

THE MAGNOLIAS

732 W. COMMERCE STREET, ABERDEEN, MS 39730

662.369.7956

EVENT RESERVATION/CHECK LIST

Contact Name: _____

Cell Phone: _____ Office 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.**

- o Weddings 2 Day Rental: Rehearsal and Ceremony/Reception Full use of the Magnolias' grounds and house: \$1,750.00
- o Weddings 1 Day Rental: Full use of the Magnolias' grounds and house for 1 day (15 minutes or more): \$1,250.00
- o Parties, showers, teas, luncheons, etc.: Full use of the Magnolias' grounds and house for your event \$500.00.

Additional Available Rentals:

- o Tables – 5' Round, folding tables (4 available) \$12.00 each \$ _____
- o Tables – 6' Rectangle (2 available) \$10 each \$ _____
- o White folding chairs (200 available) \$2.00 each \$ _____
- o Tablecloths (see hostess for availability) \$10.00 \$ _____

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 votives 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 **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 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 174 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: _____