



## 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**

**SECURITY DEPOSIT - \$500.00.** Security Deposit is fully refundable provided the conditions in this application and rental agreement are met. Renter agrees to forfeit the Security Deposit if the reservation is cancelled 30 days or less before the start of the reserved rental period. The rental fee includes janitorial services, but does not include removal of catering or decorating materials, or replacing tables (24 - 6ft. tables) & chairs (100) to storage. Damages resulting from use of the building shall be corrected by the Owner and deducted from the security deposit fee. If damages exceed the amount of the security deposit, renter agrees to pay for the excessive damages upon presentation/receipt of repair bill. Security Deposit, less damages, will be returned to Applicant/Organization within 30 days upon return of keys.

\_\_\_\_\_/\_\_\_\_\_/20  
Signature Date

\_\_\_\_\_/\_\_\_\_\_/20  
Signature Date

Application has been received and (accepted) (declined) by: \_\_\_\_\_/\_\_\_\_\_/20  
Winyah Indigo Hall Agent Date

## WINYAH INDIGO HALL RULES, TERMS & CONDITIONS

### STRICTLY PROHIBITED:

- Open fire or flame inside the building.
- Smoking inside the building.
- Smoke and fog machines inside the building.
- The use of “keg” beer.
- The use of glitter.
- Nails, screws or any other fasteners to woodwork or walls.
- Hanging or attaching anything to chandeliers.
- Tape, Velcro, or any other adhesive substance to any surface.
- The use of neighbor’s trashcans.
- Old food and garbage left inside building overnight.
- Thermostats set below 68 degrees.
- Wooden benches moved outside of the building.
- Cooking in the kitchen. Only warming of food allowed.
- Temperature adjustment to refrigerator or freezer.
- The use of fire escape and door except in the case of an emergency.
- Unlocked doors when renter leaves building unoccupied.
- Loitering, littering and the use of profanity outside the building and around neighborhood.

**More Important Information:** WI-FI Password is: 8435273877

**Parking:** There is no on-site parking but there is public parking lot 1-1/2 blocks away and there is plenty of parking on adjacent side streets. Please do not block driveways or park where the curb is marked yellow - you or your guests may be towed or ticketed. Do not block or park in next-door driveway. Vehicles are not allowed on sidewalks or lawn areas. It is the renter’s responsibility to notify all guests, caterers, decorators, etc. of this policy. Repair of any damage to sidewalks or lawn areas will be charged to the renter.

**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.

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**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.

**Utilities:** Winyah Indigo Hall shall provide hot and cold water, sewer, electricity, and gas to fixtures and appliances installed in the premises. Fire extinguishers are located in readily accessible locations in case of emergency. Lights with backup power are provided to facilitate evacuation of the building in case of emergency.

**Renter Obligations:** See Contract and Terms and Conditions.

**Right of Access:** Winyah Indigo Hall and/or Winyah Indigo Society representative may enter the premises at any time without consent of the Renter.

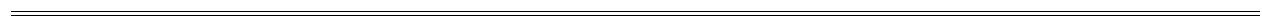
**Indemnification:** Renter agrees to indemnify and save Winyah Indigo Hall, its officers and members, harmless from any and all claims, demands, damages, costs and expenses, including reasonable attorney's fees for the defense thereof, arising from the use of the premises by the Renter; or from any acts of negligence of Renter, Renter's guests, agents, contractors, employees, concessionaires, or licensees in or about the premises, except in the event of sole negligence of the part of the Winyah Indigo Hall, its employees or agents.

Renter to provide names of all caterers to Winyah Indigo Hall not later than 30 days prior to event along with cater signature on a copy of the Terms and Conditions Pertaining to Rental of Winyah Indigo Hall. Winyah Indigo Hall retains the right to disapprove the use of any cater.

In the event the premises shall be damaged so the building is not suitable for use, Winyah Indigo Hall shall notify the Renter. Winyah Indigo Hall shall refund all monies paid by the Renter, and the Renter shall not be entitled to specific performance or damages of any kind.

Applicant must provide Event Insurance with 1 million dollars in liability coverage. The Winyah Indigo Hall must be listed as additional insured. If serving alcohol, liquor hosting must be included in coverage.

_____ / ____ /20	_____ / ____ /20		
Renter's Signature	Date	Winyah Indigo Hall Agent Signature	Date



**LIST OF RENTER CONTACTS** (contact person before, during, and after rental period)

Name and telephone number of the person who will pick up & drop off key:

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Name and telephone number of the Caterer (please provide 30 days prior to event):

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TO COMPLETE RESERVATION, THIS RENTAL AGREEMENT MUST BE COMPLETED, SIGNED, AND RETURNED TO **Laura W. Hutto (843.240.3451)**.

Please make check payable to **Winyah Indigo Society**.

Mail payment and contract to **Laura W. Hutto – PO Box 556 – Georgetown, SC 29442**

Hand deliver payment and contract to **521 Highmarket Street – Georgetown, SC 29440**