



Grace Heritage Center is 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. It was relocated and restored through a joint project with the City and the Georgetown Heritage Society, now Preservation Georgetown.

Preservation Georgetown enjoys a lease of the structure for its offices and as a heritage tourism site. The organization shares Grace Heritage Center with the community 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 Preservation Georgetown. The rules are intended to protect the fragile fabric of this architectural jewel — the oldest wooden church structure in our community.

**Grace Heritage Center**  
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# Grace Heritage Center Rental Policy



**PRESERVATION**  
GEORGETOWN

## Rental Terms & Fees

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

### Terms

- GHC is available for rent from 7 AM to 10:30 PM based on availability.
- All fees must be received in full 30 days before the scheduled event.
- The minimum rental is 4 hours.
- Cancellation must be made in writing and must be received at least 30 days before the scheduled event. Notice received less than 30 days before 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 PG office.
- Any refund of the security deposit will be mailed to renter 15 business days after the event.

### Fees

**Reservations:** A **non-refundable** \$200 Reservation Fee must be paid with the application and will be applied toward the rental fee.

**Wedding Rental:** Rental fee is \$800 for a 4-hour period. \$200 will be charged for each additional hour. Setup, preparation and cleanup must be performed on the day of the wedding and within the rental period.

**Rehearsal Rental:** Rental fee is \$300 for a 1½ hour period.

**General Rental:** Rental fee is \$800 for a 4-hour period for meetings, workshops, luncheons or dinners. \$200 will be charged for each additional hour. Setup, preparation and cleanup must be performed on the day of the event and within the rental period.

**Security Deposit:** A \$100 deposit is required for all events. PG will refund the deposit if there are no violations of the rental rules and policies and GHC is returned to its original condition to the satisfaction of the facility coordinator and PG Board.

## Rules & Policies

1. The PG Facility Coordinator will unlock GHC at the time specified by the renter. The renter must notify the Coordinator to come and lock GHC 15 minutes before conclusion of the event.
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 (i.e., 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. PG/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.
11. No advertising shall reflect endorsement by PG unless specifically agreed to in writing by PG Board.
12. Damages to the facility in excess of \$100 (Security Deposit) are the responsibility of renter and must be paid within 30 days of notification.
13. Maximum occupancy is limited to no more than 82.
14. Facility must be returned to its original condition at the end of the rental period.
15. Security Deposit refunds are at the sole discretion of PG Board and/or its representatives and are not negotiable.

**Please contact PG with questions regarding Terms, Fees or Policies at  
512-869-8597 or [preservationgeorgeorgetown@gmail.com](mailto:preservationgeorgeorgetown@gmail.com)**

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