



THE ILLGES WOODRUFF HOUSE 1850

## RENTAL AGREEMENT

By signing THE ILLGES WOODRUFF HOUSE, LLC (TIWH) Rental Agreement,  
Renter agrees to the following:

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## REQUEST TO RESERVE

Please fill out the information below and email to [events@illgeshouse.com](mailto:events@illgeshouse.com) in order to tentatively book your event and receive a quote. We cannot save your date until the deposit has been paid and the attached Agreement has been signed.

PRIMARY CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SECONDARY CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

RESPONSIBLE PARTY

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ EVENT START & END TIME \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_

ONSITE VENDORS (name/phone/email)

Event Coordinator \_\_\_\_\_

Caterer/Bartender \_\_\_\_\_

Photographer \_\_\_\_\_

Hair & Makeup \_\_\_\_\_

Floral \_\_\_\_\_

Music \_\_\_\_\_

Tent/Rentals \_\_\_\_\_

Other/Photobooth/Bounce House/Etc. \_\_\_\_\_



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## EVENT AGREEMENT

This Agreement is made this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between TIWH (“Lessor”) and \_\_\_\_\_ (“Lessee”). As the Lessor, TIWH agrees to provide its facilities (to be further defined below) to the Lessor for an event to take place on \_\_\_\_\_, 20\_\_.

In return, the Lessee agrees to abide by all of the terms set forth below and to pay in full by the dates agreed upon below. The Lessee agrees to a cost of \_\_\_\_\_.

### I. GENERAL

**Capacity:** The maximum outdoor capacity during an event can accommodate 400 or less in the Garden. Additional exterior bathrooms will need to be added at the expense of the Lessee if more than 150 people are attending. The maximum indoor capacity during a seated lunch or dinner reception is 125 people. Lessee must provide TIWH with a final guest count 10 days prior to the event. The presence of more than the permitted number of guests will result in an additional \$10 per person over 125 guests, to be billed following the event.

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EVENT: LESSEE’S CHOICE OF EVENT IS INDICATED BY INITIALING THE DESIRED OPTIONS BELOW:

- \_\_\_\_\_ Indoor/Outdoor
- \_\_\_\_\_ Indoor Only (includes covered porches) – Seated
- \_\_\_\_\_ Indoor Only (includes covered porches) – non-Seated
- \_\_\_\_\_ Rental of the bridal/groom suite for a flat rate of \$1500 (See Section IV. B.)



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LODGING: LESSEE'S CHOICE OF LODGING IS INDICATED BY INITIALING THE DESIRED OPTIONS BELOW:

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

_____	_____	Main House
_____	_____	Garden Apartment
_____	_____	Upstairs Apartment

**A. 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. Additional hours may be purchased at the standard overtime rate (\$200.00/hour). If the Lessee, vendors, and guests of the Lessee have not exited the building by the contracted event end time, the Lessee will be invoiced for overtime hours (\$200/hour).

Lessee's specific event times are indicated by initialing below:

\_\_\_\_\_ Standard 8-hour event. (First 3 hours set up, 4 hours event time, 1 hour clean up).  
\_\_\_\_\_ Overtime hours \_\_\_\_\_ beyond the standard 8 hours at \$200 per hour.

**B. Building Security:** TIWH does not provide any outside security during events and is not responsible for any valuable items left, lost, or stolen from the facility. Lessee may arrange security if desired.

**C. Deposit and Cancellations:** At the time of booking, a \$1000 nonrefundable deposit is required. That amount will be deducted from the total amount owed following the event. If the event is canceled between 31 and 60 days prior to the event, in addition to forfeiture of the deposit, there will be a cancellation fee of 5% of the total cost of the event. If the event is canceled within 30 days prior, there will be a cancellation fee of 10% of the total cost of the event.

**D. Event Coordinator:** Lessee is permitted to use an outside wedding coordinator who will be provided access to TIWH at times agreed upon prior to the event. We highly recommend a Event Coordinator and have a list of options we can refer to you.

**E. Parking & Valet:** Parking & Valet: We have 45 parking spaces behind TIWH and in the TSYS parking lot. Security is suggested when using the TSYS lot.



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### II. SET UP/CLEAN UP AND RENTAL EQUIPMENT

**A. Set Up:** Access to TIWH and its grounds for setting up for the event, including vendor set-up, will be during the hours stated on TIWH Rental Agreement ONLY. Additional hours for set up may be purchased at the standard overtime rates (\$200/hour). TIWH staff will be responsible for the set-up and breakdown of the equipment used during the event unless it is rented by an outside vendor.

**B. Clean-up:** The premises must be left in the same 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 or Lessee will be invoiced for overtime hours (\$200/hour). See Section III for Outside caterer stipulations.

**C. Flowers and Decoration:** Nothing may be nailed, stapled, or taped to any of the walls, ceilings, floors, or furnishings of TIWH on inside or outside. The Lessee may wrap ribbon, or other nonabrasive material, around the indoor and outdoor stair railings. Flowers may be placed on all fireplace mantels and tables. Flowers in water must be in containers that will not leak. The Lessee or contracted vendor is responsible for setting up and breaking down all decorations for the event. The Lessee or the contracted vendor may enter the building during the designated set-up hours listed in this Agreement.

**D. Candles:** Open flames are prohibited on the entire property, except as noted herein. Candles must be enclosed in a glass votive or floated in water. Battery powered luminary candles are permitted outside TIWH. Caterers are permitted to use sterno type fuel to keep food warm.

**E. Equipment:** Additional rented equipment, including tables and chairs, must be delivered during the hours specified for set-up on TIWH Rental Agreement. All equipment should be removed from the building by the specified load-out time listed on TIWH Rental Agreement. TIWH cannot assume any responsibility for any items left by the caterer, guests, or the Lessee. The Lessee or caterer is responsible for removing all items brought in during the event.

**F. Dancing and Music:** No dance floors or full bands are permitted to be set up inside TIWH. TIWH staff will ensure the ordinance for the City of Columbus are followed. Exterior Music must stop at 10:30 pm so that the venue is quiet at 11:00 pm.

**G. No birdseed:** confetti, glitter, rice, artificial flowers, or sparklers may be thrown or distributed inside or outside TIWH. Pyrotechnics are NOT permitted on property.

**H. Floor Plan:** The Lessee must submit the event set-up floor plan at least 21 days prior to the event for approval by TIWH. The Caterer is required to meet at TIWH at least three weeks in advance of their event for a walkthrough with all involved parties.

**I. Antique Furniture:** Because of the historic nature of the property, only certain antique pieces can be moved from the original location.. Only approved people by TIWH staff can move the furniture. There will be a charge TBD to move furniture. All furniture must be moved back to original place or a fee will be charged.

**J. Smoking:** Smoking is not permitted anywhere on TIWH property.



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III. OUTSIDE CATERING

A. Lessee or Caterer must submit proof of catering license, business license and workers compensation insurance to TIWH staff at least 30 days prior to the event.

B. The premises must be left in the same condition and repair as found at the beginning of the rental period. No coffee grinds, eggshells, or shrimp shells allowed in the kitchen garbage disposals. All food, beverages, trash, supplies and equipment (including glassware, flatware and silver) must be removed from the premises immediately after each use of the facilities or Lessee will be invoiced for overtime hours.

VI. EVENT SPECIFICS

Any details that are specific to this event are set forth in this Agreement and in the Request to Reserve Form which is specifically incorporated herein by reference. To the extent any additional details need to be further defined, they are defined here:

Five horizontal lines for event specifics.

VII. GOVERNING LAW

The parties agree that this Agreement is to be construed in accordance with the laws of the State of Georgia. SO AGREED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

LESSEE SIGNATURE

LESSEE PRINTED NAME

DINA WOODRUFF
Executive Director, TIWH, LLC

Event Coordinator, TIWH, LLC