



Special Events at Lockerly Arboretum

Lockerly Arboretum can provide a unique setting for many events. Our facilities may be rented for weddings, receptions, parties, or any appropriate social function. Our staff welcomes the opportunity to work with any group or individual to provide a venue for appropriate special events. Please inquire for pricing. Prices will be quoted based on the nature of your event.

General Requirements

1. A pre-paid booking fee of \$100.00 is required to reserve our facilities for all special events. This \$100.00 is *not* refundable but will be applied to the total event cost.
2. A damage deposit of \$500.00 is required. If the facilities and grounds are left in good order, the damage deposit will be refunded in full, once a post-event inspection has been completed.
3. Repair costs for any damage to Lockerly Arboretum property will be deducted from your damage deposit. Should the total repair cost exceed the amount of your deposit, you will be billed for the remainder of the damage total.
4. At least one Lockerly staff member must be present throughout the entire event. Additional staff members will be provided if necessary.
5. Music and other noise must be kept at a reasonable level.
6. If the facilities are deemed unsafe to accommodate a scheduled event, due to circumstances beyond control of Lockerly Arboretum Foundation, the event may be cancelled and all fees will be refunded.

Hours

1. The Arboretum grounds are open to the public Monday through Friday from 8:30 a.m. until 4:30 p.m. and on Saturday from 9:00 a.m. until 1:00 p.m.
2. Private events can be scheduled outside of normal business hours by special arrangement. Please inquire for details.
3. All activities must be completed by 10:00 p.m. and clean up completed by 11:00 p.m.

Set-Up and Clean-Up

1. Set-up and clean-up (tents, decorations, table linens, trash removal, etc.) are the responsibility of the renter.
2. Use of the kitchen in Lockerly Hall for food and beverage preparation must be pre-arranged.
3. Staples, glue or other devices to attach decorations that may cause damage to the property are not allowed.
4. All surfaces must be adequately protected.
5. Ample time for set-up and clean-up should be included in your contracted time.

Service Providers

Lockerly offers property rental only, we do not provide food catering or rental of tents, tables, chairs, linens, etc. It is the renter's responsibility to arrange for these services. A list of recommended service providers is available on page 4 of this document. All vendors must provide Lockerly with a current certificate of general liability coverage showing a limit of at least \$1,000,000 per occurrence.

Parking

1. Parking attendants must be provided for all special events.
2. Parking on grass is prohibited.

Please Note

1. Lockerly Arboretum is not responsible for circumstances arising due to inclement weather.
2. Smoking is prohibited on the premises.
3. Fireworks, explosives or incendiary devices are not permitted.
4. Use of alcoholic beverages must comply with all state and local ordinances, licenses and laws.
5. Lockerly Arboretum Foundation will not be responsible for, and is hereby expressly relieved from, any and all liability by reason of injury, loss, or damage to any person or property on or about the premises, regardless of cause.
6. Lockerly Hall has a maximum occupancy of 99 guests
7. Supplemental lighting may be required for nighttime events



LOCKERLY ARBORETUM EVENT AGREEMENT

Client's Name: _____

Address: _____

Phone: (____) _____ **E-mail:** _____

Type of Event (*please give detailed description*): _____

Date of Event: ____/____/____
Month Day Year

Time: _____ From _____ Until _____

Please specify desired use area(s)

Booking Fee: \$100.00 (non-refundable, will be applied to total event fees)

Damage Deposit: \$500.00 (refundable within five (5) working days after event if no damage is evident)

Payment in Full: **Must be received a minimum of five (5) working days prior to the event. Failure to make full payment when due may result in cancellation of reservations.**

I certify that the rules and guidelines have been reviewed and explained to me and I agree to abide by these guidelines in the conducting of my special event at Lockerly.

Client Signature

Date

Lockerly Staff Signature & Title

Date

Booking Fee - \$100.00 Date received: _____

Damage Deposit - \$500.00 Date received: _____

Total Cost: \$ _____ Date received: _____

\$ _____ deducted from damage deposit due to: _____

\$ _____ damage deposit returned to client Date sent: _____

RECOMMENDED SERVICE PROVIDERS

FOOD AND BEVERAGE

Aubri Lane's

114 S. Wayne St.
Milledgeville, GA 31061
(478) 454-4181

Coleen Dalrymple

156 Marshall Road
Milledgeville, GA 31061
(478) 453-3347

Hallie Jane's Catering

140 Academy Street
Madison, GA 30650
(706) 342-2837

Keith Grant

1645 Stone Meadow Road
Milledgeville, GA 31061
(478) 452-2219

Sylvia's Grille

2600 N. Columbia Street
Milledgeville, GA 31061
(478) 452-4444

Velvet Elvis

113 West Hancock Street
Milledgeville, GA 31061
(478) 453-8226

RENTALS (*tents, tables, chairs, linens, dance floors, staging, & wedding supplies*)

Tent-Sational Events Inc.

112 Joyner Road NE
Milledgeville, GA 31061
(478) 414-1757

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