



YOUR SPECIAL EVENT AT LOCKERLY ARBORETUM

Lockerly provides stunning settings for your event. We are a private, non-profit organization funded by private donations and created for the education and enjoyment of the community. Lockerly Hall and the grounds are unique and their protection is the responsibility of the staff, Board of Trustees and our guests. We hope that you will respect the beauty and serenity of the Arboretum and leave it as you found it for others to enjoy.

All requests for use of the grounds and/or Lockerly Hall are to be scheduled and confirmed through the staff at (478) 452-2112.

EVENT GUIDELINES

1. A pre-paid booking fee of \$100.00 is required to reserve your special event. This \$100.00 is *not* refundable but will be applied to the final event fees. *If this has not been paid then the event is not scheduled.*
2. A damage deposit of \$500.00 is required and is refundable upon post-event inspection. Lockerly staff will conduct this inspection. If the facilities and grounds are left in a condition comparable to the pre-event inspection, and if all guidelines listed on this form have been followed, the damage deposit will be refunded in full.
3. A Lockerly staff member must be present throughout your entire event for a fee of \$10.00 per hour per staff member.
4. Any damage to Lockerly Arboretum property will be deducted from your damage deposit. Should the total damage exceed the amount of your deposit, you will be billed for the remainder of the damage total which is due immediately.
5. Damage to Lockerly Arboretum property due to willful misconduct of renters and/or guests will result in legal action.
6. Music must be kept at a reasonable level in respect to our neighbors.
7. In the event your location (Front Lawn, Grassmann Meadow, Lockerly Hall) is deemed unsafe to accommodate the scheduled event due to circumstances beyond control of Lockerly Arboretum Foundation/Lockerly Arboretum, it may be cancelled by the Arboretum at which time 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. *During the times we are open to the public there is no guarantee of privacy.*
2. Private events can be arranged during normal business hours through 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.

4. Please try to contract adequate time for your event. The ability to add to the timeframes in your contract will be determined by the scheduling of other events or activities.

Set-Up/Clean-Up

1. Set-Up and clean-up (tents, decorations, table linens, trash removal, etc.) are your responsibility.
2. If your event includes refreshments and you require the use of the kitchen for final preparation, this must be arranged at the time of your contract agreement.
3. Staples, glue or other devices to attach decorations that may cause damage to the property are not allowed and will result in loss of your security deposit.
4. Ample time for set-up and clean-up should be included in your contracted time.
5. All removal of decorations and site clean-up is your responsibility.

Service Providers

Lockerly offers property rental only, we do not provide food catering or rental of tents, tables, chairs, linens, etc. It is your responsibility to arrange for these services. Our authorized list of service providers is available on page 5 of this document. If you prefer to engage the services of a provider that is not on our approved list, prior approval must be obtained. In that case, the client must provide Lockerly with the organization's current certificate of general liability coverage showing a limit of at least \$1,000,000 per occurrence (must include liquor liability). Also, Lockerly Arboretum needs to be named as additional insured on the certificate of liability insurance.

Parking

1. Guests for your special event are required to park in the main parking lot. *You are required to provide a parking attendant to direct event-related traffic.*
2. Parking on the grass is prohibited.
3. Service providers' vehicles may be parked adjacent the event area for unloading and loading.

PLEASE NOTE:

1. Lockerly Arboretum *is not* responsible for finding an alternative site for your event in 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. Guests and their behavior are your responsibility and you will be charged for any damage incurred
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.

WEDDINGS

To use the grounds for a wedding, a reception, or for both will cost \$750. Our three venues are Lockerly Hall, the front lawn of Lockerly Hall, and the Grassmann Meadow and Pond. Lockerly only provides the venues; everything else must be provided by the guest. Included in the price for each of the three venues are:

- ◆ Complimentary one-hour rehearsal during operating hours
- ◆ Use of our exclusive photo locations throughout the Arboretum during operating hours
- ◆ VIP parking near wedding site for bride

- ◆ Guest parking
- ◆ Assistance of our staff
- ◆ Use of restrooms on the ground floor for wedding guests
- ◆ Complete access to Lockerly Hall

Lockerly Hall has a maximum occupancy of 99 guests, and Grassmann Meadow and the front lawn have maximum occupancies of 150 guests, so please plan accordingly.

The following is included for the individual venue:

GRASSMANN MEADOW AND POND

- ◆ Private use of the meadow and pond areas
- ◆ Use of restrooms in Woods Museum for wedding guests
- ◆ Electricity available at an extra cost of \$100.00

GENERAL EVENTS

DAY TIME HOURS: 10:00 a.m. – 4:00 p.m.

EVENING HOURS 5:00 p.m. – 10:00 p.m.

Please inquire for pricing. Prices will be quoted based on the nature of your event.

LOCKERLY HALL (maximum number of guests-99)

- ◆ Private use of all three levels
- ◆ Use of the kitchen for final food preparation
- ◆ Use of restrooms on the ground floor for guests
- ◆ Guest parking
- ◆ Assistance of our staff

FRONT LAWN OF LOCKERLY HALL (maximum number of guests-150)

- ◆ Private use of the front porch and the grounds around the Hall
- ◆ Use of the kitchen for final food preparation
- ◆ Use of restrooms on the ground floor for guests
- ◆ Guest parking
- ◆ Assistance of our staff

GRASSMANN MEADOW AND POND (maximum number of guests-150)

- ◆ Private use of the meadow and pond areas
- ◆ Use of restrooms on the ground floor of Lockerly Hall
- ◆ Guest parking
- ◆ Assistance of our staff
- ◆ Electricity available at an extra cost of \$100.00



LOCKERLY ARBORETUM EVENT AGREEMENT

Client's Name: _____

Address: _____

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

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

Date of Event: ____/____/____ **Time:** ____ From ____ To ____
Month Day Year

Venue(s): Specify desired area(s)
 Lockerly Hall only Front Lawn only
 Front Lawn and Lockerly Hall Grassmann Meadow

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

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

Staff Fee: \$10.00/hour per staff member (must be present for entire event)

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

Staff Fee: - \$10.00/hr. per staff member for ____ hrs. = \$ _____ (included in **Total Payment**)

Total Payment: \$ _____ Date received: _____

\$ _____ deducted from damage deposit due to: _____

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

AUTHORIZED SERVICE PROVIDERS

CUISINE (*each offers a superb menu of hors d'oeuvres and meals, all of which are attractively presented*)

Coleen Dalrymple

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

Keith Grant

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

Pig In A Pit Barbecue

115 W. Hancock Street
Milledgeville, GA 31061
(478) 414-1744
Not limited to barbecue

Sylvia's Grille

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

Aubri Lane's

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

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

Tent-Sational Events Inc.

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

FULL SERVICE PACKAGE (*prepares and sets up food, makes arrangements for rentals, sets up tables and chairs, places linens on tables, makes florist and wedding cake baking arrangements*)

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