

THE MAGNOLIAS

732 W. COMMERCE STREET, ABERDEEN, MS 39730

662.369.7956

EVENT RESERVATION/CHECK LIST

Contact Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Mailing Address: _____

Event Dates: _____ Type of Event: _____

FACILITY RENTAL RATES: A \$200 damage deposit is required to hold the date of your event and will be held until the event is over. The facility rental is due 30 days in advance of the event, should your event be cancelled, the full amount will be returned to you. Your damage deposit will be mailed to you following the inspection of the facility by the hostess. Any damages or excess cleanup required after your event will be deducted from your deposit. Extra cleanup fee is \$50.00 an hour.

- ! Weddings (Rehearsal and Ceremony/Reception) Full use of the Magnolias' grounds and house for two days: **\$1,500.00**
- ! Weddings: Full use of the Magnolias' ground and house for 1 day (15 minutes or more) this includes security: **\$1,000.00**
- ! Parties, showers, teas, luncheons, etc.: Full use of the Magnolias' grounds and house for your event **\$250.00**

Additional Available Rentals:

- ! Tables -5' Round, folding tables (4 available) \$12.00 each \$

- ! Tables – 6' Rectangle (2 available) \$10 each \$

- ! White folding chairs (200 available) \$2.00 each \$

- ! Tablecloths (see hostess for availability) \$10.00 each \$

Date Damage Deposit Received: _____ Amount: _____ Check # _____
Cash _____

Date Facility Rental Received: _____ Amount: _____ Check # _____ Cash

Date Add'l Rentals Received: _____ Amount: _____ Check # _____ Cash

Date Damage Deposit Returned: _____ Amount: _____ Check # _____
Cash _____

THE MAGNOLIAS

IMPORTANT EVENT REMINDERS

1. Under NO circumstances is dancing allowed inside the house.
2. In accordance with the City of Aberdeen ordinances, all outside music/dancing will cease at 10:00pm.
3. Smoking is NOT allowed inside the house. Please use cigarette/ash containers provided around the grounds.
4. Only dripless candles or votive in cups are to be used inside the house and must be provided by renter.
5. The hostess must **give permission for ANY TABLES AND DECORATIVE ITEMS** to be moved.
6. Throwing birdseed is restricted to gravel areas only, away from lawns and flower beds.
7. No sparklers or silly string are to be used on walks or concrete/brick areas.
8. There will be **NO CUTTING OF PLANTS OR FLOWERS, ESPECIALLY OF THE MAGNOLIAS.**
9. Before setting up tents with stakes, inquire about existing irrigation lines.
10. As a courtesy to our neighbors, and in the event emergency vehicles need access to the area, **DO NOT BLOCK THE DRIVEWAYS.** Adequate parking is provided behind the brick fence at the rear of the house.
11. Do not damage the hedges with jumping or "steeplechase" events. Excessive damage may require a season to re-grow.

12. When placing decorations on arbors, gates, doors, or columns, please use peel & stick hangers to minimize damage to the 165 year old structure. **EVERYTHING IS TO BE REMOVED AFTER THE EVENT.**

13. Damage or missing items will be replaced with cost charged to the renter.

14. Cost rate for excess clean-up required by the Magnolias following your event is \$50.00 per hour. **THIS INCLUDES MOVING FURNITURE, REMOVING TRASH, PICKING UP OUTSIDE AREAS, ETC.**

I have read, understand and agree to comply with the guidelines for the use of the Magnolias for my event.

_____ Date:

THE MAGNOLIAS

Our goal is to have everything prepared for your event when you arrive. We ask the following checklist be completed before you leave and return to the hostess with the key provided.

END OF EVENT CHECKLIST

_____ All trash, bagged and deposited in trash containers in the basement.

_____ Floors – vacuumed or swept as needed.

_____ Appliances, cleaned and all food removed.

_____ Thermostats set upon departure (Heat: 65, Cool 75)

_____ Table cloths, large cloths remain on dining table, small cloths on kitchen counter.

_____ Rental chairs returned to basement, cleaned and sleeved.

_____ All interior furniture returned to original position.

_____ All outside benches and container returned to original location.

_____ All trash removed from lawn and walk areas, including decoration hangers, ribbons, candle was, etc.

_____ Fountain and arbor lights unplugged.

_____ Security system armed upon departure.

_____ Key returned as pre-arranged with Hostess.

SECURITY SYSTEM INSTRUCTIONS:

THE SECURITY SYSTEM IS SET AUTOMATICALLY AT MIDNIGHT. DO NOT ASSUME THE SYSTEM IS INACTIVE WHEN YOU ARRIVE IN THE MORNING OF YOUR EVENT.

- ! You must enter and exit through the kitchen entrance! The panel is located on the wall to the left of this entrance.
- ! Before setting the alarm to exit, be sure the three doors in the foyer are securely closed and locked.
- ! **ENTER YOUR CODE + 1 FOR OFF, OR 2 FOR AWAY.**
- ! YOUR SECURITY CODE IS : _____

Revised June 2018