

FACILITY RENTALS



Photo Courtesy of Andy Donnan

An extraordinary event requires an extraordinary setting.

Located in beautiful historic downtown Augusta, the Gertrude Herbert Institute of Art is the ideal venue for unique corporate entertaining, cocktail receptions, elegant weddings, and intimate occasions. The Institute offers indoor and outdoor spaces capable of accommodating up to 250 guests as well as small intimate meeting spaces, both set amongst a changing array of exhibitions by today's most important contemporary artists.

The incredible architecture of Ware's Folly lends an extraordinary atmosphere for your special event. In addition to facility rental, we offer bridal, family and individual portrait sessions that guarantee a one of a kind setting.



506 Telfair Street
Augusta, Georgia 30901
(706) 722-5495



Photo courtesy of R Judy photo shoot

History

Gertrude Herbert Institute of Art is housed in historic Ware's Folly (c. 1818) and the Walker-Mackenzie Studio (c. 1909). Ware's Folly, also known as the Ware-Sibley-Clark House, is listed on the National Register of Historic Places. The grand structure features Adamesque-style detailing on the interior and exterior, a floating spiral staircase, and intricately detailed fanlights, mouldings, fireplaces, and window and door surrounds. The home is considered one of the finest examples of High Federal Style architecture in the United States.

The structure was home to several distinguished Augusta families, including the Ware Family, the Sibley Family, and the Gardner Family until Olivia Herbert, an Augusta winter colonist, purchased the home in 1937, saving it from forthcoming demolition. After renovations, Mrs. Herbert donated the structure to the Augusta Art Club to provide a permanent home for the club as well as a living memorial to her daughter, Gertrude Herbert Dunn, who had recently passed away. The Art Club promptly assumed the name, the Gertrude Herbert Institute of Art, and a new era began. Today, the structure's architectural features shine much as they did in the 1800s, displaying the artisanship and detail of a bygone era in contrast to the contemporary artwork exhibitions, thereby creating a unique visual experience.

To inquire about rental availability or photo sessions, please contact Heather Williams at hwilliams@ghia.org or 706-722-5495.

Create a lifetime of memories at the Gertrude Herbert Institute of Art. Whether you want an elegant formal affair, a contemporary celebration, or an intimate meeting or ceremony, GHIA's flexible and unique indoor and outdoor spaces will make your event unforgettable.

The Institute is available for wedding ceremonies, receptions, and small gatherings, capable of accommodating up to 100-150 people depending on setup. There are number of areas to utilize during your event including the back lawn, back patio and interior rooms (number of guests and seating should be discussed with GHIA staff prior to signing rental agreement). The newly renovated covered porch below the back patio is a lovely addition and boasts recessed lighting, fans, and a peaceful fountain. Easily transformed to reflect your personality and vision, the GHIA's dramatic architecture and spacious atmosphere are ideal for small to mid-size weddings of any style with a convenient downtown location for out-of-town guests.

Location

506 Telfair Street, at the corner of Telfair and 5th Streets in historic downtown Augusta.

Parking

After-hours parking is available at the Augusta-Richmond County Municipal Building located across the street from Ware's Folly. Additional on-street parking is available on Telfair Street. All parking is public and free of charge.

A limited number of parking spots are available to the left of Ware's Folly, at the 5th Street entrance. These spots are ideal caterers and other vendors for your event.

For a successful rental, the following steps should be followed:

1. Carefully read the information in this packet.
2. To reserve a date, the Rental Agreement must be completed with a GHIA representative and signed by both parties. A deposit of ½ the rental fee plus security deposit must be paid to Gertrude Herbert Institute of Art at this time.
3. The balance of the rental fee is due at least 30 days before the event. Facilities may be reserved up to a year in advance. Reserved time must include time for set up and clean up and cannot interfere with any scheduled gallery events, receptions, artist's talks, classes, Oyster's on Telfair and any other GHIA scheduled event.

Please make all checks payable to

Gertrude Herbert Institute of Art

MasterCard, Visa, Discover and AMEX are also accepted

For more information or questions, please contact Heather Williams at 706-722-5495 or hwilliams@ghia.org

Gertrude Herbert Institute of Art

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www.ghia.org
706.722.5495



Photo courtesy of Jana Covington and Birdsong Louis Photography Team



Rental Fees:

Weekday Rentals

Lunch Events - 2 hours (M-F) \$175

Business After Hours Events (2 hour) \$375
Monday – Thursday after 5:00 pm

Weekend Rentals

Wedding & Reception, Friday – Sunday (up to 10 hours - includes setup, take down and 1 hour of rehearsal time which can be scheduled on a separate day.) \$850

4 Hour General Rental (M-F) \$500

Refundable Security Deposit *Renter will be billed for any damages in excess of \$200 \$200

\$100

Additional hours per hour

Deposit (on all rentals, due immediately): 1/2 of rental fee + security deposit

Portrait Sittings:

Monday – Friday, between 10:00 am - 4:30 pm \$75 (2 hr)

Saturday and Sunday, 10:00 am - 2:00 pm \$200 (2 hr)

Cancellations

Amount of Notice Given:	Amount of Deposit Refunded:
3 Month or more	100% of Rental Deposit 100% of Security Deposit
1 Month	50% of Rental Deposit 100% of Security Deposit
Less than 30 days	None of the Rental Fees or Security Deposit



Photo courtesy of Jana Covington and Birdsong Louis Photography Team



Photo courtesy of Ashley Seawell Photography



RENTAL RULES & REGULATIONS

1. The renter is responsible for any damages that may occur to the property of the Institute during rental. Damages in excess of \$200 security deposit will be billed to the renter.
2. Events at which food and drink are served must be catered, including adequate staff to service the event.
3. The renter is responsible for all actions of his or her caterer and florist and therefore must inform them of the rules.
4. The Institute cannot assume any responsibility for items left by the caterer, guests, or renter. The renter or the caterers are responsible for removing all articles brought in during the rental event.
5. Furniture or other objects are not to be moved without the assistance of an Institute staff member due to the historical importance of these objects and the possibility of damaging them or the floor.
6. Functions should end at the contracted times. This time cannot be later than 11:00 pm for each event, with cleanup ending at 12:00 am. The food and beverage service as well as any musical entertainment should cease at least one hour before the contracted checkout time to allow enough time for adequate cleanup or breakdown. The Institute reserves the right to bill renter for overtime charges of \$100 per hour.
7. All live bands must cease by 11:00 pm without exception.
8. Ware's Folly is an historic property with historical, cultural and architectural significance. Precautions must be taken to protect and ensure this significance for the future.
 - Hanging, nailing, tacking, stapling, or taping object to the walls, ceilings, floors, or furnishings is not allowed.
 - Smoking, sparklers or other open flames, except for food warmers and tabletop candles, are not allowed in the building. Battery operated candles are preferred.
 - Bubble machines and/or smoke machines are not allowed in the building.
 - Rice, birdseed, glitter, confetti, liquid string, real flower petals, etc. may not be thrown inside the building. Rice and liquid string are also prohibited outside the building. The Institute reserves the right to refuse any items brought into the building by the renter or agents thereof, which could cause damage to the building or injury to the guests.
 - All chairs must have rubber tips. Any furniture or equipment brought into the house that does not have rubber tips must be placed upon rubber matting.
 - All publicity concerning the event must be cleared through the Institute.

9. Alcoholic Beverages

RENTER is responsible for adhering to all city and state laws regarding the use of alcoholic beverages and must obtain all necessary alcohol licenses and permits as required by law. Is alcohol being sold, tickets being sold for alcohol, or is there an admittance fee for the event? If yes, renter is responsible for obtaining one of the following: an Alcohol Catering License or a Non-Profit Alcohol License. A copy of all necessary alcohol licenses and permits must be provided to the Institute sixty days prior to the event. Bartenders must be at least 21 years of age, alcoholic drinks may not be served to minors, and non-alcoholic beverages must be available. All alcoholic beverage service is required to end thirty (30) minutes prior to scheduled ending time for security. Richmond County Deputy has right to end beverage services at his/her discretion.

10. An Augusta Richmond County Ordinance requires that a firefighter and a police officer be on duty during at all events in which alcohol is being served. Events where attendance is expected to be 100 guests or more are required to have an Augusta Firefighter on duty during event hours. The charge for a firefighter and police officer is \$22.00 per hour each and the renter is responsible for hiring and paying these individuals. Please make contact two weeks prior to the event.
11. The renter or caterer must furnish all equipment necessary for the event. This includes tablecloths, trashcan liners, paper towels, knives, etc. Please contact the Institute to schedule a time for rented equipment, including table and chairs, to be delivered and picked up. *GHIA does have several 6ft rectangular tables, around 30 padded metal chairs, and 6 cocktail tables for your use at no extra charge (renter is responsible for setting up and removal as well as linens).
12. The GHIA kitchen is equipped with a 100 lb ice machine, large commercial refrigerator, large commercial holding and warming cabinet, microwave, dishwasher, and various other kitchen equipment. **There is no stove or oven as this not a catering kitchen.**
13. The renter is responsible for setup of tables and chairs, beverage bars, and all other paraphernalia related to the event. Setup arrangements should have prior approval by Institute staff.
14. Institute staff will be present at all events but are not responsible for setup or cleanup.

FLORIST'S RULES

Renter is responsible for the actions of the florist. Any rules not adhered to will result in the forfeiture of the security deposit. Any damage to the building or to any artwork or equipment will be the responsibility of the renter to repair or replace. The Institute reserves the right to disapprove any florist who has previously violated the rules or conducted their selves improperly.

1. All equipment, flowers, etc. must be brought in the day of the event during the rental time only.
2. No furniture or equipment owned by the Institute may be used or moved without the permission of the management.
3. No smoking, candles or other open flames, except for food warmers, are allowed in the building.
4. Rice, birdseed, glitter, confetti, liquid string, real flower petals, etc. may not be thrown inside the building. Rice and liquid string are prohibited outside the building as well.
5. Hanging, nailing, tacking, stapling, or taping object to the walls, ceilings, floors, or furnishings is not allowed.
6. All floral materials must be removed during the last hour of the rental time. The florist is responsible for leaving all decorated areas in the same condition as they were prior to the rental.
7. Anything left in the building is not the responsibility of the Institute.

CATERER'S RULES

Renter is responsible for the actions of the caterer. Any rules not adhered to will result in the forfeiture of the security deposit. Any damage to the building or to any artwork or equipment will be the responsibility of the renter to repair or replace. The Institute reserves the right to disapprove any caterer who has previously violated the rules or conducted their selves improperly.

1. An adequate setup and service staff is essential to protect the building and its contents. Caterers are responsible for keeping the floors clean where food is served, removing trash and empty glasses and plates throughout the building during the event and after the event.
2. The renter or the caterer must furnish all equipment necessary for any event. This includes tablecloths, trashcan liners, paper towels, knives, and ice. Please contact the Institute to schedule a time for rented equipment, including table and chairs, to be delivered and picked up.
3. All beverages, food, equipment, tables, chairs, tents, etc. must be brought in the day of the event during the rental time only.
4. Bar setups must have protective materials placed under them to prevent water from dripping on the furniture or floor. No coolers or kegs are allowed on the floor without an adequate protective mat or other suitable barrier. All furniture and mantels must be protected from water. If leakage occurs, please clean up the spill immediately and notify the Institute staff member.
5. No furniture or other objects will be moved without the assistance of an Institute Staff member. Do not drag anything across the floor.
6. ALL CHAIRS MUST HAVE RUBBER TIPS. Any furniture or equipment brought into the house that does not have rubber tips must be placed on rubber matting.
7. No smoking, candles or other open flames are allowed in the building. Grilling is not permitted inside the Institute, on the porches, or on the grounds.
8. All food, beverages, and equipment must be removed from the premises the last hour of the rental time. The caterer is responsible for any equipment used during the event brought in by an outside contractor.
9. The caterer is responsible for all cleanup related to catering, including the removal of all trash, decorations and other items brought into the building. There should be no trash left inside or outside the building after the event.
10. Anything left in the building is not the responsibility of the Institute.

RENTAL AGREEMENT

(This agreement must be returned with a deposit to reserve rental date)

Name of Individual or Group (Renter): _____

Mailing Address: _____ City _____ State _____ Zip _____

Email: _____

Home Phone: _____ Cell _____ Work _____

Function Type (wedding, meeting, reception, etc.) _____

Date of Function: _____ Start time: _____ End Time: _____

(Time includes set up and breakdown)

Rental Fee: \$ _____

Deposit (1/2 of rental fee): \$ _____

Security Deposit: \$ 200.00 (Refundable)

Remaining Balance: \$ _____
(due at least 30 days before event)

Check # _____ Cash _____ Credit Card _____ EXP _____ CVV _____

Hold Harmless Agreement: To the fullest extent permitted by law, Renter shall defend, indemnify, and hold harmless the Institute, its directors, officers, employees and agents, and any and all affiliates of the Institute, from Renter's use or occupancy of the Premises or arising out of the conduct of its business or from any activity, work, or thing done, permitted or suffered by Renter or its agents, employees, invitees, licenses, contractors or subcontractors or licensees, and from and against all costs, attorneys fees, expenses and liabilities incurred, or any actions or proceedings brought thereon: to the extent not due to the gross negligence of the Institute or the Institute's employees or agents.

I have read and understand all the Rental Procedures, Rules, and Regulations associated with the Rental Agreement, including the Caterer's and Florist's Rules and Regulations.

Signature of Renter Date

GHIA Representative Date