

# CLARY GARDENS AMPHITHEATER RENTAL AGREEMENT: WEDDINGS

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## CONTACT INFORMATION

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

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Alternate # (must provide): \_\_\_\_\_ Email: \_\_\_\_\_

## WEDDING RENTAL INFORMATION

Name of Bride: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Requested date \_\_\_\_\_ Requested time (4-hr. block+) \_\_\_\_\_

What time is ceremony? \_\_\_\_\_ Approximately how many guests will be on site? \_\_\_\_\_

Approximately how many vehicles will you be expecting? \_\_\_\_\_

Will you need the COTC parking lot for overflow? (*Clary Gardens has 42 spaces*) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, will you have a volunteer directing guests to the COTC lot upon arrival? Yes \_\_\_\_\_ No \_\_\_\_\_

The renter must provide a representative to be on site and in charge throughout the wedding event; that representative will be:

Name: \_\_\_\_\_ Title/Relationship to renter: \_\_\_\_\_

Contact number: \_\_\_\_\_

Will you be decorating the amphitheater? (if yes, please describe) \_\_\_\_\_

Will you be renting chairs for your guests? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be renting the Garden Office House to get ready in? Yes \_\_\_\_\_ No \_\_\_\_\_  
(4-hour block of time)

## REHEARSAL INFORMATION (if applicable)

Requested date \_\_\_\_\_ Requested time (2-hr. block) \_\_\_\_\_



## AMPHITHEATER FEES, POLICIES, AND AMENITIES

### Rental Fees:

- Amphitheater: \$325 for the initial 4-hour block (this fee includes a 2 hour block for a wedding rehearsal)  
\$75 each additional hour  
or  
\$575 for an entire day (10 a.m. to 7 p.m.)
- Wedding party may also utilize the Garden Office House to gather and get dressed in for an additional fee  
\$75 for the initial 4-hour block  
\$25 each additional hour

### Reservation and Payment:

- A refundable, security deposit along with the signed rental agreement are both required in order to reserve the amphitheater and/or garden office for your chosen date and time. This security deposit will be refunded within 2 weeks following the rental date if no damage to rental property was incurred.  
Security deposit for Amphitheater rental: \$50  
Security deposit for Garden Office rental: \$50
- **Payment in full for the amphitheater/garden office rental must be received at least two weeks prior to the rental date; failure to do so may result in loss of rental.**

### Cancellations/Changes:

- Cancellations made within 60 days prior to rental date will result in loss of deposit.
- All changes to contract for rental dates, times, or cancellations must be made in writing.
- In the event of inclement weather, Clary Gardens will retain \$50.00 of the rental fee and refund the remainder of the fee to the renter. (This is to cover time involved preparing for event and processing of application and fees.)

### Other Policies:

- All personal equipment and decorations are to be provided, set-up, and removed by the applicant **within the rented time frame** unless alternative arrangements are approved by the Director.
- All decorations must be removed by 10:30 a.m. the following day.
- The renter **must be on-site** when any chairs, equipment, and decorations are delivered or dropped off—prior to the rented time block—unless prior arrangements have been made with the Director.
- No confetti or rice throwing is permitted. Use BIRD SEED only.
- Alcoholic beverages and smoking are prohibited.
- Litter resulting from the event must be picked up and placed in trash bags (provided by the renter) which can be left next to red barn door. Failure to clean-up the area, and remove all belongings, may result in loss of security deposit and additional charges to the renter.

### Seating Capacity and Amenities:

- Seating capacity of the tiers is approximately 200 people with or without folding chairs.
- Electrical outlets are available at the stage area.
- Public restrooms are available in the red barn adjacent to the amphitheater.