



## WEDDING AND SPECIAL EVENTS CONTRACT

**Responsible Party Name:**

**Address:**

**City, State, Zip:**

**Phone:**

**E-Mail Address:**

**Date of Special Event/Wedding/Reception:**

**Time of Special Event/Wedding/Reception:**

**Start Time:**

**End Time:**

**Set-up Time:**

**Clean-up Time:**

**Areas of use (amphitheater, reading garden, front porch) and special needs/  
requests:**

Caterer Phone

Musician/DJ Phone

Florist Phone

Bartender Phone

Officiate Phone

Baker Phone

Photographer Phone

Rental Company Phone



The Wren's Nest will provide trash receptacles, but we are not responsible for bags or cleanup. All trash and leftover food will be taken to the dumpster. If the kitchen is used, it will be cleaned, swept and mopped by the renters and/or caterer.

The parlor and storytelling rooms at the front of the house may be used as changing rooms for wedding parties. We ask that you refrain from using any furniture other than the folding chairs provided, and stay out of rooms not designated specifically for your use.

The Wren's Nest cannot provide outdoor lighting, tents, extension cords or A/V equipment. Please secure these items on your own as needed.

The Wren's Nest reserves the right to require that all vendors and guests leave the grounds at the contracted time. If the renter and vendors have not exited the grounds by the contracted time, the Renter will forfeit their security deposit and the Wren's Nest will send an invoice for any additional costs or damages.

Alcohol is permitted on the grounds, but beverage service and set-up must be arranged through a licensed caterer.

Food and drink are not permitted inside the house.

Please also note that the city of Atlanta requests that amplified music outdoors end at 10:00 p.m. in compliance with Atlanta noise restrictions.

I have read the above terms and understand that the \$200 damage deposit is non-refundable should I cancel or change the date for my event at the Wren's Nest. I also understand that rental payments are non-refundable as of 14 days prior to my event. I have received a copy of the "General Information for Renting the Grounds" from the Wren's Nest and understand the "House Restrictions/Requirements" section as it pertains to my event.

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**Responsible Party Signature**

Date

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**Special Events Coordinator Signature**

Date