



WINYAH INDIGO HALL RENTAL CONTRACT

Georgetown, South Carolina 29442

winyahindigohall@gmail.com

To reserve the Winyah Indigo Hall, the Rental Manager must receive this Application, Terms and Conditions, and completed Rental Agreement (all signed), the full security deposit (\$500) and ½ of the rental rate.

Name of Applicant/Organization: _____

Mailing Address of Applicant: _____

Phone/Cell: _____ Email Address: _____

Purpose for which facilities are to be used: _____

Proposed rental period beginning _____ and ending _____

Maximum number of persons expected to occupy the facility during any portion of rental period: (*Max. Occupancy is 333*) _____

Rental Rates (Check One):

_____ \$2,900.00 (\$2,700 rental + \$200 cleaning fee) – 3 Day Weekend Rental starting at 10am Friday & ending at 12pm Monday, or any portion thereof.

_____ \$1,400.00 (\$1,200 rental + \$200 cleaning fee) – 2 Day Weekday Wedding / Special Event Rental from 10am Tuesday to 5pm Wednesday.

_____ \$850.00 (\$650 rental + \$200 cleaning fee) – 1 Day Business Meeting Rental from 10am to 10pm Tuesday or Wednesday only.

Winyah Indigo Society Member & Phone Number: _____

***ALL RATES INCLUDE CLEANING FEE.**

Key can be picked up at the Winyah Indigo Hall on the 1st day of rental period and must be returned to the Winyah Indigo Hall on the last day of rental period or Renter agrees to pay \$35.00 for each hour or portion of each hour thereafter. The key must be picked up by the person whose name appears on rental agreement and will not be given to other family members, caterers, florists, etc. The applicant must also provide a copy of their event insurance coverage before key will be available.

FOR FIRE DEPARTMENT, POLICE DEPARTMENT, OR AMBULANCE EMERGENCY CALL – 911

Tables & Chairs: There are approximately 100 white plastic folding chairs and 20 rectangular 6'x30" tables in the building that are the property of Winyah Indigo Hall. If the renter uses them, they must be returned to the storage area and stored in same condition and placement as when received by renter. Please note that since we are not renting them to you, they may not be in perfect condition or clean.

Noise: The hall is adjacent to residential residences and excessive noise will not be tolerated. DJs and Bands must stop playing by midnight (12am) of the night of the event. All exterior doors are to be kept closed except when persons are entering and leaving. Windows are to be kept closed at all times. The upstairs door adjacent to the stage is for emergency exit only. Do not use fire escape or open fire escape door upstairs except in case of fire. Renter and their guests must leave premises by 2am every night of their rental period.

Garbage: All garbage must be placed in plastic bags, removed from the building, and placed in the outside GREEN trash cans immediately following the event. This includes trash from the bathrooms. GREEN trash cans be found along the fence in the rear of the building on the Cannon Street side. GREEN trash cans must be rolled to curb on Cannon Street. No garbage is allowed in front of Hall on Prince St. at any time. Under no circumstances is garbage to be left in the building overnight. Please remind guests to not litter the surrounding neighborhood.

Spills: Any water or other liquid spills must be cleaned up immediately! Portable coolers and anything that tends to "sweat" and/or leak onto floors shall be placed on plastic or other suitable barrier material and renter will be responsible for frequently soaking up any liquid to prevent it from damaging wood floors and ceilings below.

Clean Up: We expect to get the facility back in the same condition you received it outside of basic cleaning and sanitation. Caterers must remove all plates and glassware, trash, and any food after the event. Rented furniture must be removed prior to the 6pm deadline on Sunday for weekend rentals. Please remove all waste associated with decorations and food preparation and serving. Winyah Indigo Hall's janitorial services included as part of rental agreement does not include removal of these materials placed on the premises by renter(s) or their agents. Tenant will be charged for removal of waste, decorations, food, etc. left in the building by the tenant after tenant had turned over the key. Please sweep floors and ensure no food particles are left laying on the floors!

Last Day of Rental: Tenant must make arrangements with caterers to have all items provided by the caterer removed and building key returned to Winyah Indigo Hall no later than designated final day of lease. If these items are not removed and key is not returned by this time, there will be a \$35.00 per hour charge to the tenant for each hour after rental period expires. Entrance and exit doors shall be locked at all times when the renter leaves the building unoccupied.

Emergencies: For any problems that would endanger the hall contact Laura Hutto (843) 240-3451 as well as required emergency agencies (fire department, police department, ambulance, etc.) immediately.

Renters Initials: _____

Member Initials: _____

WINYAH INDIGO HALL – RENTAL AGREEMENT
STATE OF SOUTH CAROLINA COUNTY OF GEORGETOWN

This rental agreement made in Georgetown, South Carolina on this ____ day of _____, 20____ between Winyah Indigo Hall and (Renter) shall provide as follows:

(Please select one)

_____ **3 DAY WEEKEND RENTAL TERMS:** This rental agreement shall commence at 10am on Friday, _____, 20____ and end at noon (12pm) on Monday, _____, 20____. Renter covenants that upon termination of this rental agreement, or any extension thereof, the Renter will quietly and peacefully deliver up possession of the facilities. Tenant to pay \$35.00 per hour or for portion of hours if keys are returned after the designated time the day lease ends.

_____ **2 DAY WEDDING / SPECIAL EVENT WEEKDAY RENTAL TERMS:** This rental agreement shall commence at 10am on Tuesday, _____, 20____ and end at 5pm on Wednesday, _____, 20____. Renter covenants that upon termination of this rental agreement, or any extension thereof, the Renter will quietly and peacefully deliver up possession of the facilities. Tenant to pay \$35.00 per hour or for portion of hours if keys are returned after the designated time the day lease ends.

_____ **1 DAY BUSINESS WEEKDAY RENTAL TERMS:** This rental agreement shall commence at 10am on Tuesday or Wednesday (*circle one*), _____, 20____ and end that day at 10pm. Renter covenants that upon termination of this rental agreement, or any extension thereof, the Renter will quietly and peacefully deliver up possession of the facilities. Tenant to pay \$35.00 per hour or for portion of hours if keys are returned after the designated time the day lease ends.

Rental Application: The Renter acknowledges that the Owner has relied on the Application to Reserve and Rent the Winyah Indigo Hall, as an inducement to entering this agreement, and the Renter warrants to Winyah Indigo Hall that the facts stated in the Application are true to the best of the Renter's knowledge. If any fact stated in the Application proves to be untrue, Winyah Indigo Hall shall have the right to terminate the agreement immediately.

The Renter agrees to pay a rent of \$_____. In order to reserve the hall, the full security deposit and ½ rent must be sent to Winyah Indigo Society. If rent is not paid in full 30 days prior, reservation will be canceled. Security deposit to be held as security for the full and faithful performance by renter of terms and conditions herein; no part of this deposit is to be applied to any rent. Winyah Indigo Hall warrants that acceptance of the rental deposit, ½ of the rental fee, and signed Rental Agreement grants the Renter reservation of the rental period stated in Renters' Rental Application. Winyah Indigo Hall further warrants the security deposit shall be returned to the Renter within 30 days following the rental period provided terms and conditions have been met by Renter. Initial ½ payment shall be forfeited by the Renter if Renter cancels his reservation prior to the rental period for which reservation has been granted by Winyah Indigo Hall.

The Renter shall not sublease/sub rent any part of the premises, without the written consent of Winyah Indigo Hall.

