



VENUE RENTAL AGREEMENT TERMS AND CONDITIONS

| <u>RATES</u> | <u>Sunday thru Thursday</u> | <u>Friday</u> | <u>Saturday</u> |
|---------------------|------------------------------------|----------------------|------------------------|
| | \$3000 | \$3500 | \$4000 |

The Shed Downtown is available for a four (4) hour event beginning after 5pm and ending no later than 11 pm. Staging in the John Street lot may begin as early as 9:30am. Setup in the Breezeway, elevated walkways and blue stone sidewalk may begin at 4pm as long as it does not impede public access. Nothing may be stored, set up, loaded or parked in the bus shed until 5pm. NO EXCEPTIONS. Breakdown must be completed within two (2) hours of the event time.

The Shed Downtown Venue consists of the Howard R. Chapman Bus Shed, a Breezeway, it's bathrooms, the Elevated Walkways directly adjacent, the blue stone sidewalk, and 20 parking spaces in the John Street lot.

*Rates are based on events of up to 500 people. There is an additional fee of \$1000 for every 500 guests with a **maximum of 1500 guests**. Guest overage fee includes 3 off duty Charleston Police Department Officers, and 1 Venue Manager on Duty. Additional Off Duty Police, Private Security, EMT, Cleaning Staff, and Restroom Attendants will be determined based on the size and format of the event by final meeting and are the responsibility of the Lessee.*

The Charleston Visitors Center's other three venues: The Camden Room, The Camden Demonstration Kitchen, and The Best Friend at Camden Depot venues are available for rental at an additional cost.

Please note The Explore Charleston Visitor Center, The Best Friend Train Museum and The Shed Downtown are public buildings, and are open to the public year-round.

Bathrooms:

Bathroom access is available through your chosen breezeway. An additional breezeway, restrooms, and attendants are required for events over 500 guests and is included in the extra guest fee. Portable toilets are required for any event of 1000 guests or more and is *not included* in the rental fee. They may be delivered inside the Bus Shed after 5pm the day of the event through the John Street entrance. They may not be located anywhere on the Blue Stone Sidewalks and must be removed from the property within 2 hours of the conclusion of the event. A signed contract with the terms of pick up and after hours contact number is required at the final meeting two weeks prior to the event. The event coordinator will not be permitted to leave the facility until the portable toilets have been removed.

Beverage Service:

While alcohol consumption is allowed at the facility, alcohol may not be served to minors or anyone appearing to be intoxicated. Charleston Area Convention and Visitor Bureau and the City of Charleston require that a professional bar service with the necessary licenses and liability insurance be hired for each event. Upon signing this agreement, the client agrees to indemnify and hold harmless the City of Charleston, the Charleston Area Convention & Visitors Bureau, 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. Ticketed events and cash bars require an ABL-900 from the State of South Carolina and must be presented prior to the event.

Early Load In Request:

We consider requests for a day before load-in at the John Street lot contingent on the venues’ availability and no more than 30 days prior to the event. If approved, a fee of \$500 will apply and be due at the final review meeting. Load-in may take place between the hours of 9:30am and 5pm and is not permitted when there is an event at any of the adjacent venues. If a Client wishes to secure the John Street lot for early load in prior to the 30 days, regular venue rental rates will apply.

Emergency Medical Technicians:

A Charleston County Emergency Medical Technician is required for events of 1000 or more or at the discretion of The Shed Downtown staff and *is not included* in your rental fee. A signed contract with an emergency medical technician is required at the final meeting two weeks prior to the event.

Event Coordinator:

To ensure proper use and care of the venue, we **require** that the client appoint a qualified Event Coordinator to oversee the event. The Event Coordinator will be responsible for maintaining the client’s agenda, direct load-in, and serve as decision maker on behalf of the client in dealing with all vendors including the Shed Downtown staff during the event.

In order to appropriately manage the event the Event Coordinator may not be someone who is hosting the event, a current board member of the organization, member of the association, or in the wedding party or attending the wedding/event as a guest. The Event Coordinator must be a professional planner under contract with the lessee. We require that all of our clients hire an Event Coordinator and notify the venue of this contact within 60 days of booking. Failure to hire a planner will result in a forfeiture of the \$1000 security deposit.

At the final review meeting (“Final Review Meeting”), approximately two weeks prior to the event, the client and the event coordinator must correspond or meet with venue staff to review agendas and details, supply appropriate paperwork and establish a schedule for set-up, deliveries, and break down.

The Event Coordinator is required to stay for the duration of the event. At the conclusion of the event, the Shed Downtown venue staff and the event coordinator will conduct a final walk-through 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 Event Coordinator may not leave until the final walk-thru has been completed or the client will not receive the returned security deposit.

Furniture:

There are no tables and chairs included with the rental of The Shed Downtown. The Event Coordinator or rental company is responsible for setup and breakdown of all tables and chairs at the venue. No equipment or rentals may be stored overnight. All rentals must be picked up within 2 hours of the conclusion of your event. All rentals awaiting pick-up must be broken down and stored in a designated location in the John Street Lot, NOT IN THE BUS SHED, any of the bluestone sidewalks or elevated walkways. Failure to do so will result in a forfeiture of the \$1000. security deposit.

Hazardous Weather or Unforeseen Act of God:

For the safety of all involved, should hazardous weather or an unforeseen act of god occur, 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. Only in the event hazardous weather requires evacuation or a curfew is enacted in the geographical area that includes the Shed Downtown venue, the Shed Downtown staff will work with the Event Coordinator to determine a new date for the event at no cost to the Client.

Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19:

Client acknowledges and voluntarily agrees to assume all risks associated with COVID-19 and accepts sole responsibility for any injury to Client or any of Client's licensees, invitees, or agents, including, but not limited to, personal injury, disability and death, illness, damage, loss, claim, liability, or expense, of any kind, that Client, Client's licensees, invitees, and agents may experience or incur in connection with Client's rental of the Shed Downtown. Client agrees to release, covenant not to sue, discharge, and hold harmless the City of Charleston, the Charleston Area Convention & Visitors Bureau, the State of South Carolina and employees, agents, and representatives of each organization of and from any claims related to COVID-19, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Client further agrees to indemnify and hold harmless the City of Charleston, the Charleston Area Convention & Visitors Bureau, and the State of South Carolina and employees, agents, and representatives of each organization from any claim that may arise in anyway relating to COVID-19 and in connection with Client's rental of the Shed Downtown. Client understands and agrees that this release includes any claim based on the actions, omissions, or negligence of the City of Charleston, the Charleston Area Convention & Visitors Bureau, and the State of South Carolina and employees, agents, and representatives of each organization, whether a COVID-19 infection occurs before, during, or after Client's rental of the Shed Downtown.

Client further understands and agrees that the continued presence of the COVID-19 disease does not constitute an Unforeseen Act of God as referenced herein. If the City of Charleston, County of Charleston, State of South Carolina or United States Government enacts governmental action that effectively prohibits use of the Shed Downtown during Client's rental date, such as a mandatory stay-at-home order or prohibits groups of 10 or more persons ("Governmental Restrictions"), the Shed Downtown staff will work with the Event Coordinator to determine an alternate date for the event at no cost to the Client. If Governmental Restrictions are enacted and an alternate date is not feasible for Client's event upon the determination of Client or the Shed Downtown staff, Client shall be entitled to a refund of amounts paid to CACVB in connection with Client's rental of the Shed Downtown.

Music:

While we allow bands, DJs and other types of musical entertainment in the venue, all music must end at 11:00pm. Acceptable noise level is at the discretion of the Venue Manager and must not exceed **65 decibels** at the nearest property line. Failure to comply will result in discontinuation of music. Any stage must not block the bus shed exit and stage dimensions cannot exceed 20'x30'.

Parking & Vendor Loading:

The vendor loading area is in the John Street lot - all deliveries are to be brought in at this location. It is the responsibility of the client and their Event Coordinator to facilitate proper load in/load out of this area during the entirety of the event. There are twenty (20) parking spaces available to use as you see fit. These spaces should be designated and monitored by your event coordinator. The lot must be cleaned and returned to its original condition at the conclusion of the event.

Parking for guests and additional vendors is available in the adjacent parking garages located on Mary Street, and John Street as well as the Visitor Center Parking lot on Meeting street. In addition to the surface lot at 375 Meeting Street parking is available for attendees and vendors at two adjacent locations, the parking garage at 63 Mary Street is directly across Ann Street from the venue. Additional parking is available at 35 John Street at the Camden Garage. Regular rates apply, parking is not provided nor included in your Rental Agreement.

Load-in is permitted in the Bus Shed beginning after 5pm. ALL vehicles must be parked in another location upon conclusion of Load-In. No exceptions. Any vehicles left parked will be subject to ticket and/or tow.

Power/Water:

The Event Coordinator must work with all vendors (music, lighting, rentals, catering, etc.) to determine overall power and water needs ahead of time and make arrangements for a generator(s) if necessary. Please refer to the Venue Diagram for available water locations, power available and outlet locations throughout the venue.

Private Event Security / Additional Staff:

Private Event Security, and adequate additional staffing is required for ticketed events, some public events serving alcohol and at the discretion of the The Shed Downtown staff and is *not included* in your rental fee. Events with private security must designate a minimum of two staff at each major entrance to check ID's, perform bag- check and wrist band attendees. In addition, private security is required at each entry/exit point. A signed contract with a private security company is required at the final meeting two weeks prior to the event. The Shed Downtown staff will work with you to determine the right amount of adequate staffing to ensure a safe and well run event.

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.

An additional \$1000. security deposit shall be paid by Client by separate check and shall be due at the Final Review Meeting or two (2) weeks prior to the event, whichever is earlier. It will be returned to the Event Coordinator the next business week. The Manager on Duty and event coordinator will perform a final walk through to determine if there is any excessive clean-up or damage to the property as a result of your event and, if necessary, the security deposit will be applied towards any needed repairs. This does not include any damage to the Fentex Screens in the bus shed.

Venue Manager & Off Duty City of Charleston Police:

A Venue Manager and up to (3) three Off Duty City of Charleston Police Officer(s) will be assigned to your group and are included in your rental fee. The number of officers and event managers is determined on the final guest count and is at the discretion of The Shed Downtown staff. The Venue Manager(s) is responsible for unlocking/locking the facility and maintaining the facility and it's grounds during the setup process and throughout the event. They will work closely with the event planner to ensure proper use of the facility and offer guidance when necessary.

Rentals:

All rentals may be delivered to the John Street Lot beginning at 9:30am. Rentals must be removed within two hours of the event conclusion. No rentals may be stored or left overnight except the following: Any scissor lifts, boom lifts, generators may be left overnight in designated areas but must be picked up by the rental company by 9am the following morning. The security deposit will not be returned until such equipment has been removed. The security deposit will be deducted \$100.00 per day until the equipment is removed.

Trash Removal & Recycling

All Recyclables must be put in appropriate bins, All cardboard boxes must be broken down. anything that cannot fit in the bins or recycling dumpster onsite must be removed by the Lessee upon conclusion of the event.

There are two dumpsters for event use in the John Street Lot. It is the responsibility of the client and vendors to dispose of all trash, decor, etc. at the conclusion of the event. ALL VENDORS must check out with the Venue Manager on Duty to have their work and prep sites inspected before leaving the facility. Oyster shells must be recycled and either removed the night of the event or arrangements must be made with The South Carolina Department of Natural Resources SCORE for pick-up the following morning.

Vendors:

It is required that all pre-approved event coordinators, caterers and bar services, musicians/performers, production/staging companies provide the appropriate license and insurance documentation and sign our vendor agreements prior to the final review. Unless prior approval is obtained, we ask that our clients use only local vendors for: event coordinator, catering and bar service.

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

Final Review Meeting

No Later than Two (2) Weeks Prior to Event

Attendees: Client, Event Coordinator, Venue Staff

- Event Coordinator to provide agenda, vendor list, parking lot attendants, timeline, floor plan diagram and Plan B (rain plan) for event. An ABL-900, signed security company contract, portable toilet contract and proof of EMT staff may be required and will be specified at the signing of the rental agreement.
- All Catering, musician/performer, and production forms are due.
- Establish a schedule for vendor set-up, deliveries and pick-ups. This includes caterer, bar service, rentals, florist, baker, photographer, entertainment, etc. Determine which vendors/attendees will be parked in the John Street Lot during the event (all other vendors staying for the event must park in the Camden Garage on John Street and Visitor Center Parking Garage on Mary Street, regular rates apply.) Parking on the grass or curb in the John Street lot is not permitted.
- \$1000. Security Deposit due. This is a separate check from the balance and will be returned to the Event Coordinator the following business week following the final walk-thru at the end of the event. The Bus Shed 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.
- We consider requests for a day before load-in at the John Street lot contingent on the venues' availability and no more than 30 days prior to the event. The early load in fee of (\$500) is due prior to the final meeting. Load-in may take place between the hours of 9am and 5pm and is not permitted when there is an event at any of the adjacent venues. If a client wishes to secure the John Street lot for early load in prior to the 30 days, regular venue rental rates will apply.

Client / Event Coordinator Information

- Ticketed events and cash bars require an ABL-900 from the State of South Carolina and must be presented prior to the event.
- Smoking is only permitted in The Howard R. Chapman Bus Shed in designated areas.
- It is up to the Event Coordinator to determine power needs ahead of time and make arrangements for all extension cords and for a generator(s) if necessary.
- Sparklers, fireworks or wishing lanterns may not be used on the property.
- ***All wedding send off-items must be environmentally friendly and pre-approved by The Shed Downtown staff. All items must be swept at the conclusion of the wedding.***
- While food trucks are permitted, please inquire for further details. Food Trucks are not permitted to park or cook in the Bus Shed.
- litter is not permitted in the venue.
- Tape, Nails and staples are not allowed when placing decorations – please use zip ties or floral/fishing wire. All Banners and Signage as well as fasteners must be removed at the conclusion of the event.
- Event Coordinator is responsible for providing their own ladders, supplies and set up equipment.
- No signage or fixtures in The Bus Shed, the Elevated Walkways, or on the Charleston Visitor Center may be altered or removed in any way.
- Caterers must provide their own trash bags to be used during the event. There are three (3) fixed cans and 4 cans on rollers available for your use. ***All trash must be removed from the venue and taken with the caterer/client (there are two dumpsters located in the John Street Lot.)*** All Recyclables must be put in appropriate bins, anything that cannot fit in the bins or recycling dumpster onsite must be removed by the Lessee upon conclusion of the event.
- All clean-up, breakdown and rental pick-up must be completed within two (2) hours of the conclusion of the event.
- 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.
- It is the responsibility of the client to provide a parking attendant to facilitate the load in/load out of the John Street Lot during the entirety of the event.
- The lot must be cleaned and returned to its original pre-lease condition at the event conclusion.
- 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 event planner fails to check-out with the Shed Downtown staff, the client will not receive the returned security deposit.

Event Coordinator Signature

Date

Client Name

Date of Event

Client / Caterer / Bar Information

- All caterers and bar service must provide a business license and insurance information to the Shed Downton, and be pre-approved in order to work at the venue.
- The catering set-up, designated outdoor cooking area and vendor loading area is located in The John Street parking lot directly behind The Howard R. Chapman Bus Shed. This area consists of six (6) parking spaces – if this area is not needed for cooking, these spaces may be assigned by the Event Coordinator for vendor parking.
- By order of the City of Charleston Fire Marshal, cooking is not permitted under the Bus Shed, on the Bluestone Sidewalks Elevated Walkways or in the Breezeways.
- All Outdoor Cooking in the John Street is not permitted within 10’ of the brick wall divider of the Bus Shed.
- Bar Service must end ½ hour before the event end time. **No exceptions.**
- Bus shed load-in may begin at 5pm. The parking and vendor loading area is in the John Street lot - all deliveries are to be brought in at this location.
- Caterers & Bar service must provide protective mats to place under all active food stations and bars. If using deep fryers they must be placed with protective mats in the cooking area in the John Street lot.
- Caterers must provide their own trash bags to be used during the event. There are three (3) fixed cans and 4 cans on rollers available for your use. ***All trash must be removed from the venue and taken with the caterer/client (there are two dumpsters located in the John Street Lot.)*** All Recyclables must be put in appropriate bins, anything that cannot fit in the bins or recycling dumpster onsite must be removed by the Lessee upon conclusion of the event.
- Tape, Nails and staples are not allowed when placing decorations – please use zip ties or floral/fishing wire. All fasteners must be removed at the conclusion of the event.
- All rentals, plates and glassware are to be properly broken down and stored for pick-up within two hours of event conclusion in the John Street lot. No items may be left in The Howard R. Chapman Bus Shed, Breezeways, Elevated Walkways, or Blue Stone Sidewalks.
- All catering and bar service representatives are required to survey the venue and grounds for proper clean-up before leaving the property. **Please note, if the catering representative fails to check-out with Bus Shed staff, the client will not receive the returned security deposit.**

Caterer Signature

Catering Company

Date

Client Name

Date of Event

Musicians and Performers Information

- Bus Shed load-in may begin at 5pm the day of the event. The parking and vendor load-in area is in the John Street lot - all deliveries are to be brought in at this location. Your event coordinator is responsible for creating and directing a load in schedule.
- Early load-in/install requires pre-approval and must be arranged by the event coordinator no less than 30 days prior to the event. The event coordinator must be present at and direct early load-in. No equipment may impede the normal daily operations of The Charleston Visitor Center, or The Howard R. Chapman Bus Shed.
- No vehicles may be parked inside the shed during the event and are required to follow all traffic laws during load in and load out. They may not block any accessibility ramp, exit, or sidewalk during load-in nor during the event. Parking on John or Ann Street requires permission from The City of Charleston Department of Traffic and Transportation.
- The Event Coordinator must work with all vendors to determine overall power needs ahead of time and make additional arrangements if necessary. All power requirements and scheduled connections must be arranged no less than two weeks prior to the event. Please refer to the venue diagram for available power and outlet locations. **Power is only available at these locations** and the power located on the trusses **is not available** for your use. It is the responsibility of the musician/performer to supply their own extension cords to access power.
- Stages can be no larger than 20'x30' and are only allowed in the two locations indicated on the venue diagram.
- Any rigging to the trusses must include a plan that is approved by The Shed Downtown staff no less than two weeks prior to the event. Nothing may be attached to the conduit or tied around the tracks that operate the retractable screens within the building. Nothing may be nailed, screwed, or installed in the beams of the building.
- While we allow bands, DJs and all other types of musical entertainment at the venue all music must end at 11:00pm - no exceptions. The decibel limit must not exceed **65 decibels** at the nearest property line and is at the discretion of the Shed Downtown staff. Failure to comply will result in discontinuation of music.
- None of the signage or fixtures in The Bus Shed, the Elevated Walkways, or the Charleston Visitor Center may be altered or removed in any way. All banners and signage may only be installed using the existing tie downs and must not interfere with the operation of the retractable screens.
- Pyrotechnics of any kind, including open flame, fireworks, and sparklers are prohibited in this facility.
- A representative of the group is required to survey the venue for proper clean up and must check out with The Shed Downtown staff before leaving. **Please note - if the representative fails to properly check out the client will not receive the returned security deposit.**

Musician/Performer signature

Musician Company

Date

Client Name

Date of Event

Production and Staging Information

- Bus shed load-in may begin at 5pm the day of the event. The parking and vendor load-in area is in the John Street lot - all deliveries are to be brought in at this location. The Event Coordinator is responsible for creating and directing a load in schedule.
- Early load-in/install requires pre-approval and must be arranged by the event coordinator no less than 30 days prior to the event. The event coordinator must be present at and direct early load-in. No equipment may impede the normal daily operations of The Charleston Visitor Center, or The Howard R. Chapman Bus Shed.
- No vehicles may be parked inside the shed during the event and are required to follow all traffic laws during load in and load out. They may not block any accessibility ramp, exit, or sidewalk during load-in nor during the event. Vendors may not park on John or Ann Street without prior permission from The City of Charleston Department of Traffic and Transportation and must obtain a permitted meter bag.
- The Event Coordinator must work with all vendors to determine overall power needs *ahead of time* and make additional arrangements if necessary. All power requirements and scheduled connections must be arranged no less than two weeks prior to the event. Please refer to the venue diagram for available power and outlet locations. **Power is only available at these locations** and the power located on the trusses **is not available** for your use. It is the responsibility of the production/staging company to supply their own extension cords to access power.
- Stages can be no larger than 20'x30' and are only allowed in the two locations indicated on the venue diagram.
- Any rigging to the trusses must include a plan that is approved by the Shed Downtown staff no less than two weeks prior to the event. Nothing may be attached to the conduit or tied around the tracks that operate the retractable screens within the building. Nothing may be nailed, screwed, or installed in the beams of the building.
- While we allow bands, DJs and all other types of musical entertainment at the venue all music must end at 11:00pm - no exceptions. The decibel limit must not exceed **65 decibels** at the nearest property line and is at the discretion of the Shed Downtown staff. Failure to comply will result in discontinuation of power.
- None of the signage or fixtures in The Bus Shed, the Elevated Walkways, or the Charleston Visitor Center may be altered or removed in any way. All banners and signage may only be installed using the existing tie downs and must not interfere with the operation of the retractable screens.
- Pyrotechnics of any kind, including open flame, fireworks, and sparklers are prohibited in this facility.
- A representative of the group is required to survey the venue for proper clean up and must check out with The Shed Downtown staff before leaving. **Please note - if the representative fails to properly check out the client will not receive the returned security deposit.**

Production/Staging Representative

Company

Date

Client Name

Date of Event

Client Initial: _____

Date: _____

Event Coordinator Initial: _____

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No part of this Rental Agreement (“Agreement”) or Terms and Conditions may be altered without written agreement by both Client and Charleston Area Convention & Visitors Bureau on behalf of the Shed Downtown, nor may it be transferred or sublet by the Client. Full payment must be received no later than four (4) weeks prior to the scheduled event. Failure to submit full payment will result in cancellation. If available, Client’s event date will be reserved upon receipt of this fully executed Agreement and Terms and Conditions and receipt of the non-refundable 50% deposit.

Renter’s 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 The Shed Downtown? _____

PAYMENT INFORMATION

Rental Fee: \$ _____

Over 500 guests Fee: \$ _____ (\$1000 per every 500 guests over 500-*maximum 1500*)*

Total Fee: \$ _____

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

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



The individual, agent or entity signing this Agreement, and on behalf of all Client's invitees and licensees, Client's Event Coordinator, and any of Client's agents for services connected with Client's rental of the the Shed Downtown, shall hold the State of South Carolina, the City of Charleston and the Charleston Area Convention & Visitors Bureau, including all employees, officers, directors, attorneys, agents, affiliates, and assigns, individually and jointly and severally harmless for any loss, damage or injury to person or property arising out of the use, occupancy or possession of the Shed Downtown or any matter addressed in the Rental Agreement and Terms and Condition herein.

I, _____ hereby acknowledge that I have read and understand this Agreement and foregoing Terms and Conditions and I agree to the terms and conditions this _____ day of _____, 20_____.

General Provisions: This Agreement and Terms and Conditions, including any documents incorporated herein by reference, embodies the entire agreement of the parties and supersedes all prior negotiations, agreements and understandings relating to the subject matter hereof. The terms, conditions, obligations, and interpretations of this Agreement shall be governed by the law of the State of South Carolina. Each provision of this Agreement shall be interpreted in a manner as to be effective and valid under applicable law. If, however, any provision of this Agreement, or portion thereof, is prohibited by law or found invalid under any law, only such provision or portion thereof shall be ineffective, without in any manner invalidating or affecting the remaining provisions of this Agreement or valid portions of such provision. This Agreement may be executed in multiple parts, with the combination of such copies or parts having the same force and effect as if all parties executed the same copy. Additionally, this Agreement may be executed via facsimile or pdf, with such signatures having the same force and effect as if they were original signatures. Original signatures are not necessary for the full execution of this Agreement.

Client Signature: _____

The Shed Downtown Representative: _____



Method of Payment

Please make checks payable to **CACVB**

mail to: **423 King Street, Charleston, SC 29403**, attn: Randy Capps

-or-

scan and email to: rcapps@explorecharleston.com

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: _____