

WINYAH INDIGO HALL RULES, TERMS & CONDITIONS

STRICTLY PROHIBITED:

1. Open fire or flame inside the building.
2. Smoking inside the building.
3. Smoke and fog machines inside the building.
4. The use of "keg" beer.
5. The use of glitter.
6. Nails, screws or any other fasteners to woodwork or walls.
7. Hanging or attaching anything to chandeliers.
8. Tape, Velcro, or any other adhesive substance to any surface.
9. The use of neighbor's trashcans, i.e., Lumpkin & Postal Law Firm.
10. Old Food and garbage left inside building over night.
11. Thermostats set below 68 degrees.
12. Wooden benches moved outside of the building.
13. Cooking in the kitchen. Only warming of food allowed.
14. Temperature adjustment to refrigerator or freezer.
15. The use of fire escape and door except in the case of an emergency.
16. Unlocked doors when renter leaves building unoccupied.
17. 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 - Lumpkin Postal Law Firm. Vehicles are not allowed on sidewalks or lawn areas. It is the renter's responsibility to notify all guests, caterers, decorators, and 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 fold out chairs and 20 rectangular 6'x30" fold out 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 mid-night 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 etc. that tend 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 10:00 a.m. on the final day of lease (i.e. Monday for weekend rental). 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 10:00 a.m. 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 Atlantis Property Management (843) 833-5377 as well as required emergency agencies (fire department, police department, ambulance, etc.) immediately.