

FAMILY DEVELOPMENT CENTER  
210 Municipal Way

CULTURAL ARTS & VISITORS CENTER  
176 Municipal Way

TOWN OF SANTEE  
EVENT CENTERS RENTAL CONTRACT

Town of Santee  
P.O. Box 424  
194 Brooks Blvd.  
Santee, South Carolina 29142



Phone: 803.854.2152 ext. 204  
Fax: 803.854.3233  
Emergency: 803.747.3395

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Center (check one):  Family Development Center  Cultural Arts & Visitors Center

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Hrs. x \$50= \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Hrs. x \$50= \_\_\_\_\_

Governmental Entity \_\_\_Day(s) x \$60= \_\_\_\_\_

**Janitorial Fee \$35.00**

Event Name: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Security Deposit Date Paid: \_\_\_\_\_ Cash/Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Rental Fee Due Date: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cash/Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**Deposits and Fees:** A \$200 refundable security deposit must be paid at the time the rental contract is signed. The rental fee is \$42 per hour for each hour the building is in use beginning at 8 a.m. and ending at midnight of each available rental day. The minimum rental time is set at two (2) hours, no exceptions. The total rental fee and corresponding fees must be paid no later than two (2) weeks prior to the event. Reservations for the Center(s) completed less than two (2) weeks before the event date must be paid in full and in cash. Security deposits are processed within 2-3 weeks after the event for the refundable deposit less any additional clean-up or damage charges. All payments will be deposited in bank; no checks will be held.

Rental fees for the Center(s) will be waived by the Mayor for all Town related activities. The Town activities schedule will be considered at all times when renting the facility for outside use.

Organizations of the State of South Carolina and of the United States government may use the Center(s) at a reduced rate of \$60.00 per day for two (2) events per year, thereafter will be at the normal rate.

The Center(s) will not be sublet to any person or organization.

**Cancellation:** Center cancellations less than 14 days before an event will result in loss of the security deposit. Rescheduling an event will be treated the same as a cancellation. Rescheduling less than 14 days before an event will result in loss of the security deposit.

**Lessee:** Lessee must be at least eighteen years of age and will be the person responsible for the Center(s). Any teenage function must have at least 3 chaperones present at all times.

**Hours of Rental:** The Center(s) are rented on an hourly basis with a 2-hour minimum rental time being set beginning at 8 a.m. and ending at midnight of each available rental day. Rental time includes set-up time for caterers, entertainers, florist and decorators. It must also include ample break down and clean up time for those listed above. You must vacate the facility at the end of your rental time. Failure to vacate by the appointed time will result in an additional fee of **\$60** per hour or portion of, and/or loss of your security deposit plus any damages that may have been incurred, including extra clean up fees. In other words, rental time is based on a "first person in and last person out" basis.

**Access to Building:** The Center(s) are equipped with an electronic locking system located on the doors. You will be provided a 4-digit code that will allow access to the Center(s). The key pad lock system is programmed with specific times and dates. On the day of your event all you need to do is key in the 4-digit code you are given and the door will unlock. Access information is stored in the system when codes are used. The code for weekday rental(s) will be made available at the town hall until 4 p.m. the day before the rental, and on Friday for weekend rental(s). If the renter does contact the event coordinator at the appropriate time for the code, and it results in additional staff time to the open Center(s), a convenience fee of **\$60** will be deducted from the deposit.

**Set-up and Decorations:** The Town of Santee provides tables and chairs, which can be set up by the lessee. Table coverings are required if you are serving food or beverages. Glitter, confetti, sequins, sand, and real rose petals are prohibited. Decorations, banners, or fliers may not be put on walls, columns, woodwork or blinds. Decorations are limited to tabletop and free standing arrangements. Candles must be dripless. The lessee will be charged for any damage resulting from the use of prohibited decorations. Decorating and delivery of rental equipment may not begin prior to your reservation time. If additional time is need for set-up, a separate rental time must be reserved and rental fee paid for set-ups required the day before a scheduled event. All decorations and rental equipment must be removed immediately following your event. Our staff is not responsible for the set-up, removal or security of rental equipment.

**Caterers:** We recommend that you employ a professional caterer for your event if you are serving food. Make prior arrangements with your caterer to clean the kitchen and remove all food, trash, and rental equipment. Remember to ask how much time your caterer will need to set up and clean up so you can better estimate your rental time. All food must be pre-made prior to event. There is NO cooking allowed in the Center(s). NO hot plates are allowed. Crock pots may be used.

**Heating/Air System and Electrical:** No one may tamper with the main electrical box or thermostat. It is preset for comfort. All lights, fans and water must be turned off before locking the Center(s).

**Alcohol consumption:** Alcohol is not allowed on the property.

**Ticket Sales:** The Center(s) may not be rented to any organization or person for the purpose of generating money; i.e. no ticket sales or sale of merchandise is allowed.

**Entertainers & Use of In-house Microphone System:** Before finalizing your entertainment you should be sure their power needs are compatible with our facility. No dancing is allowed in Center(s). Excessive noise is prohibited. Lessee is responsible for any damages incurred to the facility by entertainers or their employees (including scratches on the floor and damages to the picnic area, and grounds). An in-house podium/microphone system is available and will be rented for a **\$30** fee for any indoor event if needed. The lessee agrees to assume all costs arising from the use of patented, trademarked, franchised or copyrighted materials, devices, processes, or dramatic right used or incorporated into each event

**Inflatables and Mechanical Rides:** The use of Inflatables and mechanical rides must be pre-approved by the Town at least 2 weeks prior to the date of the event. A certificate of insurance (minimum of \$1,000,000) is required by the lessee. Rides may not be open for public use and proof of insurance listing the Town as an additional insured must be provided.

**Weapons & Explosives:** Possession and/or use of firearms, weapons, fireworks & explosives are prohibited.

**Tobacco Use:** Use of tobacco products is prohibited inside or on the grounds of the Center(s). It is your responsibility to inform your guests of this rule.

**Violations of Rules:** Any person violating the existing rules and regulations or, in the opinion of a events staff, constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice by the Town staff and dismissed from property. Such violations can be subject to prosecution in accordance with state and local laws and ordinances.

**Right to Alter or End an Event:** The Town of Santee maintains the right to alter or end an event at any time it is determined necessary to protect the facility from damage; or to assure the safety and welfare of event participants, park visitors, or the surrounding community. In the event a function is ended for cause, no refund will be issued.

**Damages:** Damage or altering the appearance of any portion of the Center(s) or surrounding area will result in the forfeit of the security deposit, be it an act of the lessee, his employees, agents or guest. An inspection is conducted immediately after each rental. The lessee is responsible for any damages that exceed the amount of the security deposit, as determined by the Town staff. **Lessee should report any prior damages to Center(s) before to rental date.**

**Clean up responsibilities:**

Kitchen, Restroom and Center:

- Bag and tie all garbage and place in the designated receptacle located next to the Family Development Center.
- Clean and wipe down the sink, counters and tables.
- Clean and wipe down the inside of the refrigerator, oven and range, microwave; rinse & wipe coffee maker.
- Sweep and mop the kitchen floor and restroom floors.
- Linens, dishes, glasses floral stands, and other rental equipment must be removed immediately following the event. Lessee must remove all decorations from the premises.
- Vacuum and remove all food stains from carpet.

**Parking, Loading & Unloading:** All vehicles should park in designated parking areas. (The parking lot at the town hall may be used for overflow parking). Failure to follow this policy may result in the forfeiture of the security deposit and may result in additional damage fees charged to the lessee. Vehicles are NOT to be left in the loading/unloading area.

**The Town of Santee may add or delete sections of this contract as it becomes necessary without notice.**

**Indemnification:** The lessee(s) agree to indemnify and hold harmless the Advisory Committee, Town of Santee and its agents and employees from any and all claims or lawsuits for damages or injuries of any kind or nature which occur as a result of or arising out of the use of town property by the lessee(s) and the guest of the lessee(s) pursuant to this agreement.

The undersigned represents that they are at least 21 years of age and are authorized to enter into this agreement. Further, the undersigned has read and agrees to rent or lease the Family Development Center or Cultural Arts & Visitors Center as listed, and agrees to all rules and regulations as imposed by the written policies.

Accepted and agreed to:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Town of Santee – Event Coordinator or Staff

Signature: \_\_\_\_\_

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