



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, Easter Sunday, Memorial Day Weekend, July 4th and weekend if applicable, Labor Day Weekend, Thanksgiving and Thanksgiving Weekend including Black Friday, Christmas Eve, Christmas Day, and New Year's Eve.

**Arrival and departure times includes vendor set up and clean up. Vendors will not be granted access outside of these designated hours.

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			
Bar Service			
Musicians/DJ			
Photographer/Video			

If outside services have not yet been selected, please notify SCHS at least 30 days prior to your event who will be providing these services.

Lessee Signature

____ / ____ / ____
Date

Lessor Signature (SCHS)

____ / ____ / ____
Date

**SCHS is not responsible for communicating with your vendors; this list is for information purposes only. All vendors must be from the SCHS approved vendor list. If you choose to use a vendor not on the list, a 25% fee will be charged to your total rental fee. If a service is not listed on the preferred vendor list, you may use any vendor of your choosing.*

Special Considerations, Needs, Requests:

Rental Date: ____ / ____ / ____

Renter: _____

Part I			
Items	Number of Hours	Price/ Hour	Total
Fireproof Building (<i>1st & 2nd Floor only</i>) (<i>capacity 145</i>)		(four hour min)	
Monday – Thursday (4:30pm-11pm)		\$100	
Sunday (9am-11pm)		\$150	
Friday & Saturday (4:30pm-11pm)		\$200	
Conference Room (<i>3rd Floor only</i>) (<i>capacity 25 table, 50 lecture</i>)		(two-hour min)	
Monday-Friday (9am-11pm)		\$100	
Saturday & Sunday (9am-11pm)		\$150	
Washington Square Park (<i>capacity 125</i>)		(total per two hours)	
Monday-Thursday (9am-10pm)		\$1,000	
Friday & Saturday (9am-10pm)		\$1,500	
Sunday (9am-10pm)		\$1,200	
SUBTOTAL			
Part II			
Add-On Items	QTY	Price	Total
Tables (rectangle 8ft) (4 available)		\$10.00ea	
Cocktail Tables (4 available)		\$10.00ea	
Folding Chairs (24 available)		\$4.00ea	
Linens (4 8ft – navy blue, 1 8ft - white, 4 cocktail - white)		\$12.00ea	
Kitchen Access (includes cart for transporting food)	--	\$75.00	
Holiday Fee (see page 1 for list)	--	\$500.00	
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	
Group Tour (per 10 guests)		\$75	
Gift Shop Access		\$15/hour	
SCHS Staff (per 50 guests)		\$30/hour	
SUBTOTAL			
Checkout			
Items	Date Due	Payment	Date Paid
Deposit (50% of Part I)		\$	
Add-Ons (Part II)		\$	
Services (Part III)		\$	
25% Charge for using non-preferred vendor		\$	
Non-Profit Discount (10%)	-----	-\$	-----
Other Discount	-----	-\$	-----
BALANCE DUE (Remainder of Part I, plus Part II & Part III)		\$	
TOTAL Rental Fees		\$	



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 has 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 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. 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. The Lessee or the Lessee's event coordinator must be on site before any vendors are permitted entrance to the facility. SCHS will not serve as event coordinator or provide direction to vendors if the Lessee or Lessee's event coordinator is not on site. If the tables and chairs arrive prior to the Lessee or Lessee's event coordinator's arrival, the items will be placed on the north portico of the building regardless of weather, and the Lessee will be responsible for set up.
8. 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.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. No furniture, display cases, or other museum related items may be moved or adjusted without prior approval and/or assistance.
10. Exhibit and display cases may not be used as event tables, props, etc. for any part of the rental.
11. 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.
12. Smoking and electronic cigarettes are strictly prohibited (inside, porticos, and patio).
13. 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.
14. 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.
15. 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.
16. Lessee must not exceed the capacity limits (including all guests and vendors) of the Fireproof Building (170) or Washington Square Park (125) as required by the City of Charleston.
17. The Fireproof Building contains many valuable antiques and other furnishings. Protective tops and table pads may not be removed.
18. 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. If using a preferred vendor, it is the vendor's responsibility to carry the insurance policies required by SCHS to remain in good standing on the preferred vendor list.
19. 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.
20. 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 under this contract. Lessor may cancel this Agreement with cause subject to the refund requirement of paragraph 22 (d) below.

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. 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 20 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 20 above.

21. _____

22. _____

22. The following refund policy applies to this Agreement:

- a) A full refund (minus the 3.5% credit card fee) will be issued if the Lessee cancels the event 120 days before the rental date.
- b) A 50% refund (minus the 3.5% credit card fees) will be issued if the Lessee cancels the event more than 30 days before the rental date but less than 120 days before the rental date.
- c) No refund will be issued if the Lessee cancels the event less than 30 days before the rental date.
- d) Cancellations due to Acts of God or action of a governing body will receive a full refund.

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

23. _____

24. All Lessees wishing to serve alcohol on the premise must use the preferred vendor.

24. _____

25. SCHS will not cancel your event for any reason other than an Act of God or due to the action of any governing body.

25. _____

26. SCHS has a preferred vendor list for some services. All Lessees must use a preferred vendor from the list. If the Lessee needs to use a vendor not on the preferred list, there will be a 25% fee charged to the Base Rental Fee. If there isn't a preferred vendor listed for a particular service, the Lessee may use any vendor of their choosing.

26. _____

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

Lessee Signature

____ / ____ / ____
Date

Lessor Signature (SCHS)

____ / ____ / ____
Date



SOUTH CAROLINA HISTORICAL SOCIETY

Understanding of Responsibilities

South Carolina Historical Society Staff are responsible for:

- Unlocking and locking building and front gate
- Answering guest inquiries about exhibits
- Maintaining supplies in restrooms
- Moving exhibits and setting up tables & chairs ONLY if previously scheduled

Renter is responsible for:

- Greeting and directing their guests
- Being on time to direct vendors
- Disposing of trash
- Cleaning up after the event and returning building to state in which it was found
- Adhering to agreed upon arrival and departure times
- Remaining courteous to SCHS staff at all times

Vendors are responsible for:

- Caring for the building during set up and clean up
- Removing all supplies and debris from work spaces and rental spaces
- Removing all trash from premises
- Adhering to agreed upon drop off and pick up times
- Remaining courteous to SCHS staff at all times

Lessee Signature

____ / ____ / ____
Date

Lessor Signature (SCHS)

____ / ____ / ____
Date

SOUTH CAROLINA HISTORICAL SOCIETY

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

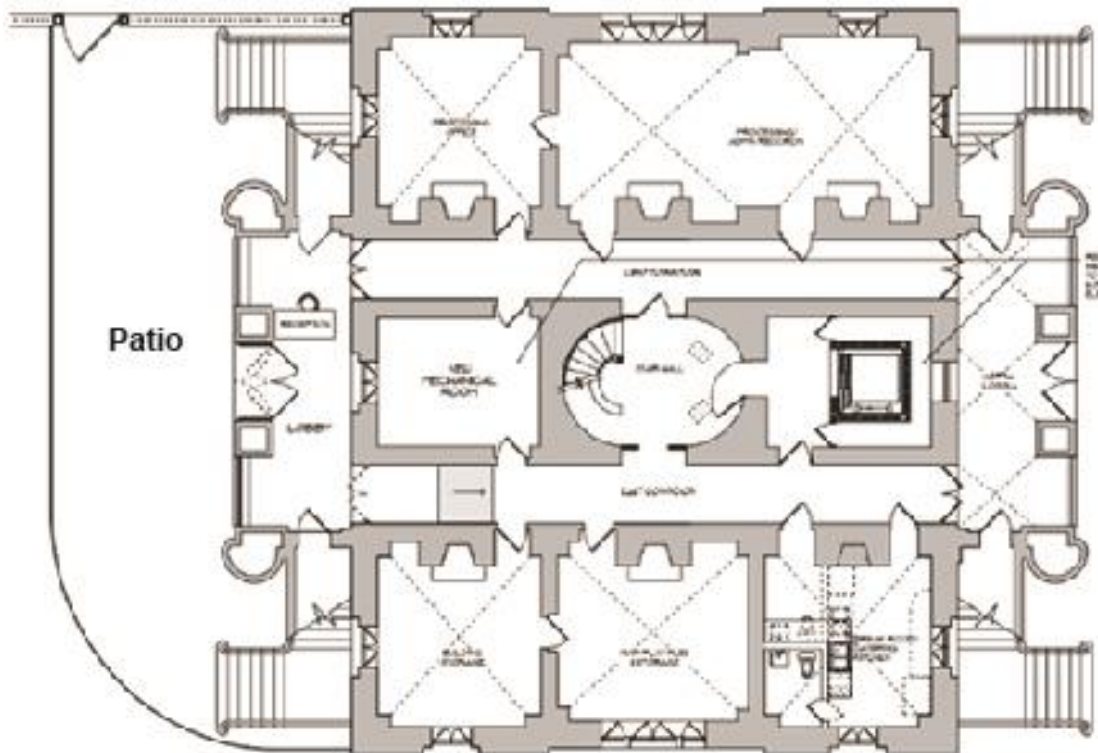
Fireproof Building Floor Plans

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

First and Second Floor Capacity: 135

Third Floor Capacity: 45

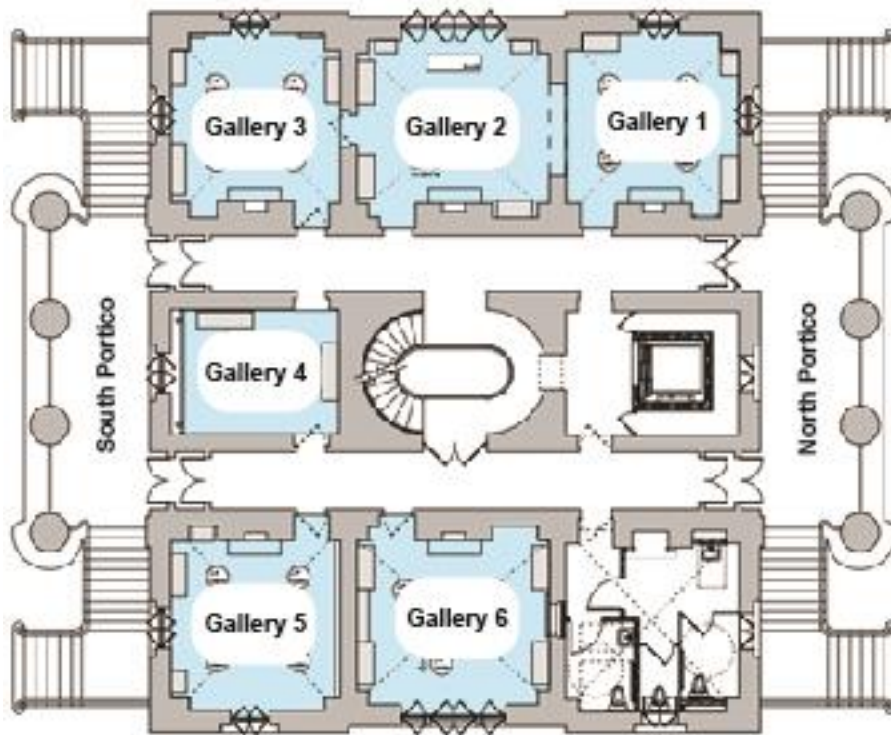


Dimensions:

Patio

60'4" x 14'5"

FIRST FLOOR



SECOND FLOOR (GALLERIES)

Dimensions:

Gallery 1: 16'5" x 15'8.5"

Gallery 2: 15'10" x 17'3"

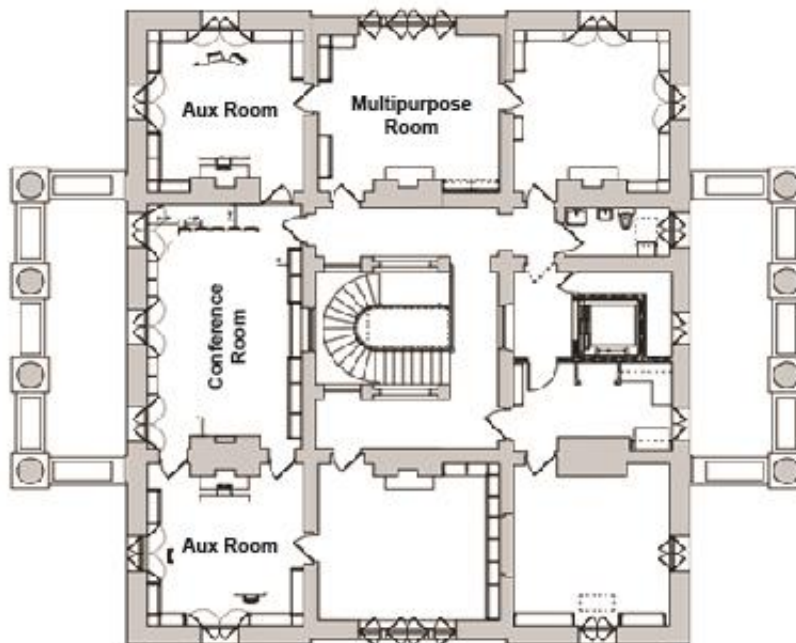
Gallery 3: 16'5" x 15'6.5"

Gallery 4: 11'4.5" x 15'8"

Gallery 5: 16'4" x 15'4"

Gallery 6: 15'9.5" x 17'2.5"

Porticos: 30'.5" x 10'9.5"



THIRD FLOOR

Dimensions:

Conference Room:

24'3.5" x 15'9.5"

Auxiliary Rooms:

16' x 15'9"

Multipurpose Room:

17'8.5" x 15'9.5"

South Carolina Historical Society

Preferred Vendors

All vendors must be from the SCHS approved vendor list. If you choose to use a vendor not on the list, a 25% fee will be charged to your total rental fee. If a service is not listed on the preferred vendor list, you may use any vendor of your choosing.

Bar Service

Spike Bar Service
Randolph Middleton -
randolph@snyderevents.com
843.766.3366 ext 233

Catering

Salthouse Catering
www.salthousecatering.com
843-577-7847
info@salthousecatering.com

Hamby Catering
www.hambycatering.com
843-571-3103

Cru Catering
www.crucatering.com
843-534-2433

Event Rentals

Snyder Events
www.snyderevents.com
843-766-3366
info@snyderevents.com