



I. USE

This Agreement is made effective as of _____ (today's date), between Preservation Delaware, Inc., Jamestown Catering Co., and _____ (client). The desired date to reserve Marian Coffin Gardens at Gibraltar is _____ (date of event).

II. RENTAL

If you are interested in touring one of our five areas to rent, we recommend scheduling a walk-through with our exclusive caterer, Jamestown Catering Co who will send an event coordinator to further discuss details. If an event does not require catering services, there will be a \$250 coordination fee in addition to the rental.

All rentals include 2 hours of setup & 1 hour of breakdown for all vendors including caterer, DJs, & florists. Additional set-up & breakdown time beyond the specified allowance must be approved by Jamestown Catering Co. & the client may be subject to coordination &/or rental fees.

The Flower Garden & Water Fountain

- Up to 120 guests.
- \$200.00 per hour (2-hour min.)

The Tea Garden

- Up to 50 guests.
- \$100 per hour (2-hour min.)

The Evergreen Terrace

- Up to 20 guests.
- \$50 per hour (2-hour min.)

The Water Lily Pond

- Up to 20 guests.
- \$50 per hour (2-hour min.)

Marian Coffin Gardens

- Up to 210 guests.
- \$1,800.00 (5-hour min.)

Restroom rentals are available & will be setup in a designated spot of the gardens.

III. GENERAL RULES AND RESTRICTIONS

- The grounds are maintained seasonally by volunteers of Preservation Delaware Inc. If there is cause for concern, please allow 1 months' notice.



- A Walk-through between the client and Jamestown Catering Co. is required no more than 1 month prior to event and no less than 2 weeks prior to event.
- Each area of the gardens is smoke-free.
- No glitter, confetti, or party favors of any kind.
- Animals (except working dogs) are not permitted on premises.
- Sound volume must not be offensive to neighbors.
- Children must always be properly supervised.
- No plants or statues may be moved or altered.
- Guests must refrain from walking or placing any objects in garden beds.
- Preservation Delaware Inc. is not responsible for any belongings left behind by the client, client's guests, agents, employees, or contractors (including vendors).
- Clients shall not advertise or make any claim that Preservation Delaware Inc. sponsored the event in any way.

IV. TENTING & RESTROOM RENTALS

Two areas of Marian Coffin Gardens may be tented and have already been measured for client convenience: The Flower Garden (20 x 40 or 20 x 80) and The Tea Garden (20 x 40). All tenting will be setup the day of your event & broken down the following morning no later than 11AM. If you wish to have the tent up longer, clients will be charged the rental fee of each hour. Restroom rentals are also available and will be setup in the proper designated area. **There are absolutely no exceptions** to these rules, as the garden is open to the public.

V. PARKING

Jamestown Catering Co. nor The Preservation Delaware Inc. is responsible for damage to vehicles or the contents thereof. Clients parking at the gardens take full responsibility for their vehicles. No parking is permitted in which block fire lanes or entry ways. Due to limited space, we recommend the available street parking on Greenhill Avenue.

VI. EXCLUSIVE CATERER

No outside coordination or catering service is permitted for any events held at Marian Coffin Gardens. To ensure proper communication, one point of contact must be provided and maintained throughout the planning process.

Jamestown Catering Co.

Email: Info@jamestowncatering.com

Phone: 302.510.8071

Web: www.jamestowncatering.com



Jamestown Catering Co. aims to provide world-class experiences that leave memorable impressions. From family gatherings and celebrations to corporate events, Jamestown Catering Co. will ensure your event is a success. Quickly gaining a reputation as one of Delaware's premier caterers, we tailor our menus to your needs and take an approach that exceeds your expectations. Each member of our team is passionate about events, working to design the culinary experience around our clients and their guests. The goal is to make each event special by making our clients feel valued.

Thank you for allowing us to be a part of your special event. Upon conclusion, we encourage you to fill-out a questionnaire in which access will be provided. We look forward to accommodating your needs efficiently and effortlessly.

VII. VENDORS

Although the gardens provide a beautiful backdrop, we do not have onsite amenities such as restrooms, electrical power, rain shelter, chairs, tents, tables, etc. If you are interested in including such amenities, Jamestown Catering Co. will make arrangements through their preferred rental company.

VIII. GUEST COUNT GUARANTEES

Our team must be notified of the final guest count **no later** than fourteen (14) days prior to the event date. If no final guest count is received, the estimated count will be prepared and charged for. If the final count falls below 75% of the estimated, the price per guest may be increased.

IX. STAFFING

Our staff will be dressed in all black with gold aprons unless otherwise requested by the client. Our proposal includes two (2) hours set-up and one (1) hour of breakdown. If the event runs later than the listed end time, overtime will be billed at the rate of \$30.00 per hour / per staff. We reserve the right to increase or decrease the number of staff if the guaranteed guest count is 10% higher or lower than the number included in this proposal.

X. LEFTOVER FOOD

Leftover foods will be released to designated persons, **only if** a signed liability release form is on file fourteen (14) days prior to the event date. **There are absolutely no exceptions to this rule**, as it is a liability issue. We apologize in advance for any inconvenience this policy affords, but our insurance company demands that we enforce it strictly.

XI. DEPOSITS & CANCELLATION POLICY

A reserved date is not guaranteed until a deposit has been received and both the contract of Preservation Delaware Inc. and Jamestown Catering Co. has been signed.

A deposit of 50% of the Total Estimated Amount is needed to confirm the booking of this event. Deposit refunds on cancellations are handled as follows:

- Notice over 60 days prior to event Full refund of deposit
- Notice 30 days prior to event 50% refund of deposit
- Notice less than 15 days prior to event No refund of deposit

**Due to current state guidelines, a full refund will be issued if your event is affected by Covid-19.*



The final deposit amount is due upon receipt, 1 month prior to the event. Any additions to the finalized invoice will be billed within one week after the event.

XII. HOLD HARMLESS AGREEMENT

Preservation Delaware, Inc. expects clients to be respectful of the Gardens, of others who have chosen to visit the Gardens on your special day, and of other photographers to whom may have been offered the same opportunity.

Jamestown Catering Co., Preservation Delaware, Inc. and its respective directors, agents, employees, and volunteers are released from any and all claims, liability, losses, costs, and expenses arising out of or related to any personal injury, death, and personal property damage that may occur while on the following sites: 1301, 1305, and 1405 Greenhill Avenue, Wilmington, DE 19806.

Jamestown Catering Co., Preservation Delaware, Inc. and its respective directors, agents, employees, and volunteers are held harmless from third party claims, liability, losses, costs, and expenses resulting from the use of the Garden located on the premises.

Jamestown Catering Co., Preservation Delaware, Inc. and its respective directors, agents, employees, and volunteers will not be held responsible for claims of inconvenience, annoyance, or other interference arising from necessity of repairs or renovations to any portion of the premises, inclement weather, or acts of God. The organization and individuals will conform to all federal, state, county, and city laws while on the premises. The organization and individuals will be liable and will make compensation for those liabilities to the extent caused by their negligence or acts.



Catering Contract for *Client's Name*

GUESTS:
DATE:
TIME:

FOOD \$
OR
COORDINATION FEE \$

STAFFING \$

BAR SETUP \$

EQUIPMENT RENTAL \$

SPACE RENTAL \$

TOTAL ESTIMATED AMOUNT **TBD**
Booking Deposit \$
50% Deposit Due by \$
Remaining Balance Due by \$

The above estimate is not a guaranteed amount. The final invoice amount will reflect charges according to the final guaranteed guest count and any additional charges incurred as approved by Client and Jamestown Catering Co.

To ensure booking of this event, please read and sign the attached Catering Policies. You may fax or mail a copy along with the above deposit amount to Jamestown Catering Co. at 2510 W 5th Street, Wilmington DE, 19805.



Contact Name: _____
(First) (Last)

Phone Number: _____

Card Type (Circle): VISA MASTER CARD DISCOVER AMEX

Card Number: _____

CVV Code: _____

Exp. Date: _____

Jamestown Catering Co.

Client

Signature:

Signature:

Date:

Date:
