

CHANDOR GARDENS RENTAL GUIDELINES

Event Policies and Procedures

Any event held at Chandor Gardens must not impose hardship on the Gardens' premises, staff, visitors or neighbors. The individual signing the contract is responsible for conforming to the following rules and regulations.

Any party seeking to use Chandor Gardens for an event will assume full responsibility for the conduct of all persons attending the event. The renter will be responsible for any damage to the premises caused by guests or independent contractors. The renter will also be required to conduct the event in an orderly manner in full compliance with all applicable laws, codes, rules and regulations.

Chandor Gardens reserves the right to exclude any activity, group or individual deemed a risk to Chandor Gardens' property or interests i.e. damaging or littering property. Groups or individuals shall be given equal opportunity regardless of race, color, sex, religion or national origin.

Chandor Gardens reserves the right to terminate a reservation during the activity if conditions so warrant.

Any items left on the premises for thirty days become the property of Chandor Gardens.

Deposit Policy

In order to secure a date, a completed and signed reservation form must be on file accompanied by a reservation/damage deposit. The person signing the contract must be 21 years or older. The deposit is a separate fee from the rental fee. Deposits will be refunded if facility has been cleaned and left in the same or better condition than it was prior to the rental. (Please allow up to two weeks to process return of deposit). Deposits will be kept if the facility has been left in an unacceptable manner (determined by Facility Coordinator). **Any damage to Chandor Gardens' property or interests that is assessed to be greater than the amount of the deposit will be charged to the individual signing the contract.**

Cancellations

When cancellations are received at least 90 days before the event, any paid rental fees will be returned, excluding the reservation/damage deposit. If a cancellation is made less than 90 days before the event, the reservation/damage deposit and any paid rental fees will not be returned. Exceptions to this policy must be approved by the Facility Coordinator.

Limitations

Your event is limited to the exact space and/or facility and time scheduled as specified by your contract. Event set-up will begin no earlier than the scheduled rental time and cleanup must be completed by 11p.m. the day of event. This includes any set-up or takedown provided by the renter, guests or independent contractors. Chandor Gardens is

not responsible for any equipment, supplies or personal items left behind after an event.
All rentals must end at 10pm. Vendors must leave by 11p.m.

Decorations

Decorations, if used, must be on a table or freestanding. (Nothing may be attached to the ceiling, walls, drapes, fixtures, windows, etc.) Candles may only be used if enclosed by hurricanes or votive cups. All decorations must be approved by the Facility Coordinator.

Parking

The only designated parking area is in the west parking lot, which can be accessed from the main entrance on Lee St. Chandor Gardens is not responsible for vehicles left in the parking lot after the event has ended.

Alcohol

Renters may offer guests alcoholic beverages, but selling alcoholic beverages is strictly prohibited. Renter is responsible for monitoring alcohol consumption of guests and must obey all state laws and regulations. If you plan to provide alcohol to your guests, the Facility Coordinator upon scheduling the rental must grant permission. Chandor Gardens is not responsible for any accidents.

Smoking

Chandor Gardens is a smoke-free environment; however, a designated smoking area is located near the west parking lot and adjacent to the outdoor reception area.

Animals

No animals will be permitted on the premises except those assisting mobility challenged individuals, i.e. Seeing Eye dog.

Sound

Renter is responsible for any sound system required. Only low amplification is allowed to respect surrounding neighbors. If music is to be provided, it must be approved by the Facility Coordinator. **All music must end by 10:00p.m.**

Catering

All food service must be provided by an outside catering service or commercial vendor. Catering arrangements must be coordinated and approved by the Facility Coordinator.

Children

Children are welcome at Chandor Gardens. However, rental parties should be prepared to supervise children at all times during the event.

Chandor Gardens recommends booking an event at least 3 to 6 months in advance. For information or to make reservations, please call 817-613-1700.