



THE ILLGES WOODRUFF HOUSE 1850

ILLGES HOUSE, LLC RENTAL AGREEMENT

By signing the Illges House, LLC Rental Agreement, Renter agrees to the following:

I. GENERAL RENTAL CONDITIONS

A. Type of Event. THE ILLGES HOUSE is a historic house which permits a variety of events to take place at its facility. Fundraising events are permitted only with prior approval. Please consult THE ILLGES HOUSE team if you have any questions regarding the type of event you wish to host.

B. Capacity. The maximum indoor capacity during a cocktail style reception is 250 people on main floor and in Courtyard,. Options for Tent in Parking Area and Side yard will increase capacity to 500. Additional Exterior Bathrooms will need to be added if more than 200 people.

The maximum indoor capacity during a seated Lunch or dinner reception is 200 people. Additional guests must be approved prior to the event by THE ILLGES HOUSE, LLC. The Renter must provide the caterer with a final guest count 10 days prior to the event. The presence of more than the permitted number of guests will result in the loss of the security deposit.

C. Event Time. The standard rental time for an event is 8 hours. This includes 3 hours for set-up, 4 hours of event time, and 1 hour for clean-up at the end of the event. This is for 7 Days a week. The Standard RentalTime for Luncheon is 4 hours, Dinner is 6 hours of event time and one hour for clean-up at the end of the event. Additional hours may be purchased at the standard overtime rates (\$100.00/hour).

THE ILLGES HOUSE, LLC Rental Agreement stipulates when the event will begin and end. If the Renter, vendors, and guests of the Renter have not exited the building by the contracted event end time, the Renter will forfeit their security deposit and will be invoiced for overtime hours.

If the event includes a wedding reception, the bride and groom should leave at least 30 minutes before the contracted event end time to ensure no time overages will occur and the vendors can begin clean up as scheduled. Alcoholic beverage service should also cease 30 minutes prior to the contracted event end time.

D. Event Space. The rental fee for The Illges House, LLC allows the Renter to utilize the first floor of the home, the front porch, rear courtyard, and the front lawn. The Upstairs Rooms, ie Bride Suite and Groom Rooms and Two Carriage House Apartments can be used for additional charge. See Below

Brides Suite Consists of 2 Bedrooms, Former Sleeping Porch, Full Bath, Makeup and Hair Areas. Groom Room can be either Downstairs Library with Full Bath or one of the Carriage House Apartments.



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E. Security Deposit: A Security Deposit of the Rental Amount will be required when signing contract by check. All refunds will be sent by 7 days of the date of the event. A Credit Card will also be put on file until 7 days after the event in case of any damages more that security deposit occur.

II. SET UP/CLEAN UP AND RENTAL EQUIPMENT

A. Set Up. Access to The Illges House, LLC and its grounds for setting up for the event, including vendor set-up, will be during the hours stated on The Illges House Rental Agreement ONLY. Additional hours for set up may be purchased at the standard overtime rates. The Illges House staff will not be responsible for the set-up and breakdown of the equipment used during the event.

B. Clean-up. The premises must be left in as good a condition and repair as found at the beginning of the rental period. All food, beverages, equipment, trash, and supplies must be removed from the premises immediately after each use of the facilities and no later than the Load-out time stated on The Illges House, LLC Rental Agreement, or the Renter will forfeit their security deposit and will be invoiced for overtime hours.

C. The Renter is responsible for setup and breakdown of ALL tables and chairs, food and beverage stations, and all other equipment related to the event, with the exception of the historic furniture. A list of requested furniture to be removed for renters event needs to be submitted 30 days prior to event and a confirmed rate will be charged to renter for said removal and replacement of said furniture. All other set-up and breakdown of the event must be handled by the Caterer, Wedding Consultant or another vendor contracted by the Caterer. The Caterer has the right to shut down alcoholic beverage service at their discretion.

D. Flowers and Decoration. Nothing may be hung, nailed, stapled, or taped to any of the walls, ceilings, floors, or furnishings The ILLGES House, LLC on Inside or Outside. The Caterer may wrap ribbon, or other non-abrasive material, around the indoor and outdoor stair railings.

E. Any Furniture Removal for renters event will be approved 30 days before event by Illges House and paid for by renter. Approved Mover/Storage list will be provided.

1. Mantels and Tables. Flowers may be placed on all fireplace mantels and tables. Flowers in water must be in containers that will not leak and protective glass discs should be used under in addition.

2. Clean-up. The Caterer or a vendor contracted by the Caterer is responsible for



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setting up and breaking down all decorations for the event. The Caterer or the contracted vendor may enter the building during the designated set-up hours listed in the contract to The ILLGES HOUSE LLC. The Renter may not decorate THE ILLGES HOUSE prior to their contracted event time. All decorations must be removed during the hour designated for clean-up after the event.

3. Caterer will do all kitchen, bar, food, glass, table clean up. Additional cleaning will be paid for by the renter at \$375 whole house and gardens.

F. Candles And Outside Fires in Fireplace: Open flames are prohibited on the entire property, except as noted herein. Candles must be enclosed in a glass votive or floated in water.

Luminary candles are permitted on the front lawn and rear courtyard/lawn of The ILLGES HOUSE, LLC. Caterers are permitted to use sterno type fuel to keep food warm. Exterior Fire in Fireplace is prohibited without prior approval.

G. Equipment. The Caterer or their client must supply all equipment necessary for any event. Rented equipment, including tables and chairs, must be delivered during the hours specified for set-up on The ILLGES HOUSE Rental Agreement. All equipment should be removed from the building by the specified load-out time listed on THE ILLGES HOUSE Rental Agreement. The ILLGES HOUSE cannot assume any responsibility for any items left by the caterer, guests, or the Renter. The Renter or caterer is responsible for removing all items brought in during the event. Items left at THE ILLGES HOUSE for more than 48 hours after the event are considered property of Historic Columbus.

H. Dancing and Music. No dance floors or large bands are permitted to be set up inside THE ILLGES HOUSE. Dancing and bands are limited to the front lawn, side yard, parking lot and rear courtyard. The Caterer will ensure the local noise and nuisance laws for Columbus, GA are followed. Exterior Music must stop at 10:00 pm.

I. Tents/Pipe and Drape. The Caterer or their client must request permission to erect a tent on the front or side lawn, courtyard or side parking lot. The tent must be erected and positioned with weights. Erecting a tent with spikes is strictly prohibited. Pipe and Drape may also be used on the front lawn. It must be set up during the contracted set-up time and removed at the end of the event.

J. Birdseed. No birdseed, confetti, glitter, or rice may be thrown or distributed either inside or outside THE ILLGES HOUSE. Bubbles may be used on the front porch and front lawn. Only silk rose petals may be used at Historic Columbus's Rankin House as real petals will stain the historic property. Sparklers or any other type of pyrotechnics are not permitted on property owned THE ILLGES HOUSE, LLC

K. Publicity. THE ILLGES HOUSE must approve all publicity concerning
THE ILLGES HOUSE



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L. Floor Plan. The Renter must submit the event set-up floor plan at least 30 days prior to the event for approval by THE ILLGES HOUSE. The Caterer, Wedding Coordinator is required to meet at THE ILLGES HOUSE at least three weeks in advance of their event for a walkthrough with all involved parties to create a final floor plan and submit a final guest count. The Caterer must contact THE ILLGES HOUSE team to arrange the date and time for their vendor meeting at least one week in advance to ensure the building is open and available at that time.

M. Sensitive Plumbing: nothing in toilets besides toilet paper/ no coffee grinds, egg shells, Shrimp Shells in Disposal.

N. Antique Furniture. Only certain antique pieces can be moved from the original location and cannot leave its designated room. Only approved people by The ILLGES HOUSE team can move the furniture. Furniture removal and storage will be paid for by renter and quote will be given at time of Furniture Request List is received.

o. Landscaping: no trimming of branches are permitted. Any damage to turf will be deducted from Security Deposit.

P. Recycling: Please recycle all Glassware and Cans to help the environment. All need to be removed from property.

III. SECURITY

A. Security. Appropriate approved security from is required at every event at cost of renter. This should be stated at time of walk through.

B. Building Security. THE ILLGES HOUSE is not responsible for any valuable items left in the facility. The Caterer or Event Coordinator should take necessary precautions to protect valuable personal property. The Caterer or Event Coordinator is responsible for removing all items brought in during the event. Items THE ILLGES HOUSE for more than 48 hours after the event are considered property of THE ILLGES HOUSE.



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IV. FOOD, BEVERAGES AND PRODUCTS

A. Alcoholic Beverages. The Caterer or Event Coordinator is permitted to provide their own alcoholic and nonalcoholic beverages for events at THE ILLGES HOUSE as long as the Caterer or Event Coordinator meets all of THE ILLGES HOUSE requirements. The Caterer must serve the alcohol at an event and provide THE ILLGES HOUSE with proof of \$1,000,000.00 liquor liability insurance with THE ILLGES HOUSE listed on the policy for the day of the event. Kegs are not permitted inside THE ILLGES HOUSE at any time but may be stored and served outside.

B. Smoking. Smoking is not permitted on THE ILLGES HOUSE property, Inside or out or in THE ILLGES HOUSE CARRIAGE HOUSE

V. FACILITY USE

A. Rehearsal. A complimentary 1 hour rehearsal is included for wedding ceremonies. Rehearsals must be arranged in advance with THE ILLGES HOUSE. Rehearsal time is subject to availability of the facility and staff. THE ILLGES HOUSE team reserves the right to reschedule the rehearsal time if deemed necessary.

B. Bridal Portraits. The Caterer, Event Coordinator or their client may schedule a complimentary bridal photo shoot at the facility when they book THE ILLGES HOUSE as their ceremony or reception site. An appointment must be scheduled in advance with THE ILLGES HOUSE team and is subject to availability.

Your signature below acknowledges that you have agreed to abide by the above THE ILLGES HOUSE Rental Rules and Regulations.

V. Caterer/Event Coordinator/Renter agrees to provide THE ILLGES HOUSE with a certificate of Liability insurance evidencing \$1,000,000 of General Liability, Alcohol Liability, Automobile Liability and Workers Comp Insurance, Food Service Permit, Liquor License for Event and Current Business License.



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Please fill out this information sheet and send to dinawoodruff@mindspring.com in order to save and book your event and receive quote. We cannot save your date unless this is filled out and sent.

TERM OF AGREEMENT

The aforementioned terms and conditions constitute the total agreement between the two parties and will continue from this date until _____.

Bride:

Name _____ Email _____

Groom:

Bride's Parents:

Groom's Parents:

Name _____

Email _____

Main Contact Name & Number:

What Events will you be hosting?:

Date of Event: _____

Type of Event: _____

Event Start Time: _____

Event End Time: _____

Total Anticipated Hours: _____

Please List On-site Vendors:

Name/Phone Number

Hair: _____

Makeup: _____

Photographer: _____

Florist: _____

Other: _____

Lodging: Have you booked on-site lodging?

- Main House
 Garden Apartment
 Upstairs Apartment

Deposits:

- Rental Deposit
 Security Deposit

*Note additional/overtime hours will be billed at \$200.00/hour.

ACCEPTED & AGREED

Dina Woodruff

Executive Director, THE ILLGES HOUSE LLC

RENTER:

SIGNATURE

PRINTED NAME

SIGNATURE

CATERER

EVENT COORDINATOR

PRINTED NAME

PRINTED NAME

SIGNATURE

SIGNATURE