

Founders Hall

at Charles Towne Landing State Historic Site

VENUE RENTAL AGREEMENT

<u>CORPORATE / SOCIAL RATES</u>		<u>Lounge Only</u>
Monday thru Thursday – Day	\$ 750	\$ 400
Monday thru Thursday – Evening	\$ 1,500	\$ 800
Friday	\$ 3,000	
Saturday	\$ 4,000	
Sunday	\$ 2,500	

<u>WEDDING RATES</u>	
Monday thru Thursday	\$ 2,000
Friday	\$ 4,000
Saturday	\$ 5,500
Sunday	\$ 3,000

*Evening rental cost includes use of the venue for a five (5) hour event ending by 11:00pm
Set-up may begin at 9:30am and break-down completed within two (2) hours of the end of the event*

(Monday–Thursday day rate includes the use of the venue from 9:00am–5:00pm)

Rates are based on events for up to 300 guests

Please note that Charles Towne Landing is a State Park and is open to the public year-round

Audio Visual:

While Founders Hall includes the use of our audio visual package: wireless internet, three 52” television screens, laptop hookup, dvd player, ipod docking station, wireless microphone, lapel microphone and podium - it is the responsibility of the client to designate qualified personnel to manage the audio visual program.

Beverage Service:

While alcohol consumption is allowed at the facility, alcohol may not be served to minors or anyone appearing to be intoxicated. The South Carolina Alcohol Beverage and Control board requires that all alcohol must be supplied by a professional bar service with the necessary licenses and liability insurance. Upon signing this agreement, the client agrees to indemnify and hold harmless Founders Hall, Charles Towne Landing, the Charleston Area Convention & Visitors Bureau, the South Carolina Department of Parks Recreation & Tourism, the State of South Carolina and employees of each organization from any damages, costs or expenses, including reasonable attorney fees, which may arise as a result of consumption of alcoholic beverages by the client and any of the client’s guests.

Client Initial: _____

Event Coordinator Initial: _____

Ceremony Rehearsal:

A time frame during park hours will be allotted for the ceremony rehearsal, sensitive to any other events that may be occurring. However, ceremony practice times must be approved by the Founders Hall Venue Manager *depending on availability*. If rehearsal is scheduled during a time when venue is being set up for an event that evening, we ask that your wedding party be respectful of those clients and that you limit your rehearsal to wedding party only.

Children:

To ensure the safety of children attending events at Founders Hall they must be attended to at all times and are expected to treat the venue and furnishings with respect. Children shall not be permitted to roam the facility and courtyards freely without adult supervision. While they are allowed to run and play in the grassy areas of the main courtyard, we ask that children refrain from running inside the venue or on the boardwalk.

If you will be utilizing the Lounge as a children’s area they must be accompanied by qualified child care attendants at all times. Crayons, markers, pens, pencils, paints, glue and scissors are prohibited. We do recommend the use of video movies, board games, puzzles and outdoor games.

Tables and chairs must be set up if serving food and drinks to children in the lounge or private courtyard (children are not permitted to eat or drink using open containers while sitting on the leather furniture.)

Event Coordinator:

To ensure proper use and care of Founders Hall, we require that the client designate an Event Coordinator to be responsible during the event. The Coordinator will maintain the client’s agenda and will also serve in the capacity of decision-maker on behalf of the client in dealing with all vendors to include caterer, bar service, florist, entertainment, rentals, etc. and will collaborate with Founders Hall staff during the event.

If the event is a wedding we require that the client hire a qualified, licensed Wedding Planner. In order to appropriately manage the wedding, the Planner may not be someone who is in the wedding party or attending the wedding as a guest. If your Planner does not have prior experience at Founders Hall they must be approved in advance by the Founders Hall Venue Manager. We ask that all of our clients hire their Planner within 60 days of booking the venue.

At the final review meeting, approximately two weeks prior to the event, the client and the Coordinator must correspond or meet with the Venue Manager to review the agenda, floorplan diagram and establish a schedule for set-up and deliveries.

The Coordinator is required to stay for the duration of the event. At the conclusion of the event, the Founders Hall Manager on Duty and the Coordinator will conduct a final walk-thru of the facility to assess any possible damages or excessive clean-up that may have occurred during the event. The security deposit will be handled as addressed in the deposit and security deposit section of this contract. Please note that the Coordinator may not leave until the final walk-thru has been completed or the client will not receive the returned security deposit check.

Fireplace:

There is a wood burning fireplace located in the enclosed patio as well as a copper fire pit in the private courtyard and gas fireplace in the lounge. Fireplace usage must be pre-arranged with the Venue Manager and venue staff will provide all of the wood and manage the fire during the event.

Furniture:

Tables and chairs are provided for client use. The Event Coordinator is responsible for setting up and breaking down all furniture used at the venue. Founders Hall chairs and tables may be used indoors or outdoors on the patio, however they may not be used in the lawn. Ceremony chairs for the lawn must be rented by the client.

The tables at Founders Hall are not to be used by the caterer for food preparation or cooking purposes. However, they may be used for food and beverage service.

The leather furniture in the lounge may only be used indoors (lounge, lobby and Great Hall.) It may not be used on the screened patio or outdoors.

Hazardous Weather:

For the safety of all involved, should hazardous weather occur, such as tornado, severe thunderstorm or hurricane watches and warnings, the property owner/operator reserves the right to mandate taking shelter, stop alcoholic beverage dispensation, and require bands or musicians to switch to acoustic entertainment only, adjust volumes or terminate DJ's or recorded music until hazardous weather is deemed no longer a threat. In the event hazardous weather requires the evacuation of the property for the safety of the guests, the event will be terminated and guests will be required to vacate the premises. In all above cases, the Park Ranger in charge of the event will make regular announcements to keep guests informed of the situation as well as the steps needed to be taken to ensure their safety.

Music:

While we allow bands, DJs and all other types of musical entertainment in the venue and on the grounds, all music must end at 11:00pm.

Prior approval must be obtained if you are requesting to play amplified music outside. If amplified music is played outside (including the screened patio) the decibel limit at a distance of 50 feet from the band/DJ must not exceed **75 decibels** and the decibel limit at the edge of park property must not exceed **45 decibels**.

Parking & Vendor Loading:

There is ample complimentary parking for all guests and vendors in the lot adjacent to Founders Hall.

The vendor loading area is in back of the venue - all deliveries are to be brought in either through the kitchen ramp or around back to the courtyard and screened patio. There are five (5) vendor parking spaces – these spaces should be assigned by the Event Coordinator and all other vendors must park in the main parking lot.

Rental Deposit and Security Deposit:

A 50% rental deposit will be due upon your returning this signed and initialed rental agreement. The 50% rental deposit will secure your date and is ***non-refundable and non-transferable*** for any reason.

The 50% balance of the rental fee is due no later than four (4) weeks prior to the event.

The \$750 security deposit is a separate check that will be due at the final review, no later than two (2) weeks prior to the event. It will be returned to the Event Coordinator immediately following the final walk-thru at the end of the event. The Founders Hall Manager on Duty will determine if there is any excessive clean-up or damage done to the property as a result of your event and, if necessary, the security deposit will be applied towards any needed repairs.

Tents and Rentals:

If using a tent at Founders Hall it must be placed on the tent patio using the existing tent tie down rigging points. The tent rigging points will accommodate the following size tents only: 40x55 or 40x70.

Tents must be set up on the morning of your event (as early as 7:30am) and removed the following morning between the hours of 7:30am-9:30am.

Jump castles are allowed to be placed on the tent patio - however, they must be attached to the existing tie down rigging points and/or using above ground ballasting. ***No staking directly into the lawn is permitted – no exceptions please.***

Mushroom heaters may be used inside the screened porch – however, the upper hood of the heater must be more than 2 feet from the ceiling and a maximum of 3 heaters may be used.

Vendors:

It is required that all pre-approved event coordinators, caterers and bar services provide the appropriate license and insurance documentation to the Founders Hall Venue Manager prior to the final review.

All vendors and service contractors are responsible for clean-up and removal of their equipment, food, bar supplies and garbage within two (2) hours of the event conclusion.

Any décor/personal/rental items left at the venue must be taken by the Event Coordinator at the end of the evening – no items may be left at the venue overnight.

Unless prior approval is obtained, we ask that our clients use only local vendors for: event coordinator, catering and rentals.



Final Review Meeting

No Later than Two (2) Weeks Prior to Event

Attendees: Client, Event Coordinator, Founders Hall Venue Manager

- Event Coordinator to provide agenda, vendor list, timeline, floor plan diagram and Plan B (rain plan) for event.
- Establish a schedule for vendor set-up, deliveries and pick-ups. This includes caterer, bar service, rentals, florist, baker, photographer, entertainment, etc. Determine which five (5) vendor vehicles will be parked in the back vendor loading area during the event (all other vendors staying for the event must park in the main parking lot.)
- If you will be utilizing the audio visual equipment, please plan on conducting a 'dry run' with your equipment at this time.
- \$750 Security Deposit due. This is a separate check from the balance and will be returned to the Event Coordinator immediately following the final walk-thru at the end of the event. The Founders Hall Manager on Duty will determine if there is any excessive clean-up or damage done to the property as a result of your event and, if necessary, the security deposit will be applied towards any needed repairs.
- A time frame during park hours will be confirmed for the ceremony rehearsal, sensitive to any other events that may be occurring. However, ceremony practice times must be approved by the Founders Hall Venue Manager *depending on availability*. If rehearsal is scheduled during a time when venue is being set up for an event that evening, we ask that your wedding party be respectful of those clients and that you limit your rehearsal to wedding party only.



Client / Event Coordinator Information

- Venue capacity is 235 guests seated, 300 guests flow.
- Smoking inside the venue is prohibited (there are ash cans located in the courtyard.)
- All glass doors will remain closed for optimal operational efficiency of the heat / air system (no propping doors open.)
- Tables and chairs are available for client use and are included in the rental. Event Coordinator is responsible for setting up and breaking down all tables and chairs used at the venue.
- The tables at Founders Hall are not to be used by the caterer for food preparation or cooking purposes. However, they may be used for food and beverage service.
- Furniture included with rental:
 - (235) white gigi chairs
 - (19) 60” round tables
 - (18) 6’ rectangular tables
- Candles must be enclosed in glass-shaded holders with heat protecting bases.
- Nails, staples and command hooks are not allowed when placing decorations – please use tape, zip ties or floral/fishing wire.
- Event Coordinator is responsible for providing own ladders, supplies and set up equipment.
- Please refrain from using loose glitter inside the venue.
- No fireworks, sparklers or wishing lanterns may be used on the property.
- ***All wedding send off-items must be environmentally friendly and pre-approved by the Founders Hall Venue Manager.***
- All clean-up, break-down and rental pick-up must be completed within two (2) hours of the conclusion of the event (except for tents which will be removed the following morning between the hours of 7:30am-9:30am.)
- Any décor/personal/rental items left at the venue must be taken by the Event Coordinator at the end of the evening – no items may be left at the venue overnight.
- The Event Coordinator is required to coordinate set up, full day-of vendor management, timeline and break-down of the event. The Coordinator must stay until the conclusion of the event to survey the venue and grounds for damages and proper clean-up / break-down before leaving the property. Please note if the Coordinator fails to check-out with the Founders Hall Manager on Duty, the client will not receive the returned security deposit check.

Event Coordinator Signature

Date

Client Name

Date of Event

Client Initial: _____

Event Coordinator Initial: _____



Client / Caterer / Bar Service Information

- All caterers and bar service must be licensed and insured. New vendors must fill out an application with Founders Hall and be pre-approved in order to work at the venue.
- The tables at Founders Hall are not to be used by the caterer for food preparation or cooking purposes. However, they may be used for food and beverage service.
- Caterers & bar service must provide protective mats to place under all indoor active food stations and bars.
- If using deep fryers they must be placed with protective mats on the asphalt of the rear vendor loading area only.
- While Charles Towne Landing provides an on-site dumpster located in the vendor loading area, caterers are responsible for emptying and removing all trash from the facility and grounds. We require the separation of recyclables per Charleston County recycling guidelines. Recycling containers will be provided for glass / plastic / steel / aluminum cans / cardboard and paper.
- Caterers & bar service are required to provide their own trash bags (55 gallon.)
- All rentals, plates and glassware are to be properly broken down and stored on the rear porch for same night pick-up.
- Please remove any food and drink from the refrigerator, microwave, oven and warming ovens and clean-up any spills (including inside appliances.)
- The custodial closet is conveniently located in the kitchen. Please sweep and spot mop the floors and wipe down the counters, sink and all equipment.
- The catering and bar service representative is required to survey the venue and grounds for proper clean-up before leaving the property. Please note, if catering representative fails to check-out with the Founders Hall Manager on Duty, the client will not receive the returned security deposit.

Caterer Signature

Catering Company

Date

Client Name

Date of Event

Client Initial: _____

Event Coordinator Initial: _____



Rental Agreement

No part of the rental contract or terms and conditions may be altered without agreement by both parties, nor may it be transferred or sublet by the Renter. Full payment must be received no later than four (4) weeks prior to the scheduled event. Your event date will be reserved upon receipt of this contract, the terms and conditions page and the non-refundable 50% deposit.

Renters Name: _____

Address: _____

City, State & Zip: _____

Home/Work phone: _____ Cell phone: _____

E-mail: _____

Rental day & date: _____

Type of Event: _____

Event start time: _____ end time: _____ Number of guests: _____

Event Coordinator: _____

Phone: _____ Email: _____

How did you hear about Founders Hall? _____

PAYMENT INFORMATION

Rental Fee: \$ _____

50% Deposit of Rental Fee: \$ _____ (Due with signed contract)

Security Deposit: \$ 750 (Separate check due 2 weeks prior to event)

Client Initial: _____ Event Coordinator Initial: _____



Method of Payment

Please make checks payable to **Charles Towne Landing**

mail to: **1500 Old Towne Road, Charleston, SC 29407**, attn: Julie Ann Oldham

-or-

scan and email to: JulieAnn@LowcountryParkVenues.com

-or-

fax to: **843.853.0444**

CHECK _____ CREDIT CARD _____ Amount \$ _____

Please indicate the type of card and
provide the following information:

VISA / MC / AMEX / DISCOVER # _____

Exp _____ Security Code _____

Name on Card: _____

Statement Billing Address: _____

City: _____ State: _____ Zip: _____

The individual, agent or entity signing this contract, along with the event guests and any contracted labor, will hold the State of South Carolina, Charles Towne Landing and the Charleston Area Convention & Visitors Bureau, all employees and affiliates, individually and jointly and severally harmless for any loss, damage or injury to person or property resulting from the use, occupancy or possession of the premises.

I, _____ hereby acknowledge that I have read the above rental agreement and foregoing terms and conditions and I agree to the terms and conditions this _____ day of _____, 20_____.

Renters Signature: _____

Founders Hall Representative Signature: _____

Client Initial: _____

Event Coordinator Initial: _____