



VENUE RENTAL AGREEMENT

<u>RATES</u>	<u>Monday thru Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
	\$ 500 – day *	\$ 2,500	\$ 3,500	\$ 2,000
	\$ 1,500 - evening			

*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*

The Cooper River Room venue consists of the visitor center building, adjacent covered patio and adjacent crescent lawn. The venue does not include any of the public park space including the grand lawn or the pier

*(Monday–Thursday day rate includes the use of the venue from 9:00am–5:00pm)
for corporate meetings and may be subject to additional fees – 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 for a **maximum of 300 guests***

**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. The South Carolina Alcohol Beverage and Control board 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.

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 Cooper River Room staff *sensitive to any other events that may be occurring.*

Children:

To ensure the safety of children attending events at the Cooper River Room 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.

Event Coordinator:

To ensure proper use and care of the venue, we require that the client appoint a qualified Event Coordinator to be responsible during the event. The Coordinator will be responsible for maintaining the client’s agenda for the reception. They will also serve in the capacity of decision-maker on behalf of the client in dealing with caterers, bar service, florists, entertainment, rentals, etc. and will collaborate with the Cooper River Room staff during the event.

If the event is a wedding, 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. 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 venue staff to review agendas and details as well as 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 Cooper River Room venue staff 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.

Furniture:

Tables and chairs are available for client use. The Event Coordinator is responsible for setting up and breaking down all tables and chairs used at the venue. The Cooper River Room tables and chairs can be used indoors or on the tabby patio, however they may not be used in the lawn. Ceremony chairs for the lawn must be rented by the client.

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 Cooper River Room Venue Manager 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.

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

Parking & Vendor Loading:

There is ample complimentary parking for all guests and vendors in the parking lot.

The vendor loading area is in back of the venue - all deliveries are to be brought in either through the kitchen or around back to the patio and crescent lawn. There are four (4) vendor parking spaces – these spaces should be assigned by the Event Coordinator.

Power:

The Coordinator must work with all vendors (music, lighting, rentals, catering, etc.) to determine overall power needs ahead of time 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 \$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 following the final walk-thru at the end of the event. The Cooper River 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 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 and Rentals:

If using a tent on the Cooper River Room lawn it must be placed using the existing tent tie down rigging points. The tent rigging points will accommodate the following size tents only: 40x55, 40x70, 40x85 and 40x100. Tents may be set up at any time on the day of the event and removed the following morning before 9:30am.

Jump castles are allowed to be placed on the Cooper River Room lawn – 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.***

Vendors:

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



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 which four (4) 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.)
- \$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 Cooper River Room 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 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 Cooper River Room 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 150 guests seated, 300 guests flow.
- Smoking inside the venue is prohibited (there are ash cans located in the courtyard.)
- 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) gold ballroom chairs
 - (19) 60” round tables
 - (3) 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.
- No sparklers, fireworks or wishing lanterns may be used on the property.
- ***All wedding send off-items must be environmentally friendly and pre-approved by the Cooper River Room Venue Manager.***
- While food trucks are permitted, please inquire for further details as we can only accommodate up to 2 trucks per event.
- Please refrain from using loose glitter inside the venue.
- Candles must be enclosed in glass-shaded holders with heat protecting bases.
- Nails and staples are not allowed when placing decorations – please use zip ties or floral/fishing wire.
- Event Coordinator is responsible for providing own ladders, supplies and set up equipment.
- ***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.)***
- 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 Cooper River Room staff, the client will not receive the returned security deposit.

Event Coordinator Signature

Date

Client Name

Date of Event

Client Initial: _____

Event Coordinator Initial: _____



Client / Caterer / Bar Information

- All caterers and bar service must fill out an application with the Cooper River Room and be pre-approved in order to work at the venue.
- All caterers and bar service must be licensed and insured.
- 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.
- Caterers must provide their own trash cans trash bags (55 gallon) 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.)**
- All rentals, plates and glassware are to be properly broken down and stored on rear vendor loading area for same night pick-up.
- Please remove any food and drink from the refrigerator, microwave 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 Cooper River Room staff, 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.

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 Cooper River Room? _____

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)

Client Initial: _____ Event Coordinator Initial: _____



Method of Payment

Please make checks payable to **CACVB**

mail to: **423 King Street, Charleston, SC 29403**, attn: Gabrielle Wright

-or-

scan and email to: Gabrielle@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: _____

Cooper River Room Representative: _____

Client Initial: _____ Event Coordinator Initial: _____