

**Rental Agreement**

Please complete and return to:

Hatcher Garden and Woodland Preserve, Post Office Box 2337, Spartanburg, SC 29304-2337

Client: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Purpose: \_\_\_\_\_

Reservation date: \_\_\_\_\_ Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_ (4 hour maximum)

Number of guests/participants expected: \_\_\_\_\_

Will the event be catered \_\_\_\_\_ Will alcohol be served \_\_\_\_\_  
(Please provide a certificate of insurance for this vendor)

Fee: \_\_\_\_\_ Location: \_\_\_\_\_

I have read the rules governing the use of Hatcher Garden and Woodland Preserve for special events and agree to abide by them. I agree to pay the fees quoted above. I indemnify The Spartanburg County Foundation, Hatcher Garden and Woodland Preserve, their boards, and staff members and save them harmless from suit, action, damages, liability, and expense in connection with personal injury, property damage, or theft. I agree to pay for any damage done to the garden. I will not use the garden for any purpose other than that described above without permission from Hatcher Garden and Woodland Preserve. I also understand that all fees must be paid in full two (2) weeks prior to the event.

\_\_\_\_\_  
Rental Party Representative Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Hatcher Garden Representative Date

Enclosed find my:  check (payable to Hatcher Garden)  MasterCard/Visa/Discover/Amex

CC Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_ - \_\_\_\_\_

V Code \_\_\_\_\_ (Three digits located on the back of your card at the end of your card number)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_