



FOUNDERS HALL

AT CHARLES TOWNE LANDING

Founders Hall Venue Rental/Agreement

Founders Hall – Venue Rental Rates			
	Weddings & Receptions	Social Events	Corporate Events
Monday-Thursday (Day) ¹	\$2,000	\$1,000	\$500
Monday-Thursday (Evening) ²	\$2,500	\$2,000	\$1,500
Friday	\$4,000	\$3,500	\$3,500
Saturday	\$5,500	\$5,000	\$4,000
Sunday	\$3,000	\$2,500	\$2,500
Extra Hour	\$300	\$300	\$300

¹ Monday-Thursday day rate includes the use of the venue from 9:00am-5:00pm.

² Evening rental rate includes use of the venue for **a five (5) hour event** ending by 11:00pm.

· Event set-up may begin at 9:30am. Break-down must be complete within two (2) hours of the end of the event.

· 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.



FOUNDERS HALL

AT CHARLES TOWNE LANDING

Audio Visual:

While Founders Hall includes the use of our audio visual package: wireless internet, three 80" television screens, laptop hookup, dvd player, wireless microphone, lapel microphone and podium - it is the responsibility of the client to designate qualified personnel to manage the audio visual program. To utilize the laptop hookup, a personal laptop with an HDMI connection is required.

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 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.

Ceremony Rehearsal:

A time frame of *1 hour* 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 *and are dependent on availability*. If the 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. The wedding planner is required to stay until the rehearsal is completed and the venue is clear.

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.)



FOUNDERS HALL

AT CHARLES TOWNE LANDING

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 ceremony/reception/vow renewal, we require that the client hire a qualified, licensed Wedding Planner under a "partial package" or "full package." 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, nor a "day of" or "month of" planner. If your Planner does not have prior experience at Founders Hall, they must set up a site visit with the Founders Hall Venue Manager and be approved in advance. 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 forfeit their security deposit.

Fireplace:

There is a wood burning fireplace located in the enclosed patio as well as a (seasonal) 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.



FOUNDERS HALL

AT CHARLES TOWNE LANDING

Furniture:

Tables and chairs are provided for client use. The Event Coordinator and client are responsible for coordinating set up and breakdown of 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 or outdoors in inclement weather. 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. The large conference table in the lounge cannot be removed.

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. The roadway behind the facility must remain clear throughout the event. Cars blocking the roadway are subject to towing at the owner's expense.



FOUNDERS HALL

AT CHARLES TOWNE LANDING

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 between the hours of 9am-12pm and removed the following morning before 9am.

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. Any items not removed at the end of the event will become property of South Carolina State Parks, unless prior authorization was given by the Events Coordinator or Events Specialist.

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



FOUNDERS HALL

AT CHARLES TOWNE LANDING

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.
- *All pages of the venue contract must be signed and returned by all associated parties, along with proof of license and insurance. If we do not have these in hand, you will forfeit your venue rental and all payments.*
- 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.
- A 1-hour 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.



FOUNDERS HALL

AT CHARLES TOWNE LANDING

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, wishing lanterns, or helium balloons may be used on the property.
- ***All wedding send off-items must be environmentally friendly and pre-approved by the Founders Hall Venue Manager.***
- **Drone usage is not allowed anywhere on park for any reason**
- 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 rehearsal and event to survey the venue and grounds for damages and proper clean-up / break-down before leaving the property, and must ensure all guests are off the property at this time. Please note if the Coordinator fails to check-out with the Founders Hall Manager on Duty, the client will forfeit their security deposit.

Event Coordinator Signature

Date

Client Name

Date of Event

Client Initial: _____

Event Coordinator Initial: _____



FOUNDERS HALL

AT CHARLES TOWNE LANDING

Client / Caterer / Bar Service Information

- All caterers and bar service must be licensed and insured. New vendors must schedule a site visit with the Founders Hall Manager and be pre-approved in order to work at the venue.
- There are five (5) vendor parking spaces at the back of the building— these spaces should be assigned by the Event Coordinator and all other vendors must park in the main parking lot. The roadway behind the facility must remain clear throughout the event. Cars blocking the roadway are subject to towing at the owner's expense.
- 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. All cardboard boxes are to be broken down and placed outside, next to the dumpster.
- Caterers & bar service are required to provide their own trash bags (55 gallon, 1.2mil)
- 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 forfeit their security deposit.
- It is unlawful and unsafe to feed wildlife and doing so can alter natural behavior.

Caterer Signature

Catering Company

Date

Client Name

Date of Event

Client Initial: _____

Event Coordinator Initial: _____



FOUNDERS HALL

AT CHARLES TOWNE LANDING

Client / Band or Disc Jockey Information

In order to be respectful of our neighbors surrounding Charles Towne Landing, we ask that the following guidelines be followed at all times:

- All music must end no later than 11:00pm.
- The volume levels and bass levels need to be measured at the sound check. The Venue Manager will assist with the sound check to make sure decibel levels are understood.
- The decibel level is not to exceed **75 decibels** at 50 feet from the sound source.
- The decibel level is not to exceed **45 decibels** at the southwestern edge of Charles Towne Landing.
- There are five (5) vendor parking spaces at the back of the building– these spaces should be assigned by the Event Coordinator and all other vendors must park in the main parking lot. The roadway behind the facility must remain clear throughout the event. Cars blocking the roadway are subject to towing at the owner's expense.
- All amplifiers and speakers must be facing in the direction of the main parking lot of Charles Towne Landing
- Bass levels must also stay at a reasonable volume. The Venue Manager will assess the volume of the bass at varying areas around the property and will judge whether or not it needs to be turned down.
- Once the event begins, sound levels will be measured and recorded every hour by the Venue Manager.
- At any time, if the decibel levels are higher than what is listed above, the band or DJ will be asked to turn down the volume.
- It is up to the Wedding Planner and the band or DJ/Booking Agent to determine power needs ahead of time and make arrangements for a generator if necessary.

Band / DJ Signature

Booking Agent Signature

Date

Client Name

Date of Event

Client Initial: _____

Event Coordinator Initial: _____

Page 9 of 12



FOUNDERS HALL

AT CHARLES TOWNE LANDING

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: _____

If a wedding, please include both parties first and last names.

Company 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? _____



FOUNDERS HALL

AT CHARLES TOWNE LANDING

Rental and Security Deposit

Rental 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 final balance is ***non-refundable*** for cancellation less than 14 days prior to the event date.

Security Deposit:

A separate, \$750 security deposit is required in full, with the final venue payment, no later than four (4) weeks prior to the event.

- If the security deposit is paid by credit/debit card, it is applied in full to your credit/debit card and reflected on your venue payment receipt. The security deposit will be refunded within 7 days after the event, unless park management determines there is excessive clean-up, damage to property as a result of your event, or failure to comply with regulations.
- If the security deposit is paid by check or cash, it will be cashed in full immediately and reflected on your venue payment receipt. If paying by check, please make the check out to Charles Towne Landing as described below. The security deposit will be refunded within 60 days after your event, unless park management determines there is excessive clean-up, damage to property as a result of your event, or failure to comply with regulations.

Method of Payment

Please make checks payable to Charles Towne Landing

- *If paying by check, please include your driver's license number near the address listed or pay by certified check or money order.*

Check Amount \$ _____

- Mail completed contract and check to 1500 Old Towne Road, Charleston, SC 29407, Attn: Events Department

If you wish to pay by credit/debit card, please let the Events Department know & they can send you a link to pay online.



FOUNDERS HALL

AT CHARLES TOWNE LANDING

Payment Information

Rental Fee: \$ _____

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

Security Deposit: \$ 750 (Due 4 weeks prior to event)

To the fullest extent allowed by law, Permittee agrees to assume all risk associated with its use of SCPRT property and facilities and does hereby agree to indemnify, release, hold harmless, and forever discharge the South Carolina Department of Parks, Recreation & Tourism, The South Carolina State Park System, the State of South Carolina, and/or any of their employees, agents or assigns from any and all claims, demands, damages, actions, causes of action, rights, costs, expenses and compensation whatsoever, including attorney's fees, or suits of any kind or nature whatsoever, both known or unknown, including, but not limited to, any and all injury, damages, loss, and/or cost to person or property, arising either directly or indirectly from the use of said premises and/or from the exercise of the privileges granted by this permit.

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: _____