



Hardeman-Sams House

255 South Milledge Avenue

Athens, GA 30605

(706) 549-1116

Thank you for your interest in the Hardeman-Sams House for your special event. We are pleased to offer this distinctive historic home and grounds as the perfect backdrop for your banquet, wedding, reception, or corporate event.

Hardeman-Sams House

Rental Fees

Our fees are in addition to the refundable \$300.00 security deposit, which is subject to the terms of your contract. Please be advised that you are committing to a time block, and should schedule your event to be confined to those times. If you need special accommodations, please contact the manager. A \$50.00 an hour fee will be imposed if you exceed the scheduled times without prior approval.

Monday through Thursday

Any 10 hour time period \$750.00
Additional packages available upon request

Friday

2:00 p.m. until 12:30 a.m. \$900.00

Saturday

8:00 a.m. until 12:30 a.m. \$1400.00

Friday and Saturday

3:00 pm Friday until 12:30 am Sunday \$1700.00

Sunday

Any 10 hour time period \$800.00

Prices are subject to change without prior notice. We will verify the costs at the time we accept your reservation.

Additional Information

Rental fee includes exclusive use of the upstairs, downstairs, portico & porches, front and back lawn areas; a full caterer's kitchen, with warming oven only; city approved dumpster for event refuse; coat closet; all furniture.

Also available are:

10 – 60” round banquet tables and 2 – 6’ rectangle tables (linens not included)
100 white padded folding chairs

Payment Policy

A \$300.00 security deposit, along with signed contract is required to reserve an available date for your event. We accept Visa, MasterCard, American Express, and Discover as well as cash or personal check. The security deposit is fully refundable if you should cancel your reservation in writing at least 60 days prior to your reserved event date. If the event is cancelled less than 60 days, you will forfeit the entire security deposit. Checks should be made payable to the Hardeman-Sams House.

In the event of any damage to the home or furnishings, renter will be responsible for repair or replacement.

Init. _____

We do not require you to use any particular caterer, florist or rental company; we only ask that you make them familiar with our rental policies.

A larger commercial size refrigerator and ice machine is available for use. There is a fully equipped commercial kitchen for your caterer to use.

Handicap access is through the rear entrance of the home. There is a wheelchair accessible restroom on the lower level, but no elevator access to the second floor.

If furniture will need to be moved, arrangements will be planned with the manager, and only the staff of the Hardeman-Sams house will be allowed to move the furniture.

Init. _____

Music and dancing is permitted anywhere on the Hardeman-Sams' property. You must register outdoor amplified music with the Athens-Clarke County Police Department at least 72 hours before your function. If you fail to register your amplified music with the police department, and receive a noise complaint, you will be forced to turn your music off. The Hardeman-Sams house is not responsible for registering your amplified music. If a citation is issued due to noise complaints, it is the renters' responsibility to pay all fines and fees associated with the citation. Athens-Clarke County curfews on music and noise are 11:00 p.m. Sunday through Thursday, and 12:00 a.m. Friday and Saturday, Section 11-10125 of the Code of Ordinances for Athens-Clarke County.

Init. _____

If alcohol is used on the premises, it must be bought from us. We will provide the bartender(s).

Init. _____

Some functions may require security. It will be the renters' responsibility to provide and pay for the security. Names and phone numbers of the security person(s) must be provided to the manager 72 hours prior to the event.

Init. _____

Renters are responsible for the set up and breakdown of all banquet tables and folding chairs belonging to the Hardeman-Sams House. These items are stored in the garage. If the dining room table is being used, it must be covered in linens provided by the renter.

Init. _____

Candles may be placed and used on any flat surface, provided the surface will be protected from heat and wax.

Flowers may be displayed on any surface, provided they have condensation liners underneath.

No fires may be built in any fireplace. NO EXCEPTIONS.

Please NO SMOKING permitted inside the Hardeman-Sams house. There are proper receptacles provided for disposing refuse smoking material outside the two entrance doors.

We will provide a clean-up checklist for your caterer after you have reserved your event and signed the rental agreement. It is the renters' responsibility to pass this information to any outside source (caterer, florist, wedding planner, etc.), as it will ultimately be the renters' responsibility for all items on the checklist.

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Rental Contract

Your security deposit of \$300.00 and this signed contract are needed to reserve your event date. The deposit is refundable if the terms of the "Hardeman-Sams House rules and regulations" are abided. The rental fee for your event is due 14 days prior to your event. If payment is not made 14 days prior to your reserved event date, your event will be cancelled and you will forfeit your security deposit. If you pay your rental fee and cancel your event less than 14 days from your reserved event date, you will forfeit your security deposit and entire rental fee.

There is a \$25.00 charge for returned checks. All major credit cards are accepted. Set up, breakdown, and renter provided cleaning must all be completed by the end of your reserved time, or an additional \$50.00 an hour charge will be incurred until you or your appointed help vacate the premises.

Date of rental: _____ Time block: _____

Renters full name: _____

Address: _____

Home phone: _____ Alt. phone: _____

Person to receive deposit refund: _____

Premises to be used for: _____

Approximate number of guest attending: _____

The undersigned hereby acknowledges that he/she has read the above and foregoing rental packet, rules and regulations, and agrees to the terms thereof. The undersigned also agrees to indemnify and hold harmless the Hardeman-Sams House and its employees individually and jointly from any loss, damage, or injury to any person or property resulting from the use, occupancy, or possession of the premises by the undersigned and/or group or entity the undersigned represents. The renter agrees the above terms and conditions.

Renter's signature: _____ Date: _____