



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)*: _____

*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.

Additional Rental Information:

Please list vendors*:

Vendor Category	Name/Company	What time do they need access to building?	What time will they pick up their equipment?
Event Coordinator			
Caterer			
Florist			
Equipment Rental			
Bartending Service			
Musicians/DJ			
Photographer/Video			

If outside services have not yet been selected, please notify SCHS at least 60 days prior to your event who will be providing these services.

Lessee Signature

___ / ___ / ___
Date

Lessor Signature

___ / ___ / ___
Date

**SCHS is not responsible for communicating with your vendors; this list is for information purposes only.*

Special Considerations, Needs, Requests:

Rental Date: ____ / ____ / ____

Total number of guests: ____

Renter: _____ Contact Number: _____

Part I			
Items	Number of Hours	Price/ Hour (two hour min)	Total
Fireproof Building (capacity 175)			
Monday (9am-4pm)		\$125	
Monday – Thursday (4:30pm-11pm)		\$125	
Friday and Sunday (4:30pm-11pm)		\$150	
Saturday (4:30pm-11pm)		\$200	
Conference Room (capacity 25 table, 50 lecture)			
Monday-Friday (9am-4pm)		\$45	
Saturday (10am-4pm)		\$75	
Sunday (1pm-4pm)		\$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 – navy blue)		\$10.00ea	
Audio/Visual equip/access	--	\$15.00	
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	--	\$75	
Early Arrival Access (caterers, lunch delivery, etc.)		\$25/hour	
Set up Crew (setting up tables, chairs, etc.)		\$25/hour	
Clean up Crew		\$25/hour	
Group Tour (per 10 guests)		\$75	
Gift Shop Access		\$25/hour	
Holiday Staff or outside 10am-4pm (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		\$	



SOUTH CAROLINA HISTORICAL SOCIETY

Venue Rental Agreement and Policies

The South Carolina Historical Society is housed in a National Historical Landmark Property. Therefore, we may require some limitations and restrictions on rentals. We greatly appreciate your understanding that our primary responsibility is to preserve this historic treasure.

Initial

1. The premises will not be reserved until the Rental Agreement is signed by Lessee & Lessor and the required security deposit have been received and accepted by the SCHS.
2. All payments must be made by credit card. A deposit of one half (50%) of the Base Rental Rate (Part I) and a signed Rental Agreement. Your deposit will secure your event date and will be applied to your final billing.
3. The remaining balance due on the Rental Agreement is due and payable 30 days prior to your event unless otherwise agreed to. A 5 day grace period will be honored, and then a 10% late fee will be applied for every day that the balance goes unpaid.
4. Rental period shall run only from the times specified and agreed to on the rental form. As required by the City of Charleston all event activity must end on or before 11:00 pm. Any fines, assessments or charges which are assessed by the City of Charleston because of Lessee's failure to end the event at 11:00 pm will be charged to the Lessee's credit card.
5. Lessee shall abide by all laws of the State of South Carolina, County of Charleston and the City of Charleston as well as the Terms and Conditions of this Rental Agreement.
6. Lessee is responsible for any damages to or loss of property or bodily injury resulting from or during Lessee's tenancy. Lessee grants permission for the SCHS to charge Lessee's credit card account for any such damages or loss.
7. No items may be affixed to the building, inside or out. Items that may scar or deface the premises are strictly prohibited. Such items include but are not limited to, tape, staples, nails, equipment, etc.
8. No furniture, display cases, or other museum related items may be moved or adjusted without prior approval and/or assistance.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

9. Exhibit and display cases may not be used as event tables, props, etc. for any part of the rental.

10. Lessee is responsible for leaving the premises clean and free of any items used by Lessee or Lessee's guest, employees, or Outside Service vendors. Lessee is responsible for the cost to remove any such items and/or cleaning the Premises if required.

11. Smoking and electronic cigarettes are strictly prohibited (inside, porticos, and patio).

12. The sale of alcoholic beverages on the premises by any individual, employee, agent, guest, group, or organization requires a permit from the City of Charleston. Lessee is responsible for obtaining said permit.

13. Lessor reserves the right to change furnishings and/or decorations if Lessor believes such furnishings and/or decorations present a hazard to the premises, exhibits, and/or occupants.

14. Lessor reserves the right to require an event coordinator or designee to be active and present at all times in which the building is occupied.

15. Lessee must not exceed the capacity limits (170 guests, vendors, etc.) of the premises as required by the City of Charleston.

16. The Fireproof Building contains many valuable antiques and other furnishings. Protective tops and table pads may not be removed.

17. Insurance: Event/rentals with more than 50 people in attendance in which alcohol is served in any manner are required to hold event general liability insurance including liquor legal liability with a combined single limit of no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate, unless the responsible party for the event/rental has proof of their own policy. Either policy will name the South Carolina Historical Society as additional insured. This event/rentals policy can be purchased from an agent of your choice and varies in price based on the specifics of your event/rental. This policy or proof is due no later than 30 days before your event.

18. If Lessee hires an outside vendor to provide any services at Lessee's event then Lessee will bare sole responsibility for compliance of all laws of the State of South Carolina, County of Charleston, and the City of Charleston as well as the Terms and Conditions of this Rental Agreement. Lessee will also require such vendor to provide Lessor with a separate certificate of insurance coverage which includes Lessor as a Named Insured on such policy. Lessee further agrees to indemnify and hold Lessor harmless of any for loss as a result of Lessee or Lessee's vendor's actions.

19. If the event is cancelled due to an Act of God or due to the action of any governing body, and not due to the actions of Lessee or Lessor, then Lessor will refund the amount paid *minus 3% credit card fee* under this contract including the Security Deposit at the time of such cancellation. Lessor may

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

cancel this Agreement with cause subject to the refund requirement of paragraph 21 (d) below.

20. Lessor shall not be held liable for any cost or damages incurred by Lessee as a result of a cancellation of the event for any reason stated in section 15 above. In addition, Lessee will not be held liable to Lessor for any cost associated with any cancellation due to the reasons outlined in section 15 above.

20. _____

21. The following refund policy applies to this Agreement:

- a) A full refund *minus 3% credit card fee* of all payments made under this Agreement for cancellations pursuant to section 15 of this Agreement.
- b) The Security Deposit is non-refundable other than for reasons stated in section 15 of this agreement.
- c) 97% of the total amount paid under this Agreement, excluding the Security Deposit will be refunded if the Agreement is cancelled by Lessee on or before 120 days prior to the date of the event.
- d) 97% of the total amount paid under this agreement, including the Security Deposit will be refunded if the Agreement is cancelled by Lessor without cause pursuant to section 15 of this Agreement.

21. _____

22. No occupancy will be allowed until all required certificates of insurance have been received and accepted by lessor.

22. _____

I have read the above Rental Agreement and agree to comply with the Terms and Conditions of the agreement.

Lessee Signature

____ / ____ / ____
Date

Lessor Signature

____ / ____ / ____
Date



SOUTH CAROLINA HISTORICAL SOCIETY

Credit Card Authorization Form

Renter Name: _____ Rental Date: ____ / ____ / ____

Amount Due: _____ Date Paid: ____ / ____ / ____

Name on Card: _____

CC Billing Address: _____

_____ Zip: _____

Type of Card: VISA MC Discover AmEx Other: _____

Credit Card Number: _____

Expiration Date: ____ / ____ CVV: _____

_____ I authorize SCHS to charge my card for my venue rental balance.

_____ I authorize SCHS to charge my card for damages incurred during my venue rental.

_____ Authorization and credit card number were provided over the phone on ____ / ____ / ____ to _____ staff member at SCHS.

____ / ____ / ____

Customer signature

Date

Notes:



SOUTH CAROLINA HISTORICAL SOCIETY

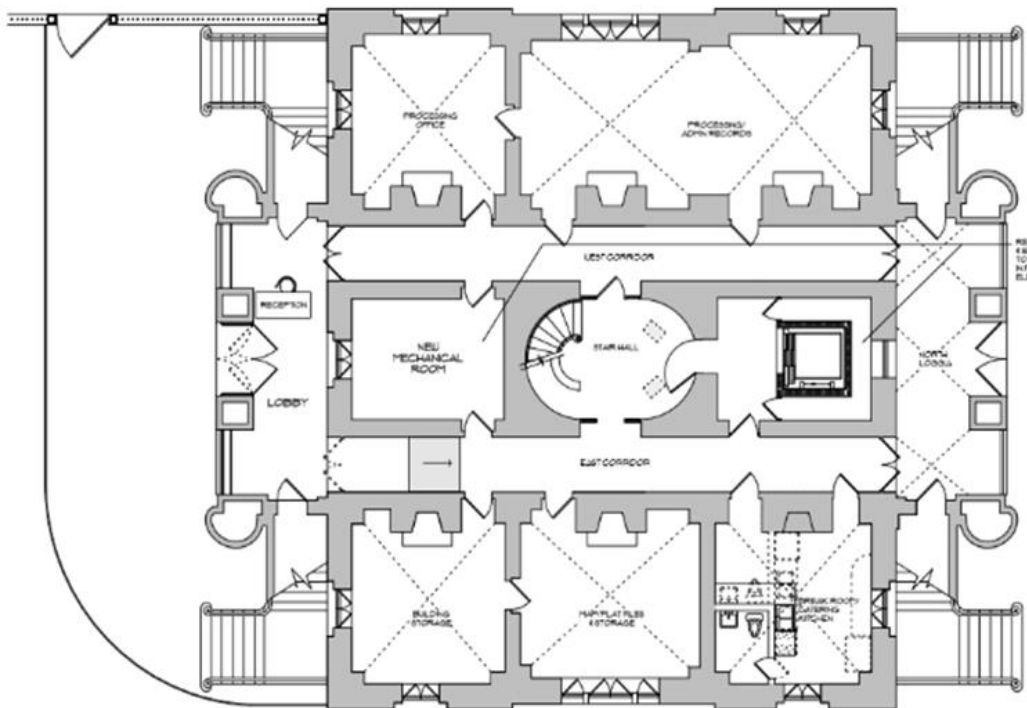
Venue Rentals

Fireproof Building Floor Plans

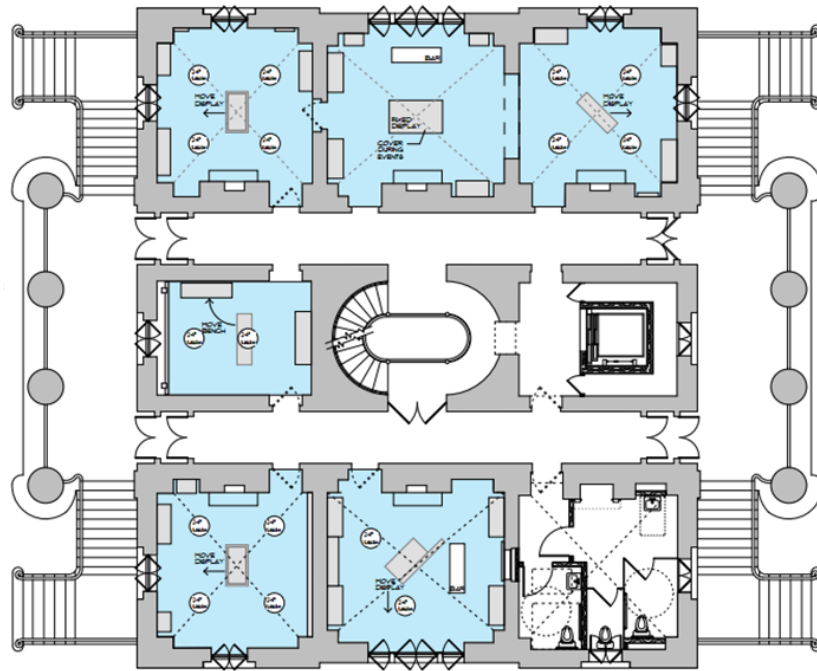
Guests enter and exit the building through the southward facing main entrance on the first floor. The staging kitchen is in the northeast corner of the first floor, with elevator access to the second and third floors. Most larger events take place in the second-floor galleries, with conference room meetings and luncheons on the third floor.

Building Capacity: 175

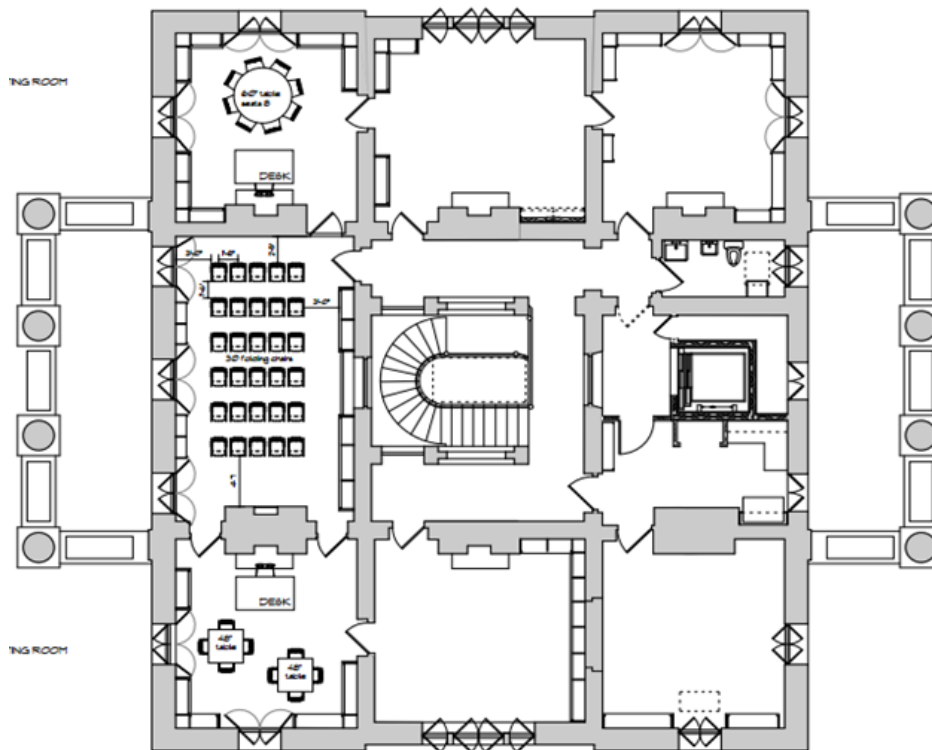
Third Floor Capacity: 45



FIRST FLOOR



SECOND FLOOR (GALLERIES)



THIRD FLOOR