

**DELAWARE CENTER FOR HORTICULTURE  
CLIENT AGREEMENT AND GUIDELINES FOR  
SPECIAL EVENT FACILITY RENTAL**

**I. ALLOWED USE**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2021 between the Delaware Center for Horticulture ("DCH") and \_\_\_\_\_ ("Client") covering an event ("Event") to be held at the Delaware Center for Horticulture facility ("Facility") on the date and time specified on Schedule A attached hereto and made a part hereof.

DCH does not discriminate in the use of its Facility on the basis of race, creed, sex, or national origins and requires a commitment to that effect from any Client.

**II. RESERVATIONS AND DEPOSITS**

- A. A reserved date is not guaranteed until a reservation deposit is received and this Agreement is signed and returned by Client to DCH. All bookings must be cleared for date availability with the Special Events Coordinator prior to signing this Agreement. Rental restrictions may be in effect during DCH-sponsored events.
- B. DCH reserves the right to refuse the use of its Facility to any Client if DCH, in its sole discretion, believes that such use would jeopardize the Facility. DCH further reserves the right to alter any arrangements in the planning phase or during the Event if the safety or security of the Facility or DCH's operations, are threatened. It is the sole and absolute discretion of DCH to decline a reservation should we deem the intended use as incompatible with our image.
- C. DCH requires a \$500 nonrefundable reservation deposit for events \$1000 and above, and a \$200 nonrefundable reservation for events under \$1000, to secure a date at the time of signing this Agreement. The balance of the Rental Fees and a separate payment of \$500 security/damage/overtime deposit are due six (6) weeks prior to the Event. If there is no damage, no additional unpaid rental time, and all Rental Fees paid, DCH will refund the security deposit within 45 days of the Event. If there are any charges above the \$500 security/damage/overtime deposit, an invoice will be sent for those additional charges.
- D. If the DCH is forced to cancel your Event, due to Covid-19 restrictions put in place by the State of Delaware, the Client will receive a full refund of the deposit or the Client may choose to postpone their Event to a mutually agreed upon date. Postponement would not result in additional fees above costs outlined within this contract.

### **III. CATERER**

Our approved caterers include:

Montrachet Fine Foods – Contact: Susan Teiser, Chef/Owner  
centrevillecafe.com/ | 302.425.5808

Jamestown Catering Co.– Contact: Ashley Anton, Director of Catering  
jamestowncatering.com | 302.510.8071

Taste Catering by The Columbus Inn – Contact: Hayla Delano, General Manager  
tastede.com/ | 302.571.1492

Toscana Catering – Contact: Lori Seward, Catering Manager  
toscanacatering.com | 302.654.8877

Terrain Events – Contact: Heather Burke, Catering Manager  
Terraineevents.com | 215.454.5919

### **IV. VENDORS**

DCH allows the use of vendors, including musicians and florists, by Client in connection with the Event; however, DCH reserves the sole and exclusive right to deny approval of any vendor at DCH's sole discretion. DCH shall not be responsible for any costs or expenses incurred by Client as a result of DCH's refusal to approve any vendor. All vendors' materials are the responsibility of Client and are to be removed at the conclusion of Event. Client is responsible for repairs due to damage occurring in or on the Facility through the acts or omission of Client's vendors.

### **V. EVENT LOGISTICS**

To ensure proper follow-through and communications, Client must assign one contact person to coordinate the Event with the Special Event Coordinator.

- A.** At the time the Event is scheduled with the Special Event Coordinator, Client must:
  - 1. Supply the approximate time, number of guests expected and type of Event.
- B.** Three weeks before the Event, Client must:
  - 1. Submit final details of the Event, including the decorations and displays, final number of guests, the set-up time and the names of all vendors and their time of deliveries on the day of the Event and pick-up after the Event.
- C.** Day of the Event
  - 1. On Monday through Friday, set-up prior to 5:00 pm must be approved by the Special Event Coordinator.

2. Client must schedule deliveries to be made only on the day of the Event unless other arrangements have been made with the Special Events Coordinator.
3. Rentals must be delivered and stored neatly in the Founders Room closet unless other arrangements have been made with the Special Events Coordinator.
4. All exits must be kept unobstructed at all times.

**D. Break-down Requirements:**

1. Removal of all displays, decorations, and materials (other than catering equipment) must be removed directly after the Event, unless other arrangements have been made with the Special Event Coordinator.
2. Client must arrange for any rented or vendor equipment to be picked up by the rental or vendor company the following **business** morning before 10:00 am. Client will pay an additional \$250 daily fee for any equipment not picked up the next business morning, unless other arrangements have been made with the Special Events Coordinator.

**VI. RENTAL FEES AND CAPACITIES**

Members of the DCH receive a 10% discount on facility rentals

- A. Business hours are Monday – Friday, 9:00 am – 5:00 pm.
- B. Capacities, at a minimum, are set in accordance with the State of Delaware’s Covid-19 Guidelines at the time of your event.

100person maximum capacity, indoors  
 175person maximum capacity, indoors with additional tenting of courtyard  
 75person maximum capacity, courtyard

- C. Fee applies to meetings and events other than weddings:

Weekday rate:	\$700 per day or \$200 per hour
Evening/weekend rate:	\$250 per hour (2-hour minimum)

**VII. SET-UP AND INVENTORY**

- A. There is no charge for the time it takes the caterer to set-up and break-down the Event. Additional set-up and break-down time beyond the caterer requirements must be approved by the Special Events Coordinator and is charged at the rate of \$250/hour.
- B. This Rental Fee includes usage of the DCH’s tables and chairs, should you choose to use those items. However, depending on the size of your group and set-up needs, the DCH may not have enough equipment. The DCH is not responsible for supplementing these items, any other items needed would be the responsibility of the Client and/or Caterer.

Additionally, DCH is not responsible for setting up or breaking down equipment for your Event. All set-up is to be done by Client and/or Caterer. A Podium, projector, and screen are available by arrangement with the Special Events Coordinator.

- C. The DCH owns the following inventory of equipment that Clients are welcome to use. However, it is the responsibility of the Client or Caterer to set-up and breakdown all equipment.

- 10 - 8ft Banquet tables
- 5 - 6ft Banquet tables
- 10 - 60" Round tables (seats 8)
- 6 - High Top Cocktail Tables
- 100 - Lecture Chairs (metal frames, green cushions)
- 100 - Black Wood Folding Chairs (\$2/chair rental fee)

## **VIII. REFUNDS AND CANCELLATIONS**

- A. The Reservation Fee of \$500/\$200 is nonrefundable, as provided in Section II. C & D of this Agreement.
- B. DCH will refund 50% of the Rental Fees, as described in Section VI of this Agreement if Client cancels the Event within 4 weeks of the reserved date.
- C. In the event of cancellation of this Agreement or the Event by DCH, except by reason of Client's breach of this Agreement, DCH will provide as much notification as possible and will refund all fees paid or on deposit with DCH. DCH specifically does not accept any responsibility for any expenses incurred or losses incurred whatsoever by Client as a result of a DCH cancellation, and Client expressly waives any claims, other than the refunds stated in this subsection, in the event of a cancellation of this Agreement or Event. Cancellations by Acts of God will be reviewed on a case-by-case basis. Acts of God shall mean, acts of war, civil commotions, riots, strikes, lockouts, acts of government in either its sovereign or contractual capacity, accidents, fire, water damages, floods, earthquakes or other natural catastrophes or any other causes determined by DCH (in the exercise of its discretion) to be beyond the reasonable control of DCH.
- D. Failure to comply with DCH regulations may result in immediate cancellation of this Agreement or the Event by DCH.

## **IX. PARKING**

- A. Vehicles must park in the designated parking lot, which accommodates approximately 40 vehicles. Client is responsible for coordinating with its caterer and other vendors to accommodate their parking needs. There is handicapped parking for two cars adjacent to the entrance drive. For more than 40 vehicles, it is recommended that Client hire valet service or park in nearby neighborhoods.
- B. Parking is prohibited in the semi-circular, fire lane drive. The semi-circular drive may be used for loading and unloading people and supplies. At no other time may the courtyard

entrance drive be blocked by Client, its agents, employees, guests or contractors (including vendors).

- C. DCH is not responsible for damage to vehicles or the contents thereof. Persons parking at DCH take full responsibility for their vehicles.
- D. Parking is permitted on Gilpin Street. No parking is permitted along Dupont Street or at Trolley Square Shopping Center.

**X. GENERAL RESTRICTIONS**

- A. DCH is a smoke-free facility. Smoking is not permitted anywhere inside or outside the Facility or on the grounds.
- B. Animals (except working dogs) are not permitted in the Facility.
- C. Sound volume must not be offensive to neighbors.
- D. DCH is not responsible for damage or loss to materials or equipment owned, used or rented by Client.
- E. Children must be properly supervised at all times.
- F. DCH will bill Client for any damages to or excessive soiling of the Facility (including all furniture, fixtures, equipment, works of art and other property in and around the Facility), resulting from an Event.
- G. Only votive candles are permitted in glass holders
- H. Decorations may not be placed on walls or ceilings of the Facility. Use, location, and design of any such items are subject to DCH's consent and approval and subject to DCH control during an Event. Rice, confetti and similar small materials, and fog machines and similar atmospheric equipment are not permitted at any time for any Event.
- I. No plants or articles in or at the Facility may be moved or altered.
- J. Client shall refrain from bringing into the Facility any flammable or dangerous devices that could cause injury or damage to persons within or on the Facility or damage the Facility itself and/or items within the Facility. The use of propane or potentially combustible items may not be used without prior consent of the Membership and Volunteer Manager.
- K. DCH is not responsible for any belongings left behind by Client or Client's guests, agents, employees or contractors (including vendors).
- L. DCH is not responsible for Acts of God, acts of war, civil commotions, riots, strikes, lockouts, acts of government in either its sovereign or contractual capacity, accidents, fire, water damages, floods, earthquakes or other natural catastrophes or any other causes

determined by DCH (in the exercise of its discretion) to be beyond the reasonable control of DCH.

- M. Client shall not advertise or make any claim that DCH in any way sponsors the Event.
- N. Reproduction of the Facility or works of art in the Facility is not permitted on any material distributed by Client (including, without limitation, tickets and programs) without the prior written approval of DCH.
- O. Neither Client nor Client's guests shall touch, remove or alter the works of art in the Facility, nor will Client or any of the Client's guests hang or post objects without the express written permission of DCH.
- P. All events must end no later than 11 PM.
- Q. To reduce our impact on natural resources and address waste management issues moving forward into the next millennium, DCH is committed to diverting waste from the landfill. To achieve this goal, **DCH staff, facility renters, and caterers may not bring any Styrofoam or single-use plastics on site for any reason.**
  - 1. With that, the following items are not allowed at DCH:
    - Single-use plastic water bottles, cups, plates, utensils, or table coverings
    - Styrofoam “to go” containers, cups, or plates
    - Plastic grocery bags
    - Balloons
- R. While many plastics can be recycled, the byproducts created from the fabrication and disposal of plastic can be harmful, and the energy used to produce and recycle single-use plastics can be conserved through the use of more permanent, sustainable materials. DCH aims to encourage our constituency to re-think the products we use and consume and learn to live a less disposable lifestyle rather than settling for recycling. We want to emphasize that recycling is the last choice—after reduce and reuse.
- S. The purpose of this policy is to assure DCH models environmentally-sustainable behaviors.
- T. Recycling is mandatory for all events at DCH. The client is responsible for this in the event that no caterer has been hired. Approved Caterers are aware of this policy and will handle on behalf of the Client.
- U. A maximum of 50 people are permitted inside the building at one time.

## **XI. ALCOHOLIC BEVERAGE RESTRICTIONS**

- A. Alcoholic beverages may be served in the Facility. Client and the caterer are responsible for ensuring that alcoholic beverages are not served to minors. Client and the caterer must monitor alcohol consumption. Persons under 21 years of age may not consume alcoholic beverages. Serving intoxicated guests is prohibited.

## **XII. MISCELLANEOUS**

- A.** Neither DCH nor any of its trustees, officers, employees or agents shall be liable for (i) any damage to property of Client, its agents, employees, guests or contractors (including vendors) entrusted to employees or agents of DCH, (ii) the loss or damage of any property of Client or its agents, employees, guests or contractors (including vendors) by theft or otherwise, or (iii) any injury or damage to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, electrical disturbance, water, rain, snow or leaks from any part of the Facility or from the pipes, appliances, plumbing work or from the roof or from any other place or by any cause whatsoever (whether similar or dissimilar to those specified above).
- B.** Client shall, to the fullest extent permitted by applicable law, indemnify and defend DCH and its trustees, officers, employees and agents and save them harmless from and against any and all claims, actions, damages, liabilities and expenses (including reasonable attorneys' fees) in connection with the loss of life, personal injury and/or damage to property occurring in or about, or arising out of, Client's or its agents', employees', guests' or contractors' (including vendors') use of the Facility and adjacent or associated walkways and parking areas occasioned wholly or in part by any act or omission of Client or its agents, employee, guests or contractors (including vendors), to the extent not caused by the gross negligence of DCH. In the case of DCH and/or any of its trustees, officers, employees or agents being made a party to any litigation of invitees, then Client shall defend DCH and its trustees, officers, employees and agents and shall pay all damages, costs, expenses and reasonable attorneys' fees incurred or paid by DCH and/or any of its trustees, officers, employees and agents in connection with such litigation.
- C.** Client and its agents, employees, guests and contractors (including vendors) will conform to all federal, state, county and city laws while on or about the Facility.
- D.** Client shall pay all reasonable attorneys' fees, collection costs and other expenses that DCH may incur, whether or not a suit has been filed or judgment has been obtained, as a result or consequence of the failure of Client to perform any of its obligations under this Agreement, including, without limitation, its obligation to pay the fees stated herein.
- E.** This Agreement is to be governed by and construed in accordance with the laws of the State of Delaware, without regard to conflict of laws.
- F.** Neither the DCH nor any of its trustees, officers, employees or agents shall be liable for the Client or Client's guests contracting Covid-19 while attending an Event at the DCH. It is the responsibility of the Client and their guests to act responsibly and in accordance with the current CDC and State of Delaware's Covid-19 guidelines and best practices. Any Client or guest experiencing Covid-19 symptoms should not attend the Event. The Should Covid-19 contact tracing be required, the Client must be prepared to provide a list and contact information for all guests attending the Event.
- Client Initials:** \_\_\_\_\_
- G.** DCH requires all Clients, Event Guests, Vendors, and DCH Staff Members to wear a mask covering the mouth and nose, while inside the Facility.

**I have read and agree to comply with the Client Agreement and Guidelines for Facility Rental at the Delaware Center for Horticulture.**

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

**Delaware Center for Horticulture**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Erica Razze, Special Events Coordinator



**SCHEDULE A**

(To be filled out by the client to the best of your ability, and updated as information is confirmed)

Name of Client: \_\_\_\_\_ Name of Organization/Company: \_\_\_\_\_

Address of Client(s): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Guest Count: \_\_\_\_\_

Caterer: \_\_\_\_\_

**Costs**

(a) Base Rental Fee (\$250 X # of Event Hours) \$ \_\_\_\_\_

(b) Damage Deposit (refunded if no damage) \$ 500.00

(c) DCH Folding Chair Rental (\$2 X # of Chairs) \$ \_\_\_\_\_

(e) TOTAL BALANCE DUE \$ \_\_\_\_\_

\*\* A Reservation Deposit is required to secure date and applies towards final balance\*\*

**Deposit Payment**

Check# \_\_\_\_\_ Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

Name as it appears on Credit Card \_\_\_\_\_

CV Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**Final Balance Payment**

Check# \_\_\_\_\_ Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

Name as it appears on Credit Card \_\_\_\_\_

CV Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_ Date of Event: \_\_\_\_\_

