



SOUTH CAROLINA HISTORICAL SOCIETY

Venue Rental Form

Renter Name: _____

Address: _____

Phone Number: _____

Email: _____

Bride: _____ Groom: _____
(if applicable)

Organization/Company: _____

Address: _____

Phone Number: _____

Email: _____

Event Date: ____ / ____ / ____ Associated Holiday? * _____

Arrival: ____ AM/PM Departure: ____ AM/PM

Event Start: ____ AM/PM Event End: ____ AM/PM *(if different from above)*

Number of Guests *(including wedding party if applicable)*: _____

Special Considerations, Needs, Requests:

*Holiday fee is added to the regular hourly fee and includes: New Year's Day, Valentine's Day, St. Patrick's Day, Good Friday, Easter Sunday, Cinco de Mayo, Memorial Day Weekend, July 4th and weekend if applicable, Labor Day Weekend, Halloween, Thanksgiving and Thanksgiving Weekend including Black Friday, Christmas Eve, Christmas Day, and New Year's Eve.

Rental Date: ____ / ____ / ____

Total number of guests: ____

Renter: _____ Contact Number: _____

Part I			
Items	Number of Hours	Price/ Hour (two hour min)	Total
Fireproof Building			
Monday – Thursday (4:30-11pm)		\$125	
Friday and Sunday (4:30-11pm)		\$150	
Saturday (4:30-11pm)		\$200	
Conference Room			
Monday-Friday (9am-5pm)		\$45	
Saturday-Sunday (9am-5pm)		\$75	
SUBTOTAL			
Part II			
Add-On Items	QTY	Price	Total
Tables (rectangle) (4 available)		\$4.00ea	
Folding Chairs (24 available)		\$1.00ea	
Linens (4 available)		\$10.00ea	
Audio/Visual equip/access	--	\$25.00	
Kitchen Access	--	\$75.00	
Holiday Fee (see page 1 for list)	--	\$300.00	
Auxiliary Rooms (2 available)		\$50.00ea	
SUBTOTAL			
Part III			
Services	Number of Hours	Price	Total
Lecture-Style Room Setup	--	\$50	
Early Arrival Access (caterers, lunch delivery, etc.)		\$25/hour	
Set up Crew (setting up tables, chairs, etc.)		\$25/hour	
Clean up Crew		\$25/hour	
On-site Security		\$60/hour	
Group Tour (per 10 guests)		\$75	
Gift Shop Access		\$25/hour	
Weekend/Afterhours/Holiday Staff (per 25 guests)		\$25/hour	
SUBTOTAL			
Checkout			
Items	Date Due	Payment	Date Paid
Deposit (50% of Part I)		\$	
Add-Ons (Part II)		\$	
Services (Part III)		\$	
Balance (Remainder of Part I, plus Part II & Part III)		\$	
Non-Profit Discount (10%)	-----	-\$	-----
Other Discount	-----	-\$	-----
TOTAL		\$	