



The Gwynn
537 Clemson Rd, Columbia SC 29229
www.theGalavenues.com | info@theGalavenues.com
803-724-4662

The Gwynn - EVENT PLANNER/ DECORATOR CONTRACT

Name of Client: _____

Date of Event _____

Rental Time (start) _____ Rental Time (end) _____

Included in the rental

Up to 19 - 60in rounds

Up to 150 - Gold Chairs

Up to 2 - Cocktail tables

Up to 4 - 6ft table

Up to 2 - 8ft tables

(If additional tables/chairs are needed, they will be the responsibility of the renting party)

Additional Items Available

60 inch rounds..... \$10 each

6ft or 8ft Banquet table \$10 each

Sweetheart Table \$10 each

Uplight..... \$15 each

Additional chairs..... \$8 each

Note: Please advise no later than 2 weeks prior to the event if any additional items will be needed.



The Gwynn
537 Clemson Rd, Columbia SC 29229
www.theGalavenues.com | info@theGalavenues.com
803-724-4662

The Gwynn -EVENT PLANNER/ DECORATOR CONTRACT

Note – Renter is responsible for collecting this agreement from the Event Planner / Decorator and returning it to The Gwynn Event Center. This Agreement **is due to The Gwynn Event Center 30 days prior to the event.**

As Event Planner/ Decorator, _____, has been retained by _____ (Client's Name) to provide decor at The Gwynn Event Center on _____ (Date), during the term of the rental & use of The Gwynn Event Center. My staff and I will follow the guidelines as outlined in this document.

Information for Event Planner/ Decorator Services

Decor

The Gwynn Event Center wants to make every event a special experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. The Gwynn Event Center is responsible for room setup or breakdown for up to 175 guests.

Only staff of The Gwynn Event Center will rearrange and move any furnishings, including, but not limited to, artwork, lamps, or seating. If any items are moved by anyone outside of The Gwynn Event Center staff, there will be a \$40.00 per item fee.

No nails, screws, staples or penetrating items are to be used on the walls or floors. No glitter or foil (non-paper) confetti is allowed on site. No foggers, misters, smoke machines and bubble machines. Helium filled balloons are allowed but must be supported by a weight. Only "floating" open flamed candles contained in a vase with water will be permitted. No tape is allowed on our floors and walls. Use of any items mentioned above or damages as a result thereof will be deducted from the security deposit.

As the Decorator, I have read the rules & regulations, reviewed the Event Planner/Decorator Contract and agree to comply.

SIGNATURE OF DECORATOR

DATE

SIGNATURE OF RENTER

TIME OUT

ACCEPTANCE OF THE GALA EVENT CENTER

TIME OUT