



Grace Heritage Center is housed in a restored Gothic Revival structure, built in 1881, formerly home of Grace Episcopal Church.

The building was a gift to the City of Georgetown in 1991, and was relocated and restored through a joint project with the City and the Georgetown Heritage Society.

The Heritage Society, which enjoys a lease of the structure for the use as its offices and a heritage tourism site, wishes to share this facility with members of the community who might have need of a small space for meetings, weddings, reunions and other functions.

Toward that end, a fee schedule and certain rules have been established. The fees are used to support the ongoing historical preservation work of the Society. The rules are intended to protect the fragile fabric of this architectural jewel – the oldest wooden church structure in our community.

### **Grace Heritage Center**

**811 South Main Street • Georgetown, Texas 78626**

**Mailing address:**

**PO Box 1265 • Georgetown, Texas 78627 • 512.869.8597**

**Email address: [georgetownhs@verizon.net](mailto:georgetownhs@verizon.net)**

**[www.georgetownheritagesociety.org](http://www.georgetownheritagesociety.org)**

# Grace Heritage Center Rental Policy



## Rental Terms & Fees

Thank you for considering Grace Heritage Center as your venue. Rentals are booked based on availability through the Georgetown Heritage Society (GHS) and its office at Grace Heritage Center (GHC), 811 South Main Street, Georgetown.

### Terms

- GHS is available for rent from 7 AM to 10:30 PM based on availability.
- All required fees must be received in full 30 days prior to the scheduled event.
- The minimum rental for a wedding is 4 hours and for a general rental is 3 hours.
- Cancellation must be made in writing and must be received at least 30 days prior to the scheduled event. Notice received less than 30 days prior to the event will result in a forfeiture of the rental fee.
- Any refund of rental fee will be mailed to renter 15 business days after the cancellation notice is received in the GHS office.
- Any refund of the security deposit will be mailed to renter 15 business

### Fees

#### Reservations

A **non-refundable** \$150 Reservation Fee must be paid with the application and will be applied toward the rental fee.

#### Wedding Rental

Rental fee is \$500 for a 4-hour period minimum. A fee of \$100 per hour will be charged for each additional hour. Set up, preparation and clean up must be performed on the day of the wedding and within the rental time period.

#### Rehearsal Rental

Rental fee is \$150 for a 1½ hour period if scheduled outside the Wedding Rental Period.

#### General Rental

Rental fee is \$200 for a 2-hour minimum period for meetings, workshops, luncheons or dinners. A fee of \$100 will be charged for each additional hour. Set up, preparation and clean up must be performed on the day of the event and within the rental time period.

#### Security Deposit

A \$100 deposit is required for all events and will be refunded if there are no violations of the rental rules and policies and GHC is returned to its original condition to the satisfaction of the GHS Facility Coordinator and the GHS Board.

## Rules & Policies

1. The GHS Facility Coordinator will unlock GHC at the time specified by the renter. Fifteen (15) minutes prior to conclusion of the event, the renter must immediately notify the Coordinator to come and lock GHC.
2. At no time are the premises to be vacated and/or left unattended. Violation of this policy will result in forfeiture of entire security deposit.
3. GHC office, storage and balcony area as well as equipment (ie telephone, copier, and other equipment or supplies) are not available for use at any time or for any purpose. Any access to the balcony is prohibited.
4. Public restrooms are available outside and adjacent to the rear of GHC. No kitchen facility is available on site.
5. Smoking is prohibited in the facility and grounds.
6. Children must be supervised at all times.
7. All decorations must be freestanding and in no way mounted or affixed to walls, furnishings, pews and/or floors.
8. Drip trays must be provided for any live plants.
9. Lighted candles or other open flames are not permitted. A unity candle may be used during wedding ceremonies with prior permission.
10. Birdseed, rice and/or any grains are to be confined to the exterior of GHC only. Confetti, silly string and other non-organic material are not permitted and will result in forfeiture of entire security deposit.
11. No fireworks of any kind are allowed to be used inside or outside of GHC. This includes sparklers.
12. Any furnishings, equipment, supplies, decorations required by renter are the responsibility of the renter and must be removed by the contracted closing time.
13. Renter is responsible for any damage to GHC, furnishings and property.
14. GHS/GHC is not responsible and/or liable for any lost, stolen or damaged personal items or vehicles or for any injury incurred in conjunction with any event.
15. No advertising shall reflect endorsement by GHS unless specifically agreed to in writing by GHS Board.
16. Damages to the facility in excess of \$100 (Security Deposit) are the responsibility of renter and must be paid within 30 days of notification.
17. Maximum occupancy is limited to no more than 82.
18. Facility must be returned to its original condition at the end of the rental period.
19. Security Deposit refunds are at the sole discretion of GHS Board and/or its representatives and are not negotiable.

**Please contact GHS with any question regarding Terms, Fees or Policies at (512)869-8597 or georgetownhs@verizon.net**