

***Rental Policies and Procedures
The Venues at Trustees' Garden
(A Subsidiary of Randolph Street Development, LLC)***

10 East Broad Street
The Charles H. Morris Center

660 East Broughton Street
Iron Works / The Annex / Kehoe Square
Green Room / Teaching Kitchen / Morris Park

**PLEASE CONTACT US IN ADVANCE TO MAKE AN APPOINTMENT FOR VISITS
TO OR TOURS OF THE VENUES AT TRUSTEES' GARDEN.
VISITS AND TOURS ARE NOT SCHEDULED DURING CONTRACTED EVENTS.**

Rental rates include set-up time, event time, and move-out time.
Earlier or later times may be arranged at additional costs to be determined per event.

A tentative hold may be placed on any 1 date and time for a period of 7 days, after which time a **signed contract and a non-refundable deposit** in the amount of half of the total venue space rental or \$500.00, whichever is greater, are required to confirm the date. **If the renter does not provide the signed contract and the non-refundable deposit within 7 days of placing the tentative date hold, the hold will be removed.**



The Venues at Trustees' Garden
(A Subsidiary of Randolph Street Development, LLC)
10 E. Broad St., Savannah, GA 31401
Phone: (912) 233-8938 • Fax: (912) 236-3637
www.trusteesgarden.com

Revised 9/1/17

Below are important steps to assist you in coordinating your event at The Venues at Trustees' Garden:

1. Designate one person from your organization/party to be your contact and decision maker.
2. Contact the Trustees' Garden Event Manager at (912) 233-8938 to check the availability of your requested date.
3. Confirm the date with a signed contract and a non-refundable deposit. A non-refundable deposit must be received within 7 days of placing the date hold to confirm the date on the calendar. If the deposit is not received within 7 days of placing the date hold, the date will be opened for rental by other parties.
4. Contact your caterer for food and non-alcoholic beverage arrangements.
5. Make sure any and all outside service vendors and arrangements are approved by the Trustees' Garden Event Manager prior to the event.
6. Coordinate all deliveries and pick-ups to be made only on your contracted date and times. Designate a planner or other representative to be on site when deliveries are made.
7. To ensure a successful event, please confirm all finalized schedules, timelines, diagrams and other arrangements through the Trustees' Garden Event Manager at least one 1 week prior to the event. A meeting must be set at least 1 week prior to the event between the Trustees' Garden Event Manager and your "Day-of" planner/coordinator. A time line is required and must be given to the Trustees' Garden Event Manager 1 week prior to the event.

**We are pleased to offer rental of The Venues at Trustees' Garden.
These spaces operate under the following policies:**

Alcoholic Beverages

All alcoholic beverage services must be handled by The Venues at Trustees' Garden. Alcohol not purchased through The Venues at Trustees' Garden is not permitted on property. Identification will be required; no one under the age of 21 will be served alcohol. Trustees' Garden Staff and any bartender on duty reserve the right to refuse service at any event. No shots and no shooters are served on the premises. All federal, Georgia ATF, and local laws must be complied with and the Trustees' Garden Staff reserves the right to halt alcohol consumption at any event at any time.

Once the renter submits their bar beverage package selection, the Trustees' Garden Staff will update the renter's invoice reflecting the bar beverage package. The balance of the bar beverage package is due no later than 7 days prior to the scheduled event date.

The Venues at Trustees' Garden offer multiple bar beverage packages. All renters purchasing a bar beverage package are required to fulfill a \$3,500 bar minimum for Iron Works events and a \$1,750.00 bar minimum for events at all other venues.

Audio/Visual

Renter is responsible for setup and operation of event A/V requirements. Renter must contract with a qualified audio/visual (A/V) vendor for event A/V setup and operation. All cords and cables must be visibly secured and approved for safety. See the "Damages" section for tape restrictions.

Balloons / Floating Items

Helium balloons or other items that may rise to the ceiling or float from the property are not permitted on the Trustees' Garden property.

Banners/Hanging Items

Event-related banners may be hung only with prior approval from the Trustees' Garden Event Manager. **No items may be hung from the walls or woodwork at any time.** Banners that cannot be hung safely and without causing damage to The Venues at Trustees' Garden will not be approved. Banners or other promotional materials found to be objectionable by the Trustees' Garden administration will be removed at their discretion and the renter will be billed for any damage incurred.

Billing

Full payment is due on rental space, rental items, and services provided no later than 7 days prior to the scheduled event date. Additional fees may be added to the bill at the end of the event. Additional fees may include cleaning fees (see "Catering Kitchen / Caterer" section), additional unexpected guests, damage to the facility, or the event ending past the contract end time. Additional charges will be billed to the renter's credit card on file.

Cancellation

All money paid toward the function will be forfeited in the event of a cancellation. These funds will be credited to the renter's Trustees' Garden account for no more than 18 months, during which time the renter may reschedule the cancelled event or plan a new future event.

Cash Bars

Cash bars are permitted during public, civic, corporate, and 501c3 nonprofit organization events only. The Venues at Trustees' Garden will keep all cash bar proceeds from the sale of alcohol.

The renter is required to pay a \$750.00 setup fee for the first cash bar and a \$500 setup fee for each additional cash bar requested for their event.

By 7 days prior to the scheduled event, nonprofit organizations must provide a copy of their 501c3 status paperwork to the Trustees' Garden Event Manager.

Casino Functions

Casino functions and other gaming events are allowed at The Venues at Trustees' Garden only as part of fund-raising efforts for civic and 501c3 nonprofit organizations. These functions must be in accordance with local, state, and federal regulations and laws.

Catering Kitchen / Caterer

The Venues at Trustees' Garden has two catering kitchens for renter/caterer use:

1. **Charles H. Morris Center:** The catering kitchen is located in the north corner of the Morris Center.
2. **Iron Works:** The catering kitchen is located at the lower level east entrance off of Randolph Street.

The catering kitchen must be left **spotless**. The caterer will place all leftover food and/or trash in the refuse containers provided by The Venue's at Trustees' Garden Staff. The caterer will not leave food and/or trash in the kitchen or any other area of the Trustees' Garden property.

It is the responsibility of the renter to ensure all food is removed and the kitchen is left in order following their event. The Trustees' Garden Manager on Duty will charge the renter an additional \$500.00 cleaning fee if the kitchen area is left unclean. An invoice will be presented to the renter at the end of the event and this fee will be charged to the renter's credit card on file.

Clean-up

Facility rental includes general refuse removal at the end of the event. All left-over decorations and other items will be regarded as refuse. Refuse containers will be provided by The Venues at Trustees' Garden Staff.

Cooking

Warm up and cooking facilities are available in the Morris Center and the Iron Works catering kitchens. Other than these catering kitchens, cooking or cooking stations are not allowed in the Trustees' Garden event space without prior approval of the Trustees' Garden Event Manager.

Damages

If renter, their vendors, and/or their guests damage any Trustees' Garden building or property, the renter is liable for the total cost of any necessary repairs, with a minimum charge of \$500.00. The repair cost will be charged to the renter's credit card on file.

NO TAPE of any kind will be used on the venue's floors or any other venue surface. The customer is responsible for damages incurred by tape used to secure equipment, etc., and will be charged a \$1,000.00 damage fee if tape of any kind is found/used on any venue floor or other surface.

Date Confirmation

A signed contract and a non-refundable deposit in the amount of half of the total space rental or \$500.00, whichever is greater, is required to confirm the event date. If the signed contract and non-refundable deposit are not received 7 days after placing a date on hold, the date hold will be released and opened for other parties to rent.

Decorations

Items such as glitter, confetti, sparkling sand, streamers, bubbles, fog machines, etc., are not allowed in The Venues at Trustees' Garden. If clean-up of these items is necessary, a minimum \$500.00 cleaning fee will be billed to the renter's credit card on file. The use of candles requires pre-approval from the Trustees' Garden Event Manager. **Open-flame** candles (meaning any portion of the flame is exposed) are not permitted. The use of wire, staples, tacks, glue and similar items is prohibited. No items may be attached to any Trustees' Garden surface at any time.

Delivery

Trustees' Garden will not accept freight or other delivered items on behalf of the renter without prior approval and notification by the Trustees' Garden Event Manager. Items may not be delivered prior to the contracted move-in time on the event date without prior approval by the Trustees' Garden Event Manager.

Deposits

A non-refundable deposit in the amount of half of the total venue space rental or \$500.00, whichever is greater, is required to confirm your date. The remaining event balance is due no later than 7 days prior to the scheduled event date.

Event Information

Trustees' Garden is not responsible for providing event information to the public. Renter will include contact information for their organization on all event literature and promotional materials. All promotional materials bearing the name(s) of any Venue at Trustees' Garden must be approved in advance by the Trustees' Garden Event Manager. Promotional materials will not be released until the rental contract has been fully executed and the non-refundable deposit received.

Event Overtime Policy

All events must end by the contract end time. If necessary, 1 additional hour will be allowed for load-out and clean up at no additional charge; however, the event must end no later than the contract end time to avoid additional charges. A charge of \$1,000.00 will be billed to the renter for the hour or portion thereof if the event continues after the contract end time.

For purposes of "load-out," all equipment will be removed by no later than 1 hour after the contract end time. It is the renter's responsibility to make certain all equipment or other items are cleared from the premises, even if this equipment is rented from an outside vendor. Trustees' Garden is not responsible for items left after the event. Any items left on Trustees' Garden property will become the property of Trustees' Garden or will be discarded.

Fundraisers

The following organizations may conduct fundraising events at The Venues at Trustees' Garden: 501c3 Status Nonprofit Organizations, Political Parties, and Political Action Committees.

Ice Sculptures

Ice sculptures are not allowed in the indoor event space of The Venues at Trustees' Garden.

Invitations

Invitations for rental events may not use the name of any specific Trustees' Garden Venue except as the designated location of the event. Renter may not use the name or likeness of any Trustees' Garden Venue to promote their event without the advance written approval by the Trustees' Garden Event Manager.

Loading and Unloading Equipment

Trustees' Garden will not provide dollies or carts for the loading and unloading of renter or vendor equipment or supplies.

Renter/vendor equipment, decorations, food/beverage and all other items must be delivered and removed through the designated service entrance for each venue.

All delivery vehicles, including catering vehicles, must be moved from visible locations 30 minutes prior to the event start time.

Vehicles are not permitted to drive or to park on any grass or landscaped area.

Media

Renter must inform the Trustees' Garden Event Manager of any anticipated media coverage that may occur in conjunction with their scheduled event. Use of any Trustees' Garden's venue name to promote, advertise or sell tickets to an event, other than for location of the event, is prohibited unless prior written approval has been granted by the Trustees' Garden Event Manager.

It is the responsibility of the renter to inform all media representatives that equipment, including cameras, tripods, etc., cannot be placed in front of fire exits and media must comply with all safety issues.

Messages

Trustees' Garden is not responsible for taking messages for event participants. Renter will include contact information for their organization on all event literature and promotional material.

Music/Entertainment

The band, disc jockey, or other entertainment entities are required to notify the Trustees' Garden Event Manager in advance of their equipment type, electrical set-up, and requested delivery schedule. Load-in must be arranged in advance for Trustees' Garden events. Trustees' Garden will not provide equipment or any set-up of equipment for bands or DJs.

Stages may not cause damage to any floor surface. It is the responsibility of the renter to contract with the appropriate vendor for all staging equipment, including, but not limited to, risers, staging, pipe and drape, etc.

It is the responsibility of the renter, the band and/or DJ to ensure all appropriate copyrighted music licenses are obtained before the event takes place.

It is the responsibility of the renter, the band and/or DJ to use floor protection under their equipment during load-in and load-out and for the duration of the event. All load-in and load-out must be coordinated with the Trustees' Garden Event Manager.

TAPE of any kind can NOT be used on The Venues at Trustees' Garden surfaces. The renter is responsible for damages incurred by tape used to secure equipment, etc., and will be charged a minimum \$1,000.00 damage fee if tape of any kind is found/used on any property surface.

Trustees' Garden reserves the right to prohibit any equipment requiring more power than the standard electrical outlet provides or any equipment that the Trustees' Garden staff believes is a fire or safety hazard.

The Trustees' Garden Event Manager must be notified and approve all such equipment at least 7 days prior to the event. Requests must be approved in writing by the Trustees' Garden Event Manager. All bands, DJs, or other types of entertainment must be in compliance with the local sound/noise ordinances. *According to the City of Savannah, the sound ordinance regulation (See Chapter 2. Nuisances - Sec.9-2036. Regulation of sound equipment and sound-amplifying equipment.) states: "...a sound not to exceed 90 dB(A)'s may be used only from 9:00a.m. to 11:00p.m."*

Outside Vendors

Renter may contract with outside vendors to support their event. Use of outside vendors must be approved in advance by the Trustees' Garden Event Manager. Renter or vendor must provide the following valid items no later than 1 week prior to the contracted event date: proof of liability insurance coverage, business license, and food permit (caterer). All vendors are required to sign our Vendor Agreement outlining our policies and procedures.

Payments

Payments may be made via American Express, Master Card, Visa, Discover, cash and/or check. Checks should be made payable to "Randolph Street Development, LLC." Balances due will be billed to the customer's credit card on file if not paid within the specified time. **A service fee of 3% of the payment amount will be charged for all credit/debit card payments. If necessary, a late fee in the amount of 1% of the unpaid balance will be assessed to invoices not paid by 7 days prior to the contracted event date.**

Posters/Signs

Posters and signs must be mounted on easels or other individual displays. They may not be affixed in any way to the Trustees' Garden surfaces. Banners or other promotional materials found to be objectionable by Trustees' Garden Staff will be removed at their discretion.

Power Failure

Under no circumstances will The Venues at Trustees' Garden and/or its owner be held responsible or liable for interruption of power caused by lightning, thunderstorms, or any other "force majeure" situations. This includes but is not limited to rental event power interruption, lost profits, lost data, business interruption, system failure, server failure, HVAC system failure or any other like situations caused by power failure.

Rehearsals

A 1-hour rehearsal is permitted between 10am-6pm the day prior to the contracted event date at no additional charge, if the venue is not contracted by another renter. Additional rehearsal time may be purchased for \$300 per hour, if the venue is not contracted by another renter.

Rental Equipment

All rental equipment vendors must be approved in advance by the Trustees' Garden Event Manager. All outside vendors must comply with the regulations set forth in these guidelines and included in our Vendor Agreement. Tables, chairs, A/V equipment, etc. must have protective coverings on the bottom to prevent damage to the floors. Trustees' Garden reserves the right to refuse dollies, carts, or unprotected tables, chairs, or other furniture entry into the venue.

Security

Off-duty Chatham County Sheriff's Department Officers are required at all events where alcohol will be served and at any event with 100 or more guests. Security will begin 1 hour prior to the event start time. We require 1 Security Officer for every 100 people in attendance. The Trustees' Garden Event Manager will arrange security through the Chatham County Sheriff's Office and will add the Security Officer charge to the renter's event invoice.

The Trustees' Garden property is monitored by cameras. These cameras are used for damage control and for security purposes for Trustees' Garden only. Trustees' Garden is not liable for any loss, theft, or vandalism that occurs during the rental of the facility

Set-up

Tables displaying any food or beverage items, or equipment using steam, shall be at least 6 feet from walls and/or art or exhibits.

Smoking

Trustees' Garden is a smoke-free environment.

Tentative Date Hold

If requested, the Trustees' Garden Event Manager will place a tentative hold on any 1 date for a period of 7 days, after which time a **signed contract and a non-refundable deposit** in the amount of half of the total venue space rental or \$500.00, whichever is greater, are required to confirm the date.

If the renter does not provide the signed contract and the non-refundable deposit within 7 days of placing the tentative date hold, the hold will be removed and the date will open for rental to other parties.

SIGNATURE PAGE

THE VENUES AT TRUSTEES' GARDEN RENTAL POLICIES AND PROCEDURES

If you have questions about these policies and procedures, please contact the Trustees' Garden Event Manager at (912) 233-8938 before you sign your contract.

- I have read, understand, and agree to adhere to all stipulations contained in The Venues at Trustees' Garden Rental Policies and Procedures. I also agree that I am responsible for the timely full payment for all services rendered.

- I have read, understand and agree to adhere to all stipulations contained in the Beverage Package Policies. I understand that a 20% service charge and a 7% Georgia sales tax will be added to the cost of the bar beverage package.

- I understand the rates for my event are the published rates as of the date the contract is signed by the Trustees' Garden Staff.

Signature

Date

Print Name

*Please sign and return this page along with the signed copy of your contract and deposit to:

Randolph Street Development, LLC.
27 Abercorn Street
Savannah, GA 31401

