



The Cedars, a brief history

The Cedars is very likely the oldest structure in Jackson.

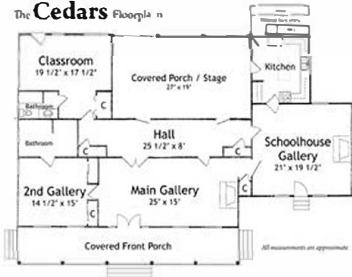
The house was built around 1840 by William Garland who initially bought an eighty-acre plot of land from the U.S. government in 1835. The plot ran from the present location on Old Canton Road north to Northside Drive, south to about Crane Boulevard-Brook Drive, and east to the Pearl River.

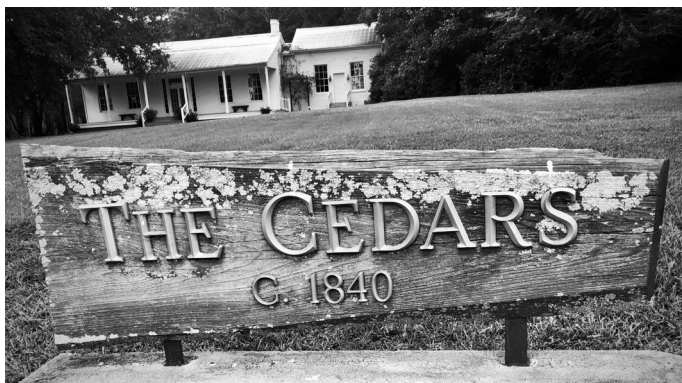
The house, one of the few antebellum structures left in Jackson, began as a two-room clapboard structure with front and rear porches. It has been altered over the years by the addition of a kitchen, den, and bedroom space in the rear. A one-room schoolhouse, originally located one-half mile north of The Cedars, was moved to the property and attached to the north side of the house sometime before 1954. The house has 12-foot ceilings, and many of the windows are the original glass. Chimneys are constructed of handmade brick that has been covered with stucco. Because of its location about five miles outside of Jackson on what was then the Canton Road, The Cedars served as a stagecoach stop in the 1800s.

The property was dubbed "The Cedars" early on because of the magnificent cedar trees that still grace the approximate two acres on which the house sits today. Experts have estimated these trees to be about 200 years old.

Past owners of The Cedars include: William Garland, Samuel Garland, Noland Steward, Henry O. Miller, Charles W. Hildreth, Edgar S. Wilson, Governor Hugh L. White, Marcus Cox, and James and Patricia Coggins. The house is currently owned by the Fondren Renaissance Foundation, which operates it as an event space and makes it available to the public for community events like Symphony at Sunset.

The Cedars Floorplan





RENTAL AGREEMENT

This is a contract between Fondren Renaissance Foundation, owner of The Cedars, and:

Renter Name_____

Renter Mailing Address_____

Phone_____

Email address_____

For the following event

Type of Event _____

Name of Event_____

Date of Event_____

For a Total Fee of (see worksheet) _____

Renter agrees to the terms and conditions accompanying this contract.

Renter agrees to indemnify and hold harmless the Fondren Renaissance Foundation, its employees, directors, officers, and agents from any and all claims, demands, losses, damages, expenses, and liabilities. This includes reasonable attorney's fees and expenses incurred by Fondren Renaissance Foundation in enforcing this provision.

Signature (Renter)_____

Signature (FRF)_____

Date: _____

Terms and Conditions for Cedars Rental Agreement

1. Renter agrees to a non-refundable booking fee of \$200 to reserve facility
2. Renter agrees to pay \$500 installment 60 days in advance of event
3. Renter agrees to submit Fee Worksheet and pay balance (-\$200 booking fee) 30 days in advance of event
4. Renter shall be responsible for and agrees to indemnify, defend and hold harmless the Fondren Renaissance Foundation, its employees, directors, officers and agents from any and all claims, demands, losses, damages, costs, expenses (including reasonable attorney's fees) and liabilities (collectively, "Liabilities") incurred as a result of, relating to or arising from the Event, including, but not limited to, any and all Liabilities arising from the consumption of alcoholic beverages or illegal narcotics on the premises of the Cedars. Renter agrees to immediately notify Fondren Renaissance Foundation of any Liabilities related to the Event by calling Doug Boone at (601) 622-6555.
5. Renter agrees to purchase Event Insurance which includes general liability coverage and, if applicable, liquor liability coverage, no later than 10 days prior to the event, at the renter's expense. The policy shall include but not be limited to bodily injury and property damage liability. The insurance shall have a single limit liability of not less than \$1 million and general aggregate liability of not less than \$2 million. **Fondren Renaissance Foundation** shall be named as an additional insured.
6. Renter agrees that any and all liabilities arising from the consumption of alcoholic beverages or illegal narcotics on the premises are the responsibility of the renter.
7. Friday/Saturday events must end at or before 11 p.m. Otherwise, events must end at 10 p.m.
8. Amplified music must end at 9 p.m., regardless of day of the week. ***Music agreement required.***
9. Renter bears sole responsibility for decorating The Cedars for the event. This includes, but is not limited to, providing linens, dinnerware, glassware, flatware, floral arrangements, tables, chairs, etc.
10. Renter may use existing string/bistro lighting in the back yard at no extra expense. If renter desires a tent or other structure to be located in the back yard, a \$500 fee will be charged to remove and replace existing lighting.
11. Renter agrees to use and occupy the premises in accordance with all applicable local, state and federal laws and ordinances.
12. Smoking is not permitted on the premises, including the building or grounds. No open flames are permitted indoors or on the porches. Votive candles may be used when confined to non-flammable containers. Sparklers and fireworks are not allowed on the premises.
13. No nails, tacks, staples or tape shall be used to attach anything to the walls, flooring, trim or ceiling without prior approval.
14. No glitter or rice shall be used; birdseed may be used on the grounds but not in the house or porches, Confetti is not allowed.

Renters Initials_____

Date_____

15. Up to 10 cars may park on the paved portion of the premises. Parking on the grass is strictly prohibited and applies to caterers, set-up and tear-down crews and guests. No vehicle is allowed on the front lawn at any time.
16. Additional parking can be arranged through Steve Lofton (601-331-7748) of the Hinds County Sheriff's Department. Valet parking is also available through Mr. Lofton.
17. Renter shall be responsible for obtaining all personnel necessary to conduct the event safely and in accordance with the rental agreement, including but not limited to security guards, caterers, decorators, etc.
18. Renter agrees to restore the premises, including equipment, furniture, furnishings, etc., to the same condition found before the event (see Cleaning Check List) Up to \$600 fee for not restoring.
19. Renter understands that a final inspection will take place after the event with any issues documented with photos and presented for restitution.

Notes: _____

Renters Initials _____

Date _____

The Cedars Fee Worksheet

Rental Fees Schedule

Friday 10 a.m. – Sunday 5 p.m.	\$3,500	_____
Two day rental*	\$2,500	_____
One day rental (7 a.m. – 11 p.m.) *	\$1,500	_____
Additional hours @ \$200 an hour	_____	_____
Other		_____

*Must include decorating and clean up

Add-Ons

Grass Fees*	\$250	_____
Welcome Banner	\$200	_____
Unlimited use of graphic	\$25	_____
Cleaning Fees	\$300	_____
Removing bistro lights in back yard	\$500	_____
Total FEES	\$	_____

Date Paid

_____ \$200 non-refundable booking fee

_____ \$500 installment (Due _____)

_____ Balance of \$_____ (Due _____)

Notes: _____

***Grass fees apply when if the lawn is used for anything other than normal walking or event set-up i.e. dance floor, platform, staging, etc. Does not apply to tent, table and chair set up.**

Parking at The Cedars

Contact for Parking Management

Steve Lofton
Hinds County Sheriff's Department
601-331-7748

For event that require parking for more than 20 cars, off-site parking arrangements should be made by contacting Steve Lofton.

There are two parking options:

- Secure parking across the street at St. Andrew's Lower School. Guards will monitor parking lot and insure safe pedestrian crossing of Old Canton Road.
- Valet Parking. Guests will drive to the valet stand on the grounds for a licensed, bonded parking attendant to park cars on site and at St. Andrews.

Both options are arranged through Mr. Lofton. Costs vary depending on number of guests and length of the event. Generally, one parking attendant will range between \$25 and \$35 per hours with a minimum of 4 hours charged.

Other considerations:

- St. Andrew's Parking will generally not be available for weekday events while school is in session.
- If the event is a weekday event beginning before 6 p.m., during the school year, two parking guards will be required.
- Parking lot gates at St. Andrews will be locked at 10:30 p.m. Sunday through Thursday, and 11:30 p.m. Friday and Saturday.
- If St. Andrew's parking is utilized, renter shall indemnify and hold The Cedars, FRF, Steve Lofton and parking attendants harmless.

Event Insurance

Can be purchased through any vendor (see vendor list),

MUSIC AGREEMENT

The Cedars operates under a special use permit granted by the City of Jackson. The permit is intended to provide protections to our neighbors who live next to The Cedars.

To insure that their peace is not disturbed during an event at The Cedars, the following rules must be obeyed:

- Any amplified music must end by 9 p.m.
- No music with heavy bass sounds can be played after 7 p.m.
- Amplified music must be kept to volumes that do not disturb neighbors
- If any neighbor requests that music volume be lowered, renter must comply.

Renter acknowledges the above and understands that penalties for non-compliance will be applied.

Renter _____

DJ/Band leader _____

Date _____

This agreement is due 10 days prior to the event

Cedars Cleaning Check List

- ☐ All furniture must be moved back to its original location (Snap a cell phone photo to be sure)
- ☐ All plants should be placed back where they were found
- ☐ Any artwork that is approved to be moved must be re-hung or placed back in its original location
- ☐ All floors should be swept clean, including front and back porches
- ☐ All bathrooms should be cleaned
- ☐ All tables should be wiped thoroughly clean
- ☐ All cups, napkins, and any other trash from the front or backyards should be picked up and disposed of in the dumpster (located on the north side of the property)
- ☐ All kitchen appliances used must be cleaned, including stovetop, oven, warming drawer, refrigerator and microwave oven.
- ☐ All food and beverages brought in and stored at The Cedars must be removed. (Any materials, foods, props, etc. left in the facility will be disposed of the following day.)
- ☐ Any damages should be reported immediately to (601)622-6555 or doug@fondren.org

Up to \$350 cleaning fee charged for any listed items not accomplished by final inspection.

What's where at The Cedars

Lighting – Indoors

Hall – rheostat (round knob) to the right when entering the hallway.

Dining Room – in the closet to the left when stepping down

Bedroom, Front Room, Front Porch – in the closet in the bedroom

Lighting – Outdoors

Bistro lights – three switches on entry porch over sink

Spot light – on entry porch over sink

Back porch lights and fan – in kitchen to left by door to the porch

Outdoor lights from Dining Room – by door

Magnolia Lounge – pull down and open box on pole to reveal light switch

Ladders – Closet opposite the office

Garbage Bin – located on the north side fence. Key is on a hook in the kitchen.

Thermostat – in the hallway – use the one by the dining room

Locks and Keys – the master key will unlock all doors except the outside door in the dining room and the outside door in the kitchen – these can be opened using the door locks (make sure they are locked before leaving)

Alarm: Arm the system whenever the facility is empty. A special code will be provided for each event. Make sure all doors are closed when arming.

Alarm Code: 0425

Final inspection – *set the alarm, leave the key in the drawer outside the kitchen door, by the sink. We will inspect the next day and alert you to any issues.*

The Cedars Rental Transaction History

Name_____

Mailing Address_____

Phone Number_____

Email Address_____

Space on hold for_____

_____	Space Reserved /Deposit Received
_____	Contract Received
_____	First rental installment due
_____	First rental installment received
_____	Final Rental installment due
_____	Final Rental Installment received
_____	Pre-event Meeting (See Meeting Notes)
_____	Parking Plans confirmed
_____	Event Insurance Due
_____	Event Insurance Received
_____	Music Agreement Due
_____	Music Agreement Received
_____	Janitorial Scheduled for _____
_____	Yardwork Scheduled for _____
_____	Final Walk Through / Key given
_____	Post Event Walk Through
_____	Evaluation sent

Notes: _____
