



Robin's Nest Rental Agreement
9197 NC Hwy 751
Durham, NC 27713
(919)484-9759, ext. 500
Contact: Lynn Scott, lynn@fgsdurham.com

Enjoy your next meeting in a serene setting at the *Robin's Nest*. The Robin's Nest is located on our grounds at For Garden's Sake. You will enjoy amazing views of our pond and wildlife that frequent our area. We are a Garden Center, Landscaping and Lawn Maintenance company, and during the week, you may also see our staff coming and going outside, but you will have your own private space to enjoy. Restaurants and shopping are only a couple miles down the road, or have your lunch delivered and enjoy your meal on our back deck or out by the pond.

We provide seating for up to 12 meeting in a conference style setting, or up to 25 in round or banquet style table setting. You can view the seating options on our website at www.fgsdurham.com/event-space. While you are here we will provide coffee, water and snacks for your staff.

SPACE RENTAL: This agreement is for the space rental only. If you are in need of a caterer you are free to use one of your choice from an outside source for any of your other event needs. For Garden's Sake is solely providing the physical space for your meeting. Any outside contracts are subject to the restrictions and guidelines of the outside service provider and are in no way connected to For Garden's Sake or its staff members. However, copies of all agreements made with outside service providers must be presented to For Garden's Sake staff prior to the booked meeting, and must be approved and accepted by the management in order for the event to be held. For Garden's Sake is not held responsible for any outside services or additional contracts with outside vendors.

EVENT SPACE CAPACITY: The *Robin's Nest* Event Space at For Garden's Sake offers beautiful views of the pond and is available for rent on a daily, or half-day basis. The maximum capacity is 25 people.

RATES: Payment for the event space rental must be paid in full on the day of booking. The For Garden's Sake Event Space is rented at a rate of: \$550/Day or \$300/Half-day. The space will be set up and ready for your needs prior to your rental start time. The event space doors will be unlocked by management at 8AM the day of your meeting, and remain unlocked until 5PM. Doors will be locked by management at 5:30PM.

DEPOSITS: The space is booked on a FIRST COME, FIRST SERVE basis. No tentative holds. **PAYMENT IN FULL** on the day of booking (Credit/Debit or Check) is **REQUIRED** and will secure the reservation of your preferred date and time. For Garden's Sake does not accept partial booking deposits.

CANCELLATIONS: Cancellations made up to 14 days prior to the event are fully refundable. Any cancellations made within the 14 days prior to the event will not be eligible for a refund but can be rescheduled one time based on availability without any additional cost if needed due to unforeseen circumstances such as weather, etc. If any special circumstances may arise, please contact Lynn with any concerns or questions.

SECURITY DEPOSIT/DAMAGES: There is a \$100 refundable security/damage deposit for all rentals, due at the time of booking. The money will be returned in full within 30 days following the event after an inspection by the staff has been made, and no damage has been done. Any damages to the property will be deducted as needed from the \$100 deposit before being returned to the renter.

PAYMENT OVERVIEW: Payments due at the time of booking include: the space rental fee to be paid in full for the type of event requested, as well as a \$100 security/damage deposit that is to be returned to the renter as long as no physical damage has come to the property. Initial showing your understanding of the security deposit, and payment options. _____

POLICIES (In Alphabetical Order)

ACCESSIBILITY: For Garden's Sake Event Space has an ADA accessible entrance on the side of the event space building. It is located to the left of the Lawn and Landscape Office entrance. The complex has designated parking spots as well as an appropriate ramp, and entrance to the building.

ALCOHOL: Alcohol is permitted at For Garden's Sake Event Space under the following conditions only: Renter informs us that alcohol will be consumed during the meeting. The renter maintains all liability for the actions of their guests. Beer and wine only, no liquor will be permitted.

Initial showing your understanding of For Garden's Sake Event Space alcohol policies. _____

DECORATIONS: Outside decorations are permitted. However, no decorations are allowed on lighting fixtures. Items that are NOT permitted are as follows: duct or scotch taping, nails, or tacks. Candles are prohibited, unless they are flameless.

MUSIC: All music being played needs to be kept at a reasonable level. Our offices are located beside the meeting room.

FOOD AND BEVERAGE: Outside food and beverage is allowed, including alcohol. However, the client is responsible for flatware and dinnerware. Linens for all tables will be provided. FGS will provide up to 2 K-Cups, 2 bottled waters, and 2 snacks (This may include a variety of granola bars, packs of crackers, fruit, bagged popcorn, and/or packaged nuts) for each person.

GENERAL: For Garden's Sake Space is a private event space. Management reserves the right to cancel event, or refuse use of its space for any reason deemed necessary, prior to OR during an event.

MINORS: No person (including another minor) may furnish, give, sell or deliver alcohol to a minor (Criminal Offense Class D Crime). Any event where alcohol is present minors must be accompanied by a parent, guardian or legal custodian.

LIABILITY: For Garden's Sake Event Space is not liable for, and cannot assume responsibility for damage or loss of property left in For Garden's Sake Event Space prior to, during, or following your event. We appreciate the premises being restored to the original condition following the conclusion of your event. In the event that any property of For Garden's Sake Event Space is damaged by the client, its agents, employees, or any person admitted to the space reserved by the client, the client will reimburse For Garden's Sake Event Space for all damages, or unusual cleanup fees by means of the \$100 security deposit paid by the client prior to the event. The renter agrees to indemnify and hold harmless FGS from any and all liability for any injury to any participant or any property damage.

Initial showing your understanding that For Garden's Sake is NOT responsible for the actions of its clients, their guests, or the companies that they work with. _____

OUTSIDE VENDORS/SERVICES: All renters must present a copy of each outside vendor/service contract that is contracted for the said event. These contracts will be kept on file. These contracts need to be presented no later than 14 days prior to the event. In the case of an event planner, the contracted event planner must read and sign For Garden's Sake Event Space Rental Agreement, and assume all responsibility for said event.

PARKING: There is parking for For Garden's Sake Event Space located in the front of the event space and down by the trees. The renter's guests have priority to front parking spaces and access to stairs.

SITE VISITS: Site visits are scheduled by appointment only. Please email lynn@fgsdurham.com to check availability.

SMOKING: There is NO smoking allowed inside or outside For Garden's Sake Event Space.

STAFF: There will be a staff member on site and monitoring your event. Once you enter the venue, the space is under the care of the renter. Renters are responsible for setting up and cleaning up after their own events.

TRASH: Any garbage must be collected and discarded on your own. Failure to dispose of trash will result in a fee for extra trash pickup. Please dispose of trash in provided trash can in rental room.

SIGNATURE: Please sign below indicating that you, the renter, agree to, and understand the policies and guidelines that For Garden's Sake Event Space Management have set in place. Failure to sign this document, or inability to comply with the rules set in place by For Garden's Sake Event Space will potentially result in cancellation of the event, or withholding of the security deposit in any amount deemed necessary by the management.

Company/Organization name: _____

Print name: _____

Signature: _____

Date: _____ Date of Event : _____

Event Type: _____ Rental Rate: _____

Security/Damage Deposit: _____ Paid by: Check/Credit Card

Amount Paid: _____