



LEGARE WARING HOUSE

at Charles Towne Landing State Historic Site

VENUE RENTAL AGREEMENT

<u>RATES</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Peak Season <i>April, May, June, September, October</i>	\$6,000	\$7,000	\$6,000
Regular Season <i>March, July, November, December</i>	\$5,000	\$6,000	\$5,000
Off Season <i>January, February, August</i>	\$4,000	\$5,000	\$4,000

Cost includes use of the house, grounds & avenue of oaks for a *five (5) hour* event
beginning after park hours and ending by 11:00pm
 transportation shuttles and traffic attendants

Set-up may begin at 9:30am and break-down completed within two (2) hours of the end of the event

Rates are based on events with up to 200 guests
 There will be an added fee of \$250 per each additional 50 guests for a **maximum of 300 guests**

Please note that Charles Towne Landing is a State Park and is open to the public year-round.
Events may not begin until after park hours, which are as follows:

April 1 – October 31: **9:00am - 6:00 pm**
 November 1 – March 31: **9:00am - 5:00 pm**

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 Legare Waring House, Charles Towne Landing, the Charleston Area Convention & Visitors Bureau, 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 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 Legare Waring House staff *sensitive to any other events that may be occurring*.

Event Coordinator:

To ensure proper use and care of the Legare Waring House, we require that the client hire a **qualified, licensed** Event Coordinator to be responsible during the event. The Coordinator will maintain the client's agenda for the rehearsal, ceremony and the reception. They 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 the Legare Waring House staff during the event.

In order to appropriately manage the wedding, the Coordinator may not be someone who is in the wedding party or attending the wedding as a guest. If your Coordinator does not have prior experience at the Legare Waring House they must be approved in advance by the Legare Waring House Venue Manager.

At the final review, approximately two weeks prior to the event, the client and the Coordinator must correspond or meet with the Legare Waring House Venue Manager to review the agenda, floorplan diagram, power plan 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 Legare Waring House Manager on Duty and the Coordinator will conduct a final walk-thru of the house and grounds 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 check.

Furniture:

The Legare Waring House is a historic home and most of the furnishings are antiques or period reproductions. We require clients and guests to use the facilities in a respectful manner.

Protective glass covers have been placed on furnishings to prevent damage during events. While these provide protection against day-to-day usage, they are not meant to be used as food stations. Please consider this when deciding where the food and cake will be displayed.

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. For events of 100ppl or less, shelter will be taken inside the Legare Waring House. For events of greater than 100ppl, shelter will be taken inside the Charles Towne Landing Visitor Center. In the event hazardous weather requires the evacuation of the property for the safety of the guests, the event will be terminated, guests will be shuttled to their vehicles and 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.

Parking & Transportation:

There is ample complimentary parking for all guests. Guests will be directed to park at the Lucas Circle near the Legare Waring House - in event that parking fills up then guests will be directed to park in the main visitor parking lot. Starting one (1) hour before event starts shuttles will transport guests from the parking areas to the Legare Waring House throughout the event and is included in the contract fees.

The gravel lot located behind the house is reserved for the Coordinator and caterer only. All other vendors and the wedding party must park in the designated Wedding Party / Vendor parking lot next to the Lucas Circle. Vendors and wedding party members are highly encouraged to carpool as space in this area is very limited.

No cars may be left onsite overnight (any cars left must be moved to the main parking lot.) Any cars left at the Legare Waring House may be subject to towing, at the owners expense.

If transporting guests on buses please note the largest bus able to pull back to the house is a **38 passenger / 40'long** bus – larger buses are unable to negotiate turns around the oak trees, therefore no exceptions can be made. If a larger bus is used then all guests will be dropped off at the main Charles Towne Landing parking lot and shuttled to the Legare Waring House (which can cause delays.)

Rental Deposit and Security Deposit:

The 50% rental deposit will be due upon your returning this signed and initialed rental agreement. The 50% 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 Legare Waring House 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.

Tents and Rentals:

Tents and other rentals are not included in the rental fee. The house can comfortably accommodate up to 75 guests standing, so it serves very much as an outdoor venue.

Clients are strongly encouraged to use a tent in conjunction with the house for receptions. All tents used must be frame tents – no pole tents are allowed on the grounds of Charles Towne Landing. Unless tent-sharing with another event, tents must be set up on the morning of your event (as early as 7:30am) and removed the following morning between the hours of 7:30am–9:30am.

When using a tent in front of the house it must be placed using the existing tent tie down rigging points located on the fountain patio. The patio will accommodate the following size tents only: 40x55 and 40x70.

If using a tent in the Avenue of Oaks it must be placed using the existing tent tie down rigging points (located approximately half way down starting past the 6th oak tree on the right and moving back) The rigging points will accommodate the following size tents only: 40x55, 40x70, 40x85 and 40x100.

No staking directly into any part of the lawn is permitted.

No tents or rentals (including furniture, dance floor, bars, etc.), with the exception of ceremony chairs or benches, may be placed in the Avenue of Oaks before the 6th oak tree.

Due to the sensitive nature of the grounds at Charles Towne Landing State Historic Site no exceptions can be made to these requirements.

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.

All vendors and service contractors are responsible for the cleanup 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.

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



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FINAL REVIEW MEETING

No Later than Two (2) Weeks Prior to Event

Attendees: Client, Event Coordinator, Legare Waring House Venue Manager

- Event Coordinator to provide agenda, vendor list, timeline, floor plan diagram, power plan 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.
- \$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 Legare Waring House 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 during park hours will be confirmed for the ceremony rehearsal, sensitive to any other events that may be occurring. If rehearsal is scheduled during a time when venue is being set up for another wedding that evening, we ask that your wedding party be respectful of those clients and that you limit your rehearsal to wedding party only.



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Client / Event Coordinator Information

- 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.
- Shower facilities are not in working order and may not be used.
- Dress racks are provided in the bridal suites. Please do not hang dresses from the chandeliers under any circumstances (including photo opportunities.)
- Fireplaces are not in working order and smoking inside the house is prohibited.
- Keep in mind that some of the bridal suites are open during your event and are used as overflow restrooms. It is up to individual clients to safely store personal belongings.
- Please determine ahead of time who will be responsible (either the client or Coordinator) for cleaning up the bridal suites and grooms quarters at the conclusion of the event.
- The black benches and Adirondack chairs will be cleaned by Legare Waring House staff and you may use them anywhere you like.
- No fireworks, sparklers or wishing lanterns may be used on the property. All send off items must be environmentally friendly and pre-approved by the Legare Waring House 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. Responsible for providing your own ladders, supplies and set up equipment.
- All clean-up, break-down and rental pick-up must be completed within two (2) hours of the conclusion of the event (except for the tent.)
- 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 Coordinator is required to coordinate set up, full day-of vendor management, timeline and breakdown of the event. The Coordinator must stay until the conclusion of the event break down to survey the house 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 Legare Waring House Manager on Duty, the client will not receive the returned security deposit.

Event Coordinator Signature

Date

Client Name

Date of Event

Client Initial: _____

Event Coordinator Initial: _____



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Client / Caterer / Bar Service Information

- All caterers and bar service must fill out an application with Legare Waring House and be pre-approved in order to work at the venue.
- All caterers and bar service must be licensed and insured.
- It is up to the caterer and the Event Coordinator to determine power needs ahead of time and make arrangements for a generator if necessary.
- While Charles Towne Landing does provide an on-site dumpster located behind the house, 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 house and grounds and discarded in the provided dumpster.
- Dump buckets on the rear patio must be placed on tables and not on the ground to avoid attracting wild animals.
- All rentals, plates and glassware are to be properly broken down and stored on the rear patio for same night pick-up. Any racks left outside containing plates and glasses with leftover food and drink will attract wild animals at the park and cause damage to your rentals.
- Catering and bar staff should use the restroom in the grooms quarters (adjacent to the kitchen) – not the main guest bathroom or bridal suites.
- Please remove any food and drink from the refrigerator, microwave and oven and clean-up any spills or leftover food (including inside the 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 house and grounds for proper clean-up before leaving the property. Please note, if catering representative fails to check-out with the Legare Waring House Manager on Duty, the client will not receive the returned security deposit.

Caterer Signature

Catering Company

Date

Client Name

Date of Event

Client Initial: _____

Event Coordinator Initial: _____

Client / Band or Disc Jockey Information

While we allow bands, DJs and all other types of musical entertainment on the grounds, only acoustical instruments are allowed inside the house.

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.
- All amplifiers and speakers must be placed on the lagoon-side of the fountain patio and facing away from Wespanee Neighborhood (located on the opposite side of lagoons from the venue.)
- 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 Event Coordinator 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



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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: _____ Fiancé: _____

Address: _____

City, State & Zip: _____

Home/Work phone: _____ Cell phone: _____

E-mail: _____

Rental day & date: _____

Type of Event: _____ start time: _____ end time: _____

Number of guests: _____ Ceremony location: _____

Tent location: _____ Fountain Patio _____ Avenue of Oaks

Event Coordinator: _____

Phone: _____ Email: _____

How did you hear about the Legare Waring House? _____

PAYMENT INFORMATION

Rental Fee: \$ _____

Over 200 guests Fee: \$ _____ (\$250 per every 50 guests over 200)

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: _____



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METHOD OF PAYMENT

Please make checks payable to **Charles Towne Landing**

mail to: **1500 Old Towne Road, Charleston, SC 29407**, attn: Julie Ann Oldham

-or-

scan and email to: JulieAnn@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, Charles Towne Landing 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 agreement and foregoing terms and conditions and I agree to the terms and conditions this _____ day of _____, 20____.

Renters Signature: _____

Legare Waring House Representative Signature: _____

Client Initial: _____

Event Coordinator Initial: _____