

# CAMDEN ROOM

*at the Charleston Visitor Center*

## VENUE RENTAL AGREEMENT TERMS AND CONDITIONS

| <u>RATES</u> | <u>Monday thru Thursday</u>        | <u>Friday</u> | <u>Saturday</u> | <u>Sunday</u> |
|--------------|------------------------------------|---------------|-----------------|---------------|
|              | \$ 700 – day *<br>\$2000 - evening | \$ 3,000      | \$ 4,000        | \$ 2,500      |

*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 event end time*

*The venue consists of the Camden Room located in the north end of the Charleston Visitor Center, its adjacent covered breezeway, restrooms, and elevated walkways.*

*\*Monday–Thursday day rate is for corporate meetings only, and includes the use of the inside of the Camden Room excluding: Camden Room kitchen, north covered breezeway, the adjacent outdoor elevated walkways, and exclusive use of the restrooms and may be subject to additional fees from 9:00am–5:00pm – please inquire for further details*

*Rates are based on events for up to 150 guests  
There will be an added fee of \$250 per each additional 50 guests with a **maximum of 250 guests***

**Please note that The Charleston Visitor Center, and the facilities in the Complex are 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. 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 Charleston Visitor Center, the Charleston Area Convention & Visitors Bureau, the City of Charleston, 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 invitees.

***Ceremony Rehearsal:***

The client is welcome to use the venue for a ceremony rehearsal practice one day prior to the wedding. However, ceremony practice times must be approved by Camden Room staff *sensitive to any other events that may be occurring.*

***Children:***

To ensure the safety of children attending events at the Camden Room they must be attended to at all times and are expected to treat the venue, the exhibits and furnishings with respect. Children shall not be permitted to roam the property and Visitor Center facility without adult supervision. We ask that children refrain from running while on the premises.

***Event Coordinator:***

To ensure proper use and care of the venue, we ***require*** that the client appoint a qualified Event Coordinator to be responsible for the event. The Event Coordinator will be responsible for maintaining the client’s agenda. They will also serve in the capacity of decision-maker on behalf of the client in dealing with all vendors including but not limited to, caterers, bar service, florists, entertainment, rentals, and will collaborate with the Camden Room staff during the event.

If the event is a wedding, in order to appropriately manage the wedding, the Event Coordinator may not be someone who is in the wedding party or attending the wedding as a guest. 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 an Event Coordinator will result in a forfeiture of the \$750 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 as well as establish a schedule for set-up and deliveries.

The Event Coordinator is required to stay for the duration of the event. At the conclusion of the event, the Camden Room venue staff and the Event 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 Agreement. 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:***

Tables and chairs are available for client use. The client’s Event Coordinator is responsible for setting up and breaking down all tables and chairs used at the venue. The Camden Room tables and chairs may be used only in The Camden Room, the North Breezeway and any of the adjacent Elevated Walkways, however Camden Room Tables and Chairs may not be used on any of the outdoor paved or Bluestone surfaces or in the Howard R. Chapman Bus Shed even if rented concurrently. Tables, chairs and other furniture rentals for The Shed Downtown must be rented by the client. All Furniture and rentals must be broken down and stored in the designated catering area and Load-In/Load-Out section of the John Street lot. Nothing may be stored or broken down in the Breezeways, Elevated Walkways, Bluestone Sidewalks, on John Street, Ann

Street, or in The Howard R. Chapman Bus Shed. Failure to do so will result in a total forfeiture of the 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 Camden Room venue, Camden Room 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 Camden Room. 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 Camden Room. 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 Camden Room.

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 Camden Room during Client's rental date, such as a mandatory stay-at-home order or prohibits groups of 10 or more persons ("Governmental Restrictions"), Camden Room 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 Camden Room staff, Client shall be entitled to a refund of amounts paid to CACVB in connection with Client's rental of the Camden Room.

***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.

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

***On Site Cooking, Vendor Loading & Parking:***

In addition to the surface lot at 375 Meeting Street, parking is available for attendees and vendors at two additional 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.

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 or in the Breezeways.

Temporary load-in is permitted in the Bus Shed beginning after 5pm until 6pm, ALL vehicles must be parked in another location upon conclusion on Load-In. No exceptions. Any vehicles left parked will be subject to ticket and/or tow.

***Power:***

The Event Coordinator must work with all vendors including, but not limited to, music, lighting, rentals, and catering, to determine overall power needs prior to Client's rental date of the Camden Room and make arrangements for a generator if necessary. Please refer to the Venue Diagram for available power and outlet locations.

***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 full payment for the venue is **non-refundable and non-transferable** for any reason.

An additional \$750 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. The security deposit will be returned to the Event Coordinator following the final walk-thru at the end of the event. The Camden Room Manager on Duty will 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.

***Security & Venue Manager:***

A City of Charleston off-duty police officer and a Venue Manager will be assigned to your group and is included in the rental fee. The Venue Manager at the Camden Room is responsible for unlocking/locking the facility and maintaining the building and it's grounds during the setup and process and throughout the event. They will work closely with the event planner to insure proper use of the facility and offer guidance when necessary.

***Tents and Rentals:***

If using a catering tent in the John Street lot it must be placed using the existing tent tie down rigging points. There are tent rigging points in the catering area in John Street lot that will accommodate the following sizes: 40x55, 40x70, and 40x85 (largest acceptable size). Any tents of differing sizes must use water barrels or weights to secure the tent. ***No staking directly into the lawn, parking lot or landscaping or tying to any structure or building is permitted - no exceptions due to potential damage to the property including underground irrigation and electricity.*** Tents may be set up at any time on the day of the event and removed the following morning before 9:30am.

***Vendors:***

It is required that all pre-approved Event Coordinators, caterers and bar services vendors provide the appropriate license and insurance documentation prior to the Final Review Meeting. Unless prior approval is obtained, we ask that our Clients use only local vendors for: Event Coordinator, catering and rentals.

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.

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**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, 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 where vendor vehicles will be parked who will need to use the vendor loading area in the John Street lot during the event (all other vendors staying for the event must secure parking in one of the adjacent parking lots or structures.)
- \$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 Camden Room Manager on Duty will 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.
- A time frame 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 Camden Room Venue Manager *depending on availability*. If rehearsal is scheduled during a time when the 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 the designated pre-arranged areas of the building and wedding party only.

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## Client / Event Coordinator Information

- Venue capacity is 150 guests seated, 300 guests flow.
- Smoking inside the venue and at the Charleston Visitor Center is prohibited.
- Tables and chairs are available for client use and included in the rental. Event Coordinator is responsible for setting up and breaking down all furniture used at the venue.
- Furniture included with rental:
  - (150) ballroom chairs      (10) 30” cocktail tables      (4) 8’ banquet tables
  - (20) 60” round tables      (14) 6’ banquet tables
- It is up to the Event Coordinator to determine power needs ahead of time and make arrangements for a generator if necessary.
- Due to City of Charleston regulations no sparklers, fireworks, wishing lanterns, or drones may be used on the property.
- ***All wedding send off-items must be environmentally friendly and pre-approved by the Camden Room Venue Manager.***
- While food trucks are permitted, please inquire for further details regarding placement.
- No glitter of any type is permitted to be used on site or in the venue.
- No lit or unlit candles may be used in any decorations, candles must be LED type.
- Tape, Nails, and Staples are not allowed when placing decorations – please use zip ties or floral/fishing wire.
- Event Coordinator is responsible for providing their own ladders, supplies and set up equipment.
- ***All trash must be removed from the building and taken with the caterer (for your convenience a dumpster is located in the John Street Parking Lot) Any trash left after the caterer departs is the responsibility of the event coordinator.***
- All clean-up, breakdown 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 before 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 event planner fails to check-out with the Camden Room staff, the client will not receive the returned security deposit.

\_\_\_\_\_  
Event Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Date of Event

Client Initial: \_\_\_\_\_

Date: \_\_\_\_\_

Event Coordinator Initial: \_\_\_\_\_

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## Client / Caterer / Bar Information

- All caterers and bar service must provide a business license and insurance information to the Camden Room, 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 or in the Breezeways.
- Temporary load-in is permitted in the Bus Shed beginning after 5pm until 6pm, ALL vehicles must be parked in another location upon conclusion on Load-In. No exceptions. Any vehicles left parked will be subject to ticket and/or tow.
- 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 vendor loading area In the John Street Parking Lot.
- Caterers must provide their own trash cans and trash bags (55 gallon) to be used during the event. **All trash must be removed from the building and taken with the caterer (for your convenience a dumpster is located in the John Street Parking Lot)**
- All rentals, plates and glassware are to be properly broken down and stored in the vendor loading area in The John Street Parking Lot for the same night pick-up.
- Remove all food and drink, refrigerators, microwaves and warming ovens and clean-up any spills and remove all rentals at the conclusion of the event. All ice must be deposited in designated locations not in landscaping.
- The custodial closet is conveniently located in the hallway outside of the Camden Room near the restrooms.. 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 the catering representative fails to check-out with Camden Room staff, the client will not receive the returned security deposit.

\_\_\_\_\_  
Caterer Signature

\_\_\_\_\_  
Catering Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Date of Event

Client Initial: \_\_\_\_\_

Date: \_\_\_\_\_

Event Coordinator Initial: \_\_\_\_\_

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Rental Agreement

No part of Rental Agreement (“Agreement”) or Terms and Conditions may be altered without written agreement by both Client and Charleston Area Convention & Visitors Bureau, 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: \_\_\_\_\_

**PAYMENT INFORMATION**

Rental Fee: \$ \_\_\_\_\_

Over 150 guests Fee: \$ \_\_\_\_\_ (\$250 per every 50 guests over 150)

**Total Fee:** \$ \_\_\_\_\_

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

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

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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 Camden Room, shall indemnify, defend and hold harmless, individually and jointly and severally, 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, for any loss, damage or injury to person or property arising out of the use, occupancy or possession of the Camden Room 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: \_\_\_\_\_

Camden Room Representative: \_\_\_\_\_

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Method of Payment

Please make checks payable to **CACVB**

mail to: **375 Meeting Street, Charleston, SC 29403**, attn: Randy Capps

**-or-**

scan and email to: [rcapps@explorecharleston.com](mailto: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: \_\_\_\_\_