



VENUE RENTAL AGREEMENT

<u>RATES</u>	<u>Monday-Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
	\$ 600	\$ 800	\$ 900	\$ 700

*Cost includes use of the venue for groups of up to 50 guests for a four-hour event ending by **10:00pm***

The Sweetgrass Pavilion venue consists of the Pavilion, covered patios, tabby patio and adjacent lawn.

*The venue does not include any of the public park space including the grand lawn or the pier. It is an open air venue and **is not air conditioned.***

Please note that Mount Pleasant Memorial Waterfront Park is a Town of Mount Pleasant Park and is open to the public year-round

Beverage Service:

While alcohol consumption is allowed at the facility, alcohol may not be served to minors or anyone appearing to be intoxicated. Rental of the Sweetgrass Pavilion *typically* requires that all alcohol 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 the Mount Pleasant Memorial Waterfront Park, Town of Mount Pleasant, 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 clients guests.

In the event that the renter hires a professional bartending service to serve alcohol at the Sweetgrass Pavilion, we require the renter to obtain and present all documents verifying that the hired organization is licensed and insured to serve alcohol at the Sweetgrass Pavilion.

Client Initial: _____

In the event that the renter chooses to forgo hiring a professional bartending service to serve alcohol at the Sweetgrass Pavilion, we request the renter obtain and present a certificate of insurance verifying Commercial General Liability or Personal Liability (depending on the renter.) The renter is asked to consult with their insurance provider for details on how to purchase this coverage.

Event Coordinator:

To ensure proper use and care of the Sweetgrass Pavilion, we require that the client designate a primary contact 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 services, florist, entertainment, rental, etc. and will collaborate with the Sweetgrass Pavilion staff during the event.

Upon checkout, the coordinator is responsible for a walk-through of the property with venue staff. The two will 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 security deposit section of this contract.

Hazardous Weather:

For the safety of all involved, should hazardous weather occur, such as tornado watches and warnings, severe thunderstorm watches and warnings, 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 for hazardous weather, the Venue Manager and off-duty officer will make regular announcements to inform the guests of the situation and steps to be taken.

Music:

While we allow bands, DJs and all other types of musical entertainment on the grounds, all music must discontinue at 10:00pm.

If amplified music is played the decibel limit at a distance of 50 feet from the band/DJ must not exceed **75 decibels**.

Client Initial: _____

Rental Fee and Security Deposit:

The full rental fee will be due upon your returning this signed and initialed rental agreement.

The rental fee will secure your date. In the case of cancellation prior to sixty (60) days before the event 50% of the rental fee will be returned.

The \$450 security deposit is a separate check that will be due with the signed contract. It will be returned to the Event Coordinator immediately following the final walk-thru at the end of the event. The Sweetgrass Pavilion Manager on Duty will determine if there is any damage done to the property as a result of your event and, if necessary, the security deposit will be applied towards any needed repairs.

Security & Venue Manager:

A Town of Mt Pleasant off-duty police officer and a Venue Manager will be assigned to your group and is included in the rental fee.

Tents:

There are permanent tent rigging points for two (2) 20x20 tents on the tabby patio in front of the Pavilion. Tents may be set up 2 hours prior to the event start time on the day of the event and removed the following morning before 9:30am. All rental companies must check in with venue staff (located in the offices at the Cooper River Room) before setup begins. ***No staking directly into the lawn or tying to any buildings or structures is permitted - no exceptions please.***

Client Initial: _____

Additional Information:

Event Coordinator Information:

- Event set up may begin two (2) hour prior to the start time of the event.
- Smoking inside the pavilion is prohibited (there are ash cans on the tabby patio.)
- Clients hosting an oyster roast must use an approved caterer.
- 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 Sweetgrass Pavilion Venue Manager.
- Candles must be enclosed in glass-shaded holders with heat protecting bases.
- Nails and staples are not allowed when placing decorations – please use tape, zip ties or floral/fishing wire.
- All clean-up, breakdown and rental pick-up must be completed within one (1) hour of the event conclusion.
- **All trash must be removed from the building and taken with the caterer (there is a dumpster located in the parking lot under the bridge.)**
- 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 Sweetgrass Pavilion Manager on Duty, the client will not receive the returned security deposit.

Catering Information:

- Caterers must provide their own trash cans and trash bags to be used during the event. **All trash must be removed from the building and taken with the caterer (there is a dumpster located in the parking lot under the bridge.)**
- For oyster roasts – shells may not be left on park grounds – shells may be taken to the Oyster Shell Collection Station at the 6-Mile Facility open 24/7. 1355 Sweetgrass Basket Parkway, Mt Pleasant, SC 29464.
- All rentals, plates and glassware are to be properly broken down for same night pick-up.
- All clean-up, breakdown and rental pick-up must be completed within one (1) hour of the conclusion of the event.
- The catering representative is required to survey the venue and grounds for proper clean-up before leaving the property (to include spot sweep, spot mop and counter wipe down.)
- Please note if catering representative fails to check-out with venue staff, the client will not receive the returned security deposit.

Client 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. Your event date will be reserved upon receipt of this initialed contract, the terms and conditions page and the venue fee.

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 Sweetgrass Pavilion? _____

PAYMENT INFORMATION

Rental Fee: \$ _____ (Due with signed contract)

Security Deposit: \$ 450 _____ (Separate check due with signed contract)

Client Initial: _____

Method of Payment

Please make checks payable to **CACVB**

mail to: **423 King Street, Charleston, SC 29403**, attn: Whitney Sutphin

-or-

scan and email to: Whitney@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, the Town of Mount Pleasant 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 contract and foregoing terms and conditions and I agree to the terms and conditions this _____ day of _____, 20_____.

Renters Signature: _____

Sweetgrass Pavilion Representative: _____

Client Initial: _____