Two Week Detail Meeting Form

Event Date/Time(s): ____________________________________________________________

Renter Name/cell number/email: ________________________________________________

Event Planner/cell number/email: ______________________________________________

Event Type (circle all that apply): Rehearsal Dinner  Wedding  Reception  Other

# of attendees, including hosts/wedding party: ____________________________

(Note: The Garden will count attendees. If the number exceeds the original number, the renter will be charged for the appropriate package)

Event location (if more than one, please list, eg. Wedding: allee, cocktail hour: farmyard, reception: Pavilion):
_____________________________________________________________________________________

Will your event involve tent? Yes/No  Location ____________________________

Size: ______________________

Will your event involve food? Yes/No  If so, will meal be seated/standing?

Where will catering and serving take place? _______________________________________

Caterer/contact #: ___________________________________________________________

# of attendees provided to caterer __________________________

Will your event involve music? Yes/No  If so, dj/live band other__________________

Musician/DJ/contact #: _______________________________________________________

Will your event involve alcohol? Yes/No (Note: Host is responsible for abiding by all local, state, and federal laws regarding alcoholic beverages. The Garden, GSU, and Georgia Southern Foundation assume no liability for the serving of alcohol or any events arising from its use. The Garden requires and will arrange for one security officer for every 125 guests.)

Will your event be using Garden tables? Yes/No  8’(6 avail.) _____  6’ (3 avail) _____ 5’ round Seat 6-8 (up to 25 avail)________

Will your event be using Garden chairs? Yes/No  #(125 avail.) ________________

NOTE: Garden chairs may only be used on Pavilion, brick Pavilion terrace, or brick farmyard. Chairs may not be used on grass.

8/9/2017
Clean Up

The Garden is enjoyed by visitors every day. It is essential that when visitors arrive, there are no traces left of your event to detract from the experience of others.

- The goal of clean-up is to return Garden to pre-event state.
- Clean up includes Bland Cottage, Pavilion, and all other areas used by renter or attendees.
- With any of the following options, the renter is responsible for removing decorations, flowers, tablecloths, centerpieces, and personal belongings immediately upon the conclusion of the event.

Option One Clean Up (Parties larger than 125 are required to use Option 2, Garden Staff Cleanup.)

Renter cleans up, and completes the following by conclusion of rental period. The goal of clean-up is to return Garden to pre-event states. Clean up includes Bland Cottage, Pavilion, and all other areas used by renter or attendees. Garden staff will answer questions. **You must complete the following by conclusion of your rental period to avoid additional charges**: 

- Pick up and bag all trash, bottles, cans, cigarette butts etc. in trash bags provided by Garden and place inside service area.
- Remove all furniture, linens, lighting, flowers and any other decorations or personal belongings. Anything remaining without permission will be disposed of immediately to allow for next rental to proceed.
- Remove all food, equipment, trash and any catering supplies.
- Dump ice in service area gravel.
- Wipe down kitchen counters.
- Wipe down tables and chairs so they are clean for the next people.
- Stack tables and chairs in racks and roll them into kitchen or against back wall of Pavilion.
- Sweep kitchen and mop up sticky places on Pavilion floor.
- Walk through parking lot and pick up trash.
- Undo or clean anything else that disrupts the central nature of the Botanic Garden.

*Prearranged additional hours available at $100/hour thereof. Unscheduled cleanup time after event will be assessed at $200/hour or part thereof.*

Option 2: Garden staff cleans up, not subject to rental timeframe. Fee applies. Renters must clean up their belongings, including linens, decorations, clothing, food, and other belongings by the end of the rental period so Garden staff can proceed with cleanup on time. If personal belongings remain past rental end time, Garden staff will immediately discard them so they are not in the way.

a. Garden, GSU and the Georgia Southern Foundation are not responsible for valuables or vehicles left after event. Anything remaining without permission belongs to the Garden. Vehicles locked into lot may be retrieved during Garden’s next regularly open hours. Vehicle tags and make will be recorded.
**A Note About Valuables**

Anything remaining without permission belongs to the Garden. Garden is not responsible for valuables or vehicles left after event. Vehicles locked into lot may be retrieved during Garden’s next open hours.

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### ADDITIONAL EVENT COSTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Cost</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Hours Set Up ($100/hr)</td>
<td>_____</td>
<td>$____________</td>
<td>__________</td>
</tr>
<tr>
<td>Optional Clean Up (125 or fewer)</td>
<td></td>
<td>$____________</td>
<td>__________</td>
</tr>
<tr>
<td>Extra Hours Clean Up ($100/hr)</td>
<td>_____</td>
<td>$____________</td>
<td>__________</td>
</tr>
</tbody>
</table>

Total additional owed $____________________ Date Paid: __________

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Additional notes:

_____________________________________________________________________________________________

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Paid in full Date: ________________________________

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Renter Signature and Date

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Garden Representative Signature