeited to Kalmia Gardens of Coker University. If the rental should conclude before the end of the reservation, the Renter will not be refunded for any time not used.

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. For rentals of the Evergreen Ceremony Special, a refundable damage/time overage deposit of **\$200** is required. The damage deposit will be returned if no damages or time overages occur. Damage includes, but is not limited to, leaving trash created by your rental, not removing trash bags, leaving leftover food and decorations, etc. Time overage includes any time beyond the reservation window that Kalmia Gardens' staff must remain on property beyond your rental period agreement.

The minimum rental of all facilities is 2 hours, excluding the Evergreen Ceremony Special.



Kalmia Gardens

OF COKER UNIVERSITY

Rental Fees

Rental	Business Hours (Mon-Fri 7 a.m. – 3 p.m.)	Off Hours (Weekends, Mon–Fri (3 p.m. beyond))
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
Evergreen Ceremony Special (limited to 10 guests and one hour for a ceremony only)	\$100 for a one hour rental	Not available
Photography in Hart House	\$75/hour	\$125/hour

*Kitchen use provides access to the kitchen in the Thomas E. Hart House for the Renter's caterers. Caterers have access to and may use the stovetop, oven, icemaker, microwave, and refrigerator. There is no freezer access. The Renter is responsible for ensuring the caterer cleans the kitchen and all appliances after use, including the removal of all leftovers and trash from Kalmia Gardens. Failure to do so will result in the forfeit of the damage/time overage deposit. Rentals of the Thomas E. Hart House include kitchen access for no additional fee. Caterer's access to the kitchen must be factored into the total reservation time for the rental. Kitchen use and Hart House rental is not available for the Evergreen Ceremony Special.

**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 to transport their guests to and from the restroom, if needed.

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 Renter, their guests, or agents. The Renter may hire a security professional for automobile, personal belongings, and orderly parking at the



Kalmia Gardens

OF COKER UNIVERSITY

Renter's expense.

GUEST LIMITATIONS AND CAPACITY

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.

Guests for the Evergreen Ceremony Special may not exceed 10 guests, including the bride and groom. Areas available for use with the Evergreen Ceremony Special are limited to the Formal Garden, Cecil Garden, and Observation Platform.

If not rented, the Thomas E. Hart House will not be accessible or open due to inclement weather. Rental of the Thomas E. Hart House is not available for the Evergreen Ceremony Special.

Kalmia Gardens does not provide transportation services with golf carts or any other vehicles. The Renter, their guests, and their agents may only drive and park in designated areas. Travel outside of these areas must be done on foot or with the aid of mobility devices, including wheelchairs, mobility scooters, etc. that must be provided by the Renter.

ALCOHOLIC BEVERAGES

Kalmia Gardens does not charge a corkage fee, thus 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.

The Renter may choose to rent a tent, however, Kalmia Gardens' staff must approve tent placement on the property prior to installation. Installation time, set-up time, and take-down time must be scheduled with Kalmia Gardens' staff. Tent installation is not permitted for the Evergreen Ceremony Special.



Kalmia Gardens

OF COKER UNIVERSITY

If the caterer, florist, photographer, or any other agent has no previous experience working at Kalmia Gardens in a rental capacity, they are encouraged to make arrangements prior to the event with Kalmia Gardens staff to become familiar with the facility.

The Thomas E. Hart House will only be open to caterers and other agents when the Renter's reservation begins. Access will not be granted until the rental time begins. For example, if the rental begins at 2 p.m., the caterer will not be permitted into the Thomas E. Hart House until 2 p.m. If the caterer arrives at 1 p.m., the agent will need to wait until 2 p.m. to gain access. The Renter must factor in the caterer and other agent's access to the Thomas E. Hart House in the total reservation. Kalmia Gardens' staff is happy to work with the Renter to address any questions and assist in identifying a reservation window to best fit the Renter's needs.

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.

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. Vehicles must remain on designated roadways at all times.



Kalmia Gardens

OF COKER UNIVERSITY

If vehicles park or drive on the lawn, and damage occurs, the Renter will forfeit their damage/time overage deposit.

The Renter will agree not to damage any part of Kalmia Gardens, pick flowers, shrubs, and trees, or alter Kalmia Gardens in any way. Any destruction to Kalmia Gardens, including to its plants, structures, hardscape, etc. is strictly prohibited. If such damage should occur, the Renter will forfeit their damage/time overage deposit.

Kalmia Gardens is a “smoke-free” environment. 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.

Dancing is prohibited in the Thomas E. Hart House and the porch of the Thomas E. Hart House. Dance floors may be rented at the Renter’s expense for outdoor use. Dance floors may not remain on grassed areas for more than 24 hours. The Renter is responsible for the removal of any dance floors from grassed areas, not to exceed 24 hours.

To comply with Hartsville’s noise ordinance, music (live or prerecorded) is not permitted after 10:00 p.m.

Running in the Thomas E. Hart 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, excluding the Evergreen Ceremony Special. The Little White House will remain unlocked for the duration of the reservation. Kalmia Gardens’ cannot provide security for the Little White House and advises discretion in the storage of personal belongings. Kalmia Gardens is not responsible for the loss or theft of any items.

If guests do not exit the property at the conclusion of their agreed reservation, the Renter will forfeit their damages/time overage deposit. Guests that do not leave after having been advised by Kalmia Gardens’ staff at the completion of their rental may result in Coker University Campus Safety or the Hartsville Police Department assisting with the removal of guests.



Kalmia Gardens

OF COKER UNIVERSITY

Unruly, agitated, or aggressive behavior will not be tolerated and is strictly prohibited. In the event a guest is acting inappropriately, Kalmia Gardens may contact Coker University Campus Safety or the Hartsville Police Department for assistance.

Illegal activities are strictly prohibited on Kalmia Gardens' property and will result in Coker University Campus Safety or the Hartsville Police Department being notified.

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 must be removed. All garbage must be taken off site for disposal. Any trash, including trash bags or use of garbage cans, left at Kalmia Gardens will result in the forfeit of the damage/time overage deposit.

All rooms should be inspected to ensure food, beverages, valuables, or debris is not left on the property. Failure to remove these items will result in the loss of the damage/time overage deposit.

If using a caterer, florist, or any other agent, it is the Renters' responsibility to obtain a copy of the *Application for Usage, Contract, and Policies of Kalmia Gardens* for their agent's review. The Renter's agents must also adhere to this policy as it is set forth.

The Renter must agree to and ensure they, their guests, and their agents abide by the parameters set forth. Failure to abide by these conditions may result in the loss of the damage/time overage deposit, termination of event by Kalmia Gardens, including the event being terminated before the reservation time has concluded, or the Coker University Campus Safety or the Hartsville Police Department being notified. The Renter will not be reimbursed, credited, or otherwise refunded for any time during the reservation that was terminated before use could occur.

Should substantial damage occur to the Thomas E. Hart House, gardens, Joslin Education Center, Joslin Pavilion, or any other structures, etc. that surpasses the damage/time overage deposit, Kalmia Gardens' will seek reimbursement for excess damages from the Renter.



Kalmia Gardens

OF COKER UNIVERSITY

APPLICATION AND USER AGREEMENT FORM

Name of Renter: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Date Requested: _____

Time Range Requested: _____

Minimum rental of all facilities is 2 hours, excluding the Evergreen Ceremony Special

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	_____
Evergreen Ceremony Special	_____	one hour at \$100	_____
Photography in Hart House	_____	hours X \$75 OR \$125 per hour total	_____

I have read, understand, and agree I, my guests, and my agents will abide by the *Application for Usage, Contract, and Policies of Kalmia Gardens*.

Signature

Date

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

To be completed by Kalmia Gardens Personnel

Deposit Amount Paid _____ Date paid _____

Balance Amount Due _____ Date paid _____

Security Deposit Amount Paid _____ Date paid _____



Kalmia Gardens

OF COKER UNIVERSITY

EVENT INFORMATION FORM

This form is to be completed and returned to the Director of Kalmia Gardens at least 30 days prior to the rental with the outstanding balance.

Name of Renter: _____

Address: _____

City: _____ State: _____ Zip _____

Phone Number: _____ Email: _____

Tent/Canopy Rental: Yes ____ No ____

Tent/Canopy Company and Phone Number:

Tent/Canopy Size:

Location of Tent/Canopy

East Garden ____ Formal Garden ____ Front of Thomas E. Hart House ____

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

Rental Company for Accessories and Phone Number:

Dance Floor Rental: 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.

Renter's Initials: _____

Location of Dance Floor During Event:

Location of Dance Floor After Event:



Kalmia Gardens

OF COKER UNIVERSITY

Florist Name and Phone Number:

I understand my florist may not alter or damage the Thomas E. Hart House, gardens, Joslin Education Center, Joslin Pavilion, any structures, or any other part of Kalmia Gardens as has been outlined in the *Application for Usage, Contract, and Policies of Kalmia Gardens*.

Renter's Initials: _____

Caterer Name and Phone Number:

What hours will the caterer need access the kitchen?

I understand my reservation time must include all time the caterer needs access to the kitchen, including but not limited to event prep, clean up, and event breakdown. If I do not schedule this time in my reservation, I understand my caterer will not have access to the kitchen until the time my reservation starts, and that I will forfeit my damage/time overage deposit for any time the caterer remains in the kitchen following the conclusion of my reservation.

Renter's Initials: _____

Photographer and/or Videographer Name, and Phone Number:

For additional agents, please contact Kalmia Gardens with the name and phone number.

Contact 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, my guests, and my agents 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 Signature/Print

Date

Kalmia Gardens' Director Signature/Print

Date