



Taylor-Grady House

634 Prince Avenue • Athens, GA 30601 • 706-549-8688 • Fax: 706-613-0860 • E-mail: jlathens@aol.com

Dear Renter,

Thank you for your interest in renting the Taylor-Grady House for your special event. We hope you will find the Taylor-Grady House offers you the elegance and Southern charm that will make your event unique. This National Historic Landmark, built by General Robert Taylor circa 1844/1845, is the only extant home of Southern orator Henry W. Grady. Grady lived here from 1865 until 1868 when he graduated from the University of Georgia. Grady is probably most famous for his 'New South' speech and for being the editor of the *Atlanta Constitution*. Grady died on December 23, 1889, at the age of thirty-nine, of pneumonia complicated by pleurisy.

After changing hands many times, the house belonged to an estate in the 1950s and '60s and was left vacant for 13 years. During that time, vandals removed fireplace mantels and wallpaper, and the house deteriorated. In 1966, the city of Athens purchased the house from the Lampkin estate and the Athens Junior Assembly (now the Junior League of Athens, a non-profit organization dedicated to assisting women, children and those in poverty) coordinated a restoration, including furnishing the house with many donated antiques. The Taylor-Grady House underwent even grander renovations in 2004-2005, when the Athens-Clarke County SPLOST program sponsored a \$1.4 million renovation project to, among several things, install modern electrical and safety equipment and make the appearance of the house historically accurate. The Junior League of Athens continues to maintain the Taylor-Grady House for the benefit of Athens-Clarke County. This Greek revival mansion is an ideal location for receptions, weddings, and rehearsal dinners, as well as corporate and social events. Located within the heart of the Classic City and just blocks away from the University of Georgia campus, the Taylor-Grady House is an elegant facility that can accommodate up to 550 people for inside-outside events, 210 for an inside reception, approximately 65 people for an indoor sit-down dinner, and approximately 70 to 75 people for an indoor wedding.

Enclosed you will find a Taylor-Grady House rental contract and information packet. If you are interested in renting Taylor-Grady for your event, please first call the Taylor-Grady House to make sure your date is available. If the date is available, PLEASE READ THE TAYLOR-GRADY CONTRACT, COMPLETE AND SIGN ALL NECESSARY PLACES IN THE AGREEMENT. SEND THE CONTRACT ALONG WITH YOUR DEPOSIT, AS SOON AS POSSIBLE TO *THE TAYLOR-GRADY HOUSE; ATTENTION: DIRECTOR; 634 PRINCE AVENUE; ATHENS, GA 30601*. **The completed contract and your deposit made payable to the Taylor-Grady House will secure your reservation. The rental fee is due at least sixty (60) days prior to your event. The rental fee is a separate charge and it varies in accordance with the enclosed list of rates. A cancellation of the event prior to six months or more before the date will result in a loss of 25% of the deposit amount. A cancellation of the event within six months or less of the date will result in a loss of the full deposit amount. Cancellation of an event must be submitted in writing to the Taylor-Grady House.**

Prior to your event you will have a meeting to discuss the event details with the Resident Managers who will be the onsite contacts the day of your event. This can take place over the phone if necessary and will likely occur the week of your event. Prior to this meeting I will provide the Resident Managers with a description of your event so that any remaining questions or details can be defined. This meeting provides us with all of the last-minute details, such as what furniture needs to be moved, what time the caterer, florist, musicians, etc. are arriving, and other event details. Be assured that the Resident Managers will be onsite during your entire event in case you have any questions about the house or event procedures.

The Taylor-Grady House is a National Historic Landmark over 150 years old. Additionally, most of the furnishings are also antique. We ask that you abide by the outlined rules and regulations to ensure we preserve the site so that others may also enjoy the house. If you have any questions, please don't hesitate to call me at 706.549.8688. Thank you and I look forward to working with you and making your event as memorable as possible!

Sincerely,

Sarah Doughton
Administrative Director & Events Coordinator
The Taylor-Grady House

The Taylor-Grady House

634 Prince Avenue Athens, Georgia 30601
706.549.8688 ~ Fax 706.613.0860 ~ jlathens@aol.com

Rental Contract

A completed contract and the deposit are due within fourteen (14) days of the receipt of this contract. Failure to return the contract and deposit within this period will result in cancellation of your reservation for the specified date. Deposit checks will not be held. The deposit is refundable if the 'Rules and Regulations' and the 'Cleanup Checklist' are followed. The 'Rules and Regulations' are enclosed in this packet and regard the use of the premises. A violation of the 'Rules and Regulations' may result in forfeiture of all or part of your deposit. A cancellation of the event prior to six months or more before the date will result in a loss of 25% of the deposit amount. A cancellation of the event within six months or less of the date will result in a loss of the full deposit amount. All cancellations must be received in writing. The rental fee is due at least sixty (60) days prior to the event. The rental fee is a separate charge, and it varies in accordance with the enclosed list of rates. There is a charge for returned checks as specified in the Fee Schedule.

Date of rental: _____ Renter's name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Contact person: _____

Contact Email (1): _____ (2): _____

Person/Organization receiving refund of deposit: _____

Premises to be used for: _____ Number of guests: _____

****NOTE: Please note on your rental package times for check in and out. Confirmed times will be set approximately one week before the rental at the Event Information meeting and cannot be changed after the Event Information meeting.**

Name of person responsible for cleanup and checkout: _____

How did you hear about the Taylor-Grady House? _____

The undersigned hereby acknowledges that he/she has read the above and foregoing rental contract, rental packet, and the 'Rules and Regulations' and agrees to the terms thereof, particularly the imposition of the 'Rules and Regulations.' The undersigned also agrees to indemnify and hold harmless the Junior League of Athens, Inc., its officers, directors, members, agents and employees, individually and jointly and severally from any loss, damage, or injury to person or property resulting from the use, occupancy or possession of the premises by the undersigned and/or group or entity the undersigned represents. The above terms and provisions and 'Rules and Regulations' agreed by this renter this _____ day of _____ and year _____

Renter's signature: _____

The original of this signed contract and the signed/initialed pages of the 'Rules and Regulations' sheet should be returned with your deposit check. A copy of this contract, signed by the Director, will be returned to your files along with a copy of the signed 'Rules and Regulations' sheet. This rental contract accepted by the Taylor-Grady House and Junior League of Athens, Inc., this _____ day of _____, 20____.

By: _____

* Revised Oct. 26, 2010

The Taylor-Grady House

Rules and Regulations:

Any violation of these Rules and Regulations may result in forfeiture of all or part of your deposit, as specified in the attached Fee Schedule. Please read the following rules and regulations carefully and initial where requested. If you have any questions, please call the Director at the Taylor-Grady House at 706-549-8688.

FACILITY RENTAL INCLUDES:

- Exclusive use of the upstairs and downstairs of the house and grounds
- Approximately 200 white, resin folding chairs
- Approximately 12 60" round tables
- Approximately 75 metal brown/silver, folding chairs
- Approximately 21 eight ft. rectangular banquet tables
- Approximately 85 glass serving dishes (large plates, small plates, saucers, mugs)
- Full catering kitchen and cleaning supplies
- Two wooden bar tables
- City approved dumpster
- On-site Resident Managers for day of the event

*Note that renter is responsible for set up and take down of chairs and tables

* When you book the Taylor-Grady House, you get exclusive use of the upstairs, downstairs and grounds for a set period of time depending on the package rented. The rental period starts as soon as the first person associated with your event enters the house (please check the Fee Schedule to determine your available check in and checkout times). **The rental period includes inside setup and cleanup time.** After this, you will be charged a late fee as specified in the Fee Schedule. Note that we will not leave the house unlocked or give out keys.

Deposit:

A cancellation of the event prior to six months or more before the date will result in a loss of 25% of the deposit amount. A cancellation of the event within six months or less of the date will result in a loss of the full deposit amount. Cancellation requires a written confirmation from the renter. The premises will be used only for the purposes specified in the contract and no other purposes. The contract may not in whole or in part be assigned, transferred, or sublet by the renter. Any group, club, or individual who contracts to use the premises is responsible for damage to furnishings, equipment, land, landscaping, persons, property, and/or house incurred during its use.

_____Initial

Checking In:

Renters/caterers have the use of the house during your stated time depending on your rental package on the day of the function, beginning at check-in time. Check-in time begins when the first person associated with the event enters the house. *Please make note of your rental package for the earliest time you may check in. The check-in time is set at the Event Information meeting (approximately 1 week before the event). Once the check in time has been established at this meeting it may not change. The house will not be open before your check-in time.

_____Initial

Set Up, Break Down and Cleaning:

The renter or the person you have previously designated is responsible for all set up and break down of the event. Any rented items from the Taylor-Grady House must be set up by the renter or staff hired by the renter. The Resident Managers do not help with chair or table set up or with any kind of décor for the house. All tables, chairs or items provided by the Taylor-Grady House must be secured at the end of the event before check out is considered complete. While the Taylor-Grady House and its employees make every effort to be accommodating to the set up needs of rental companies and caterers, the Taylor-Grady House does not provide secure storage for any items delivered to the property and is not responsible for the security and condition of rented items that are set up on the property before, during or after events.

You will receive a copy of the Cleanup checklist that our Resident managers will use when you check out. Be aware it is your responsibility to ensure the house and grounds are left clean after your event. Trashcan liners must be used and all trash placed in the city-approved dumpster at the rear of the house. The renter, or his/her agent, must be present at the beginning of the function for check-in, during the function, and must meet with the Resident Managers when the function is over in order to check out. The Taylor-Grady House will deduct from the renter's deposit if items on the checklist are not completed or if the caterer or renter does not check out with the Resident Managers. It is the responsibility of the renter to ensure all tables and chairs provided by the house are returned to their proper storage location. If the Resident Managers have to do significant additional cleaning OR return any tables or chairs to storage after check-out or on the following day, there will be a cleaning fee levied as specified in the Fee Schedule.

*NOTE: you have the option to waive these cleaning responsibilities for a cleaning fee specified in the Fee Schedule. The fee waiver is for cleaning only and does not include moving or taking down any chairs, tables, tents, etc. from either the Taylor-Grady House or another rental company.

_____ Initial

Catering and Other Hired Staff:

- ◆ The Taylor-Grady House will provide a list of preferred caterers familiar with the policies of the house. Any caterer not on the approved caterer list must complete a catering application and will be responsible for reviewing the Taylor-Grady House policies with the Director prior to the event. A \$150.00 application fee will be required with the completed Catering Application.
- ◆ Renter may use any rental company, florist, and/or entertainment. It is the responsibility of the renter to provide a copy of the contract to these hired vendors to ensure they are familiar with the house rules. If damage is caused or rules are broken by the hired staff, the renter will be responsible, and charges will be deducted from the renter's deposit

_____ Initial

Kitchen:

- ◆ Kitchen is stocked with a warming oven, commercial size refrigerator and freezer, ice machine, microwave, dishwasher, and large sinks.
- ◆ Cooking is NOT allowed inside the house. The Taylor-Grady House kitchen is used for warming and chilling foods only.
- ◆ Deep fat fryers and portable stovetops are not allowed.
- ◆ Electric Sterno is preferred
- ◆ Grills or Barbeques are allowed outside only and must be placed either in the side parking lot or side yard at least 30 ft. away from the house.

_____ Initial

Food and Beverages:

- ◆ Kegs will not be allowed inside the house. Any kegs used on the grounds must be placed in the proper container.
- ◆ Neither red wine nor any other food that may stain furnishings may be served inside the house. These items are allowed to be served or used outside only.
- ◆ Renter may provide his or her own alcohol. The Taylor-Grady House is not responsible for the service of alcohol to guests and encourages renters to ensure they are following all laws regarding the service of alcohol.
- ◆ Serving of alcohol must stop at 10:30 pm.

_____ Initial

Furniture:

- ◆ Renter will be responsible for damage to furniture that occurs during the event or during set up and take down.
- ◆ Renter is not allowed to move any of the antique furniture. Guests and hired staff are not allowed to move the furniture either.
- ◆ Given notice, the Resident Managers may move the antique furniture in the Ballroom only. Porcelains, mantle pieces, carpets, and rugs may not be moved at any time.
- ◆ The renter will be responsible for damage caused due to unauthorized movement of furniture, and the renter will be charged a fee for reconfiguring furniture as specified in the attached Fee Schedule.

- ◆ Antique furniture may be used for flowers or other types of decoration (excluding those items that are ribboned off). However, a place mat and tablecloth must be placed on all pieces of furniture used for this purpose to protect them from damage. We will supply a tablecloth and pad for the dining room table.
- ◆ The only antique furniture that may be used for food or beverage items are in the dining room. No other antique pieces may be used for this purpose.
- ◆ Candles may be lit only on the Dining Room table, but only smokeless drip less candles may be used.

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Grounds

- ◆ Tents are allowed on the property but the Resident Managers and the Director reserve the right to restrict the placement of poles or other items that may cause undue harm to the grass or irrigation system.
- ◆ The renter may not place a dance floor or any other object on the front or back lawn that will cause undue harm to the grass.
- ◆ Grounds are routinely maintained by the City of Athens. Every attempt is made to maintain the quality and consistency of the overall appearance of the grounds. However, the facility is not responsible for changes in ground conditions due to drought and/or heavy rain prior to an event.
- ◆ No birdseed, rice, helium filled balloons or sparklers are allowed in the house or on the grounds. If you choose to throw petals, they must be cleaned up before check out.
- ◆ The renter shall not place signs on the premises.
- ◆ Smoking is prohibited inside the house and on the grounds as well as any illegal drugs.
- ◆ Fires may not be built at any time.
- ◆ Tiki torches or any other objects with large flames are not allowed on the grounds.
- ◆ Heaters are not allowed on porches.
- ◆ No vehicles of any kind may be parked anywhere besides a designated parking space.
- ◆ Candles with small flames are allowed outside but must be placed inside a hurricane, lantern, or other acceptable enclosure

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Security

Security is mandatory for weekend rentals and any event serving alcohol with a guest count of 150 or more. Security may be arranged through the Director of the Taylor-Grady House and the Renter will pay the fee as stated in the Fee Schedule for an off duty police officer to work during a portion of the rental period. The officer will begin duty as soon as the event starts and will stay until check out is completed. Events landing during weekdays may also be required to have security based on the nature of the event, and the Director or Resident Managers will notify you if security is required for your weekday event. The security fee is to be paid by renter 60 days prior to the event, and failure to pay the fee by this deadline may result in the cancellation of your event.

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Music and Dancing:

- ◆ Dancing is permitted outside. Absolutely **NO DANCING IS ALLOWED INSIDE** the house or on the porches.
- ◆ Pianos, violins, harps, flutes, cellos, guitars (unplugged), or any combination of these instruments are welcome inside or on the porches of the house. Electric instruments or equipment should be confined to outside. **NO AMPLIFIED MUSIC IS ALLOWED INSIDE THE HOUSE OR ON THE PORCHES.** This includes stereo systems (including battery-operated systems), speakers, bands, deejays, electric keyboards, electric guitars, xylophones, etc., or any instruments such as drums, saxophones, trombones, etc. whose noise level could cause harm to the porcelains and other antiques. **NO EXCEPTIONS WILL BE PERMITTED.**

NOTE: You must register outdoor-amplified music with the Athens Police Department at least 72 hours before your function. If you fail to register your amplified music with the Athens-Clarke County Police Department and you receive a noise complaint, you will be forced to turn your music off. The Taylor-Grady House and Junior League of Athens are in no way responsible for registering outdoor music. If a citation is issued due to noise complaints, it is the renters' responsibility to pay all fines and fees associated with the citation. These fees will be taken out of your deposit. Curfew on outside music and noise is 11:00 p.m. Sunday–Thursday, and 12:00 p.m. Friday–Saturday. Section 11-10125 of the Code of Ordinances for Athens-Clarke County.

- ◆ Speakers must face toward the house and not directly toward the theatre or neighborhood. Music should not be audible more than 300ft away from the Taylor-Grady House.

- ◆ Outlets are located behind both storage buildings on the back lawn. NOTE: The Taylor-Grady House can accommodate up to 120 amps of current, with each outlet handling 20 amps.

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Misc. House Information:

- ◆ Onsite Resident Managers are present throughout your entire event. Please do not hesitate to contact them with any questions/problems. Please note they are not available for set up or take down of any chairs/tables or rented items. The Resident Managers will be in charge of the house during your rental and will enforce the rules as stated in the contract.
- ◆ You may park in the Taylor-Grady parking spaces next to the house and along Grady Avenue. Parking is also available in the 740 Prince parking lot (doctor’s office next door) during weekends. Parking is not allowed at the Town and Gown Theatre behind the house. Please respect their “No Parking” signs.
- ◆ The Taylor-Grady House is equipped with handicapped accessible bathrooms and elevator. The elevator may only be used for handicapped persons and it may not be used for any other purpose.
- ◆ No animals may be brought onto the premises except approved assistance animals as permitted by law.
- ◆ Please do not allow children to roam unattended through the house.
- ◆ The Junior League of Athens Inc. reserves the right to eject from the premises any person or persons engaging in objectionable conduct.

_____Initial

Checking Out:

Please check your rental package for your check out time. For single day rentals you may not stay past your stated rental block or after 12:00 am. Once check out time has passed, the renter will be charged a **late fee** as specified in the Fee Schedule. **You are not completely checked out until the Resident Managers check you (or the person you have previously designated) out and you have signed the Checkout sheet.** The Resident Managers should not be considered part of your cleanup crew unless prior arrangements have been made.

***We retain the right to hold your deposit as the damage and cleaning deposit until at least the first business day after your event. After the house has been checked by the Director on the first business day after your event, your refund check will be written and mailed within 60 days.**

_____Initial

Owner of Record:

The owner of record of the premises is the Mayor and Council of the Athens-Clarke County Unified Government, located at City Hall, Athens, Georgia 30601. The Mayor and Council of the Athens-Clarke County Unified Government have leased the premises to the Junior League of Athens, Inc., located at 634 Prince Avenue, Athens, Georgia 30601. The Resident Managers, whose address is 634 Prince Avenue, Athens, Georgia, 30601, are employees of the Junior League of Athens, Inc. They have full authority during events and it is their duty to manage the premises, protect the Taylor-Grady House and its contents, and oversee the work of the caterers or any agents working on behalf of the renter during setup, the event, and cleanup.

_____Initial

I have read all of the ‘Rules and Regulations’ (4 pages), and I have informed any agent working on my behalf of the ‘Rules and Regulations’. By signing this and/or the rental contract, I am agreeing that I will honor each of the rules, and if I fail to do so, I understand that I will forfeit a portion or all of my deposit. If any or all of the deposit is withheld, the amount will be determined at the discretion of the Resident Managers and Director. Also, I understand that I am ultimately responsible for the actions of any agent working on my behalf, any guests invited on my behalf, and any other party in attendance at my event.

Renter’s Signature

Date

Taylor-Grady House Rental – Fee Schedule

Rental Fees

A refundable security deposit is required to reserve the facility. The security deposit will be deposited on the next business day after the receipt of the deposit. No checks will be held in your file. A cancellation of the event prior to six months or more before the date will result in a loss of 25% of the deposit amount. A cancellation of the event within six months or less of the date will result in a loss of the full deposit amount. Cancellation must be submitted in writing to the Taylor-Grady House. The rental fee is a separate charge and is due no later than sixty (60) days prior to your event. Failure in paying the fee on time may result in the cancellation of your event and the holding of your deposit. There is a \$25.00 charge for returned checks. Checks or money orders should be made payable to the **Taylor-Grady House**, and can either be mailed to 634 Prince Avenue, Athens, GA 30601, Attention: Director or hand delivered to the house. Credit cards and cash are not accepted.

Weekend Packages:

The house will be available for your use from 4pm until 11pm on Friday for rehearsal or setup, a ten hour period on Saturday between 9 am and 12 am, and on Sunday, if needed for outdoor cleanup and takedown only, from 9 am until 11 am.

Facility Rental

Clarke County Residents:

1–250 guests	\$2,250.00
250+ guests	\$2,450.00

Out of County Residents:

1–250 guests	\$2,500.00
250+ guests	\$2,750.00

Refundable Deposit: \$1000.00 due at signing of contract

Single Day Rentals:

Sunday afternoon package -

The house will be available for a seven hour period beginning at 2:00 pm and ending at 9:00 pm. Times include set up and take down.

Facility Rental

Clarke County Residents:

1–50 guests	\$1250.00
51–250 guests	\$1450.00
251–550 guests	\$1650.00

Out of County Residents:

1–50 guests	\$1450.00
51–250 guests	\$1650.00
251–550 guests	\$1850.00

Refundable Deposit: \$1000.00 due at signing of contract

Weekday Rentals (Monday-Thursday) -

Rental period is for a ten hour block. The earliest you may check in is 9am and the latest you may check out is 12:00 am

Facility Rental

Clarke County Residents:

1–50 guests	\$500
51–250 guests	\$700
251–550 guests	\$900

Out of County Residents:

1–50 guests	\$700
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51–250 guests	\$900
251–550 guests	\$1000

Refundable Deposit: \$600.00 due at signing of contract

Hourly Rentals:

Rental period is for six hours or less and applicable when the event is booked within 60 days of the date. The earliest you may check in is 9 AM and the latest you may check out is 12:00 AM.

Facility Rental	
Sunday – Saturday	\$100 /hour

Refundable Deposit: \$100.00 due at signing of contract

Non Profit Organizations with a 501c3 Status:

Rental period is for a ten hour block. The earliest you may check in is 9am and the latest you may check out is 12:00 am. Renter must complete the additional non-profit form and provide the adequate paper work.

Facility Rental	
Monday –Thursday	1–550 guests \$150
(weekend rentals require the weekend or Sunday package)	

Refundable Deposit: \$600.00 due at signing of contract

OTHER FEES

Security Fees:

When required, the renter will pay the Taylor-Grady House the stated fee for an off duty police officer to implement security during a certain portion of the event. If officer is required to stay past his scheduled time of duty, the renter will incur additional hourly charges and will be responsible for any overtime rates charged by the officer. A minimum of four hours is required.

\$30.00 per hour

*Note that security is required for all weekend events and may be required for some weekday events.

Non-approved caterer:

Any caterer who is not on the Taylor Grady pre-approved list will be asked to complete an application and to pay the stated application fee.

\$150.00 application fee

Returned check fee:

\$25.00 per occurrence

Waiver of Cleaning Fee:

Renter may pre-arrange to waive a portion of the rental deposit to hire the Resident Managers to clean following the event. This is a flat fee and not an hourly rate.

\$350.00 cleaning fee

Late Fees and Additional Cleaning Fees:

Occurs when renter stays past rental period, does not pre-arrange to waive a cleaning fee to hire the Resident Managers to clean, or does not fulfill cleaning duties as stated in the Taylor-Grady House cleanup checklist or Taylor Grady Rules and Regulations. These hourly fees are NOT prorated.

\$200.00 for each additional hour

Penalty fee for not abiding contract as stated under the Rules and Regulations section:

Renter will be charged stated amount for each violation of the Rules and Regulations section of the contract, or the cost of any damage caused by the violation WHICHEVER IS GREATER. Renter is responsible for their guests and hired staff as well.

\$100.00 minimum per violation

OTHER CONDITIONS

If on the day of the event the number of guests in attendance increases above the number paid for, the increase in fee will be taken out of your deposit

Your rental fee will not change once the contract is completed. However, other fees may change based on increased costs to the Taylor-Grady House and the Junior League of Athens upon written notice to the renter within 60 days of the event.

I have reviewed the Fee Schedule (3 pages) and I agree to the fees described therein.

_____ Date: _____
Renters Signature