

Stoneledge Event Center, Duncan SC

WEDDING RENTAL AGREEMENT

THIS AGREEMENT is between Stoneledge Event Center, Duncan SC (hereinafter know as (SECD) and \_\_\_\_\_ (hereinafter know as Client). SECD agrees to rent to client the Venue (hereinafter defined) on the following date: \_\_\_\_\_ for the following hours: \_\_\_\_\_ for the following type of event: \_\_\_\_\_ with maximum number of guest being \_\_\_\_\_.

Contact information for SECD is as follows:

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

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

Make checks/money orders payable to Town Of Duncan

Contact information for Client is as follows:

Contact Person \_\_\_\_\_

Telephone Numbers \_\_\_\_\_

Daytime Phone Numbers

\_\_\_\_\_

Cell Phone Number

\_\_\_\_\_

Home Phone Number

E-mail Address \_\_\_\_\_

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

\_\_\_\_\_

E-mail address \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

TERMS AND CONDITIONS

**VENUE:**

SECD agrees to rent the Venue to CLIENT on the above date and time. The Venue consist of:

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**HOURS OF OPERATION:**

Events may not last beyond the agreed rental time without written prior approval from the SECD staff. This deadline includes cleanup time. Exceeds the agreed rental time or if it exceeds a delegated deadline previously approved in writing by SECD. CLIENT is responsible for making sure guests leave the Venue at an appropriate time in order for CLIENT to finish clean up before the deadline. Arrangements must be made by CLIENT to have all rental equipment picked up and removed from the Facility the same date as the Event before the Event's time deadline unless there is prior written approval by SECD. SECD is NOT responsible for any damage or theft of any items by the CLIENT or any guest attending the CLIENT'S Event.

**PAYMENT TERMS:**

\_\_\_\_\_ The fee for renting the Venue on the above date and time is \$\_\_\_\_\_.

CLIENT shall pay a non-refundable booking fee of \$\_\_\_\_\_ (which shall be credited toward

The Venue Rental Fee). In addition, CLIENT shall pay a damage/clean up deposit of \$\_\_\_\_\_.

If CLIENT cleans the Venue as agreed and no damage to the Venue is occurred beyond normal wear and tear and the agreed rental time is not exceeded the damage/clean up deposit will be returned within 30 days of the event. The entire balance due for renting the Venue and the required deposits will be paid no less than \_\_\_\_\_45\_\_\_\_\_ days before the event.

### **DECORATIONS:**

- (1) SECD does not decorate for weddings nor does SECD provide decorations or flowers. We do supply linens if rented in your package.
- (2) SECD allows decorations that do NOT mar or damage any surface. No holes can be drilled, or nails driven into any surface.
- (3) Open flames are not permitted. Candles must be enclosed in glass (such as votives or hurricane =e lamps) with eh wick being one inch below the top of the glass rim.
- (4) Floating candles may not be used.
- (5) Fabric must be flame retardant material.
- (6) Rental decorations, tents, chairs, tables must be removed from the site by the end of the day of your event.

### **SEND OFF:**

- (1) Bubbles, glowsticks, ribbon wands, birdseeds, balloons releases, pennant flags and sparklers ARE allowed.
- (2) Paper Lanterns (or other items with flame component) are NOT allowed.
- (3) Silly string, confetti, glitter, and rice are NOT allowed.

### **CLEAN UP RESPONSIBILITIES:**

- (1) Clean-up is the CLIENT'S responsibility if you did NOT pay the Clean-up fee of \$150.00. CLIENT is expected to provide sufficient supervision to minimize spillage of food and beverages on the Venue floors during the rental event.

- (2) Any CLIENT leaving excessive trash in the Venue is subject to additional charges. All or a portion of the damage deposit will be withheld if the Venue is not adequately cleaned, or if damage occurs.
- (3) CLIENT must finish the clean-up no later than the time the CLIENT has identified as the ending time of the event.
- (4) The CLIENT is responsible for the following cleaning duties:
  - (a) All tables must be cleared of all items such as table linens, dishes, decorations, etc.
  - (b) All trash must be placed in the receptacles provided. If any trash will not fit in the receptacles, such as boxes or large items, these must be taken away from the Venue.
  - (c) All decorations must be taken down and removed from the Venue.
  - (d) CLIENT is responsible for the clean-up and removal of decorations
  - (e) Any fake flower petals left in grass must be picked up.
  - (f) All decorations, fabric, flowers must be removed from all outside areas at the Venue.
  - (g) CLIENT is responsible for all kitchen clean-ups. The kitchen must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work areas, refrigerator, sinks and floors.
  - (h) Rentals must be removed from Venue (chairs, tents, décor, tables, tables cloths, overlays, etc.)

**ALCOHOLIC BEVERAGE POLICY:**

\_\_\_\_\_ If CLIENT desires to have alcoholic beverages at this event the following requirements must be strictly complied with:

- (1) Beer and wine may be served at your event, but NO liquor can be served at your event or consumed inside or outside of the Venue.
- (2) SECD will NOT provide the beer and wine for the event nor will SECD serve beer and wine at the event.
- (3) If beer and wine is served at the event, the CLIENT is responsible for providing someone to serve the beer and wine and the CLIENT is responsible for assuring all laws regarding alcoholic beverages are observed and will not permit any violations of law concerning drugs and alcohol. We do not provide wine or beer cups/glasses or corkscrews,
- (4) CLIENT shall ensure that alcohol is not served to anyone under the age of 21.

- (5) CLIENT shall not allow any persons impaired or under the influence of alcohol to operate any motor vehicles.
- (6) CLIENT agrees that NO alcoholic beverages will be sold at the Venue.
- (7) CLIENT will be responsible to ensure that no obviously intoxicated persons are served alcoholic beverages.
- (8) CLIENT agrees to indemnify and hold SECD and its employees and staff harmless from any and all liability damages, costs, expenses, and attorney fees resulting from the violation of any of the above requirements of resulting from the consumption of alcoholic beverages on the Venue.

**SECURITY:**

If beer and wine is served or consumed at your event a Duncan police officer must be hired. If you have over 100 guests, SECD will require a second Duncan police officer be present at the event. SECD will arrange for the police officer/officers which is to be paid for by the CLIENT at the rate of \$35.00 per hour. The total will be in your final invoice.

**INSURANCE:**

SECD encourages our clients to take out and keep in force during the event covered by this agreement a general liability insurance policy in no less than \$1,000,000.00, naming SECD as an additional insured. A copy of the paid in full insurance coverage must be submitted to SECD at least 15 days prior to the scheduled event.

**SMOKING:**

SECD is a smoke free, vape free Venue. There is a smoking bucket located on the concrete walkway beside the side door. All cigarette butts are to be placed in the bucket for cleanliness and to prevent fires. CLIENT is responsible for picking up any left outside.

**SWIMMING:**

CLIENT is responsible for ensuring that none of its guest swim in the pools at Shipwreck Cove during the event. Swimming on the property of SECD is strictly forbidden.

**KITCHEN USAGE:**

- (1) Kitchen usage is limited to preparation only as there are no resources in the kitchen or the Venue for cooking. SECD will allow CLIENT to choose the caterer. If the caterer dumps food or grease on the property of SECD there will be a removal fee of \$300.00

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- (2) The caterer must follow the catering policies of SECD.
- (3) Catering for your event is price separately.
- (4) \_\_\_\_\_ is the main caterer for SECD. Please make an appointment to call for a tasting and to discuss plans for catering your event at \_\_\_\_\_.
- (5) Please provide us with a copy of your caterer's business license to receive approval of an outsider.

**PARKING:**

- (1) Parking of vehicles shall be allowed in designated areas only. Loading and unloading of vehicles shall only be in areas designated for loading and unloading of vehicles.
- (2) The concert driveway is for handicapped parking only. The handicapped sidewalk must always remain clear.
- (3) Please inform your florist, DJ, band, baker and/or decorator that their vehicles cannot remain parked on the concrete drive.
- (4) NOONE is allowed to drive/park on the grass to load or unload at the doors.

**MICELLANEOUS POLICIES:**

- (1) SECD is not responsible for any items left behind, before, during or after the event.
- (2) If the building or property is damaged or abused beyond normal wear, CLIENT will be billed for all damages and additional cleanup.

- (3) For weddings and wedding receptions, SECD requires CLIENT to have a wedding/reception manager on site at least one hour before the wedding and three hours after the ceremony.

### **SET UP:**

CLIENT is to provide SECD with a basic drawing of CLIENT'S wedding day floor plan including tables, chairs, bars, whisky barrels, tall tables, gift tables, food tables, etc. SECD does not help decorate, load and unload decorations or decorate inside or outside the Venue.

### **SOUND SYSTEM:**

There is a sound system available for your use. SECD does not operate the sound system nor is SECD responsible for the operation of the sound system. There is limited Wi-Fi service available at the Venue.

If CLIENT would like to use the sound system, CLIENT must first familiarize itself with the sound system to ensure that CLIENT is comfortable with operating it.

### **CANCELLATIONS:**

Cancellations received 45 days or less prior to your scheduled event are not eligible for a refund. Cancellations received more than 45 days prior to the scheduled event will be eligible for a 50% refund (except for the non-refundable booking fee) of the amount paid.

### **FUTURE VISITS TO STONELEDGE EVENT CENTER DUNCAN:**

If CLIENT would like to tour and plan future visits to SECD to bring family members or wedding planners, an appointment is necessary. We will be happy to open the Venue for CLIENT, Monday- Wednesday 9:00 A.M. until 4:00 P.M. and Friday 9:00 A.M. until 2:00 P.M.

SECD will do its best to return CLIENT'S phone calls and text messages by the end of the following business day.

Always feel free to look online at pictures/video walk thru of the Venue at [townofduncansc.com](http://townofduncansc.com) or on Facebook: The Duncan Event Center

**INDEMNIFICATION:**

CLIENT agrees to defend, indemnify and hold harmless SECD, its employees, and subcontractors from and against any and all claims, causes of action, or liabilities incurred by SECD or it's employee's, arising from CLIENT's acts or omissions under this agreement or any acts of omissions of CLIENT's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of CLIENT, except as may arise from the negligence or willful misconduct of SECD or its employees.

SECD will not be held responsible for any losses, damages, or injuries. This refers not any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract. CLIENT will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property. CLIENT agrees to abide by this agreement and acknowledge having received a copy thereof.

SECD is an outdoor Venue. SECD will not be held liable for insect bites, stings, uneven ground or other unforeseen acts of God.

CLIENT will be held financially responsible for any damages to the Venue or equipment, which occurs through CLIENT'S meeting at the Venue.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Client

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Signature

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