



**ASHLEY RIVER HALL LLC
DBA ASHLEY RIVER HALL
1025 SAM RITTENBERG BLVD CHARLESTON SC 29407**

Ashley River Hall is owned and operated by Ashley River Hall LLC; Herein referred to as the "Venue" The Venue is located at 1025 Sam Rittenberg Blvd, Charleston SC by the Ashley River and is available for rental to individuals, companies, groups, and organizations.

Person(s)

Type or Name of Event:

Client Contact :

Phone Number:

Email Address:

Address: City:

State:

Zip:

Approximate number of guests:

Day and Date of Rental:

Facility Rental Fee:

Rental deposit 50%

Due : with signed contract

Final Rental payment \$

Due :

Set up and cleaning fee: \$750

Damage/Security Deposit: **\$500** (To be held with a credit card **form**: due with signed contract)

ASHLEY RIVER HALL Terms and Conditions: The terms and verbiage of this contract are non-negotiable. All Rental Fees and associated fees are non-negotiable, non-refundable and non-transferable due to ALL unfortunate circumstances, including, but not limited to known and/or unknown circumstances, horrific and/or unimaginable event(s), natural disasters, epidemics, pandemics, family matters, family health crisis, national/world crisis, acts of God, international attacks of terrorism, national attacks of terrorism, war, and all similar unforeseen events; however, in the event the venue is shut-down by any of the aforementioned, all efforts will be made to reschedule your event (one time within nine months of original date) to best accommodate your date preference, based on availability and at the sole discretion of the Venue. **Once the contract has been signed and deposit made, the date cannot be changed unless the venue is in a state of disrepair or has been affected by a government shutdown.** All rental fees are non-refundable and non-transferable due to cancellation of EVENT. Renter understands that contract date has been held specifically for them and Renter will be responsible for full rental fee if Renter cancels date at any time for ANY reason. Rental payment in full will be due at time of cancellation. Cancellation insurance is strongly encouraged.

The Renter understands that all Bar Service must be contracted with and supplied by Ashley River Bar Service LLC. Failure to contract the bar services of Ashley River Bar Services LLC will result in cancellation of your event and loss of your deposit. All payments are non-refundable and non-transferable. No outside beverage services will be allowed without consent of Ashley River Hall.

Facility Rental Fee Schedule: Timely payments are the sole responsibility of the Renter any payment not made on time may terminate this agreement.

Initial Payment: A payment of 50% of the Rental Fee is required to reserve your event date and must be received with the signed contract within 2 business days of being issued exceptions are made for mailed in checks. The initial payment or rental deposit is non-refundable and will be applied only to the Rental fee for the specified date.

Final Payment: The final 50% of rental fee and the \$750 setup/cleaning fee shall be due and payable 90 days before event date. Should the event date be less than 90 days away all payments will be due at contract signing.

All Payments: The Venue will accept as payment cash, a personal or company check or major credit card (Visa, MasterCard, and American Express). **Please make rental checks payable to Ashley River Hall Rentals.** Any payment by check not received by renters due date will result in that fee being charged to credit/debit card on file. The credit/debit card authorization form included with contract(s) must be completed and returned with signed contracts. Charges will incur on the due date or within 1 week after the due date. Declined checks or cards shall incur a \$75 service fee. Each credit/debit card transaction will incur a 3% service fee. We do not provide receipts, please use your canceled checks or credit card statements for accounting purposes. All payments are non-refundable.

Damage/Security Deposit: A Damage/Security Deposit of \$500 is due with signed contract. The Damage/Security Deposit is to be held with a credit card authorization form. Charges will not be made to the card unless damage occurs, there are contract violations, or contract is in default. Damage assessments will be made at the sole discretion of the Venue, based on any damage to the Venue building, parking lots and surrounding areas. The venue reserves the right to withhold the Damage/Security Deposit in the event of any damage, or contract violations and assess higher damage penalty if needed; this includes violation by Renter's vendors, such as late load-out.

No smoking, BALLOONS OR HELIUM INFLATABLES or pets are allowed in the building, on the porch, or on the stairs. All doors to the venue must remain closed throughout the entire Rental period. The only exception is in the event of an emergency.

SETUP AND CLEANING FEE: There is a \$750 fee for furniture set up and breakdown and post event cleaning. The Venue will set up all venue provided furniture according to preapproved floor plan. Venue will only set furniture one time prior to renter arrival and any changes to setup must be handled by the renter's day of planner. The Venue will NOT set up nor break down any additional rental furniture.

Vendors and Service Contractors: All vendors are responsible for the clean-up of their goods, including bringing their own trash bags and removal of their equipment, supplies and trash by end of rental period. Vendors should arrive self-contained. If any persons or equipment is left after end of rental period the client will be billed \$250.00 per half hour. The Venue shall have the right to display or publish any photographs taken at the event and the client hereby agrees and consents to the same. This agreement qualifies as a model and/or property release. **ALL DECORATIONS, FLOWERS, PRESENTING MATERIALS MUST BE REMOVED FROM THE PROPERTY BY THE RENTER.**

Vendors / Liability: Liability for damage to the facilities and grounds caused by Renter, guests, or any persons contracted by the Renter, to provide goods or services, shall be the sole responsibility of the Renter. The Venue reserves the right of approval of all vendors, DJ, band, planners, florists, etc... at their sole discretion. Vendors are not allowed to consume alcohol at any time during event.

Entertainment: Bands, DJs, and all other types of musical entertainment must be approved by the Venue. Outside music must be at a low level and Venue has the right to set volume both inside and outside. There shall be no music with profane language during any time of the Renters use of the Venue. The Venue provides two (2) outlets that are single phase/20amps each; bands requiring more would be considered too large for the venue. Bands larger than 5 pieces (not including vocalist) are NOT allowed without Venue approval. Soft Acoustic music may be played outside but not past 8 pm. The Venue is not responsible for any requirements of bands, such as a dressing room or stage. Dance Floors and stages must be approved by Venue. All amplified music must end no later than 11:00pm. DJ, Bands or any entertainers are not allowed to consume alcohol at any time during event.

Time Allotments: All functions must strictly adhere to the following time guidelines:

Venue is available to renter at 11 am on the day of rental only, earlier access is available at \$250 per hour. Rental includes up to a 5 hour event including ceremony if applicable. Additional event hours are available at \$500 per hour. All guests must be in the process of leaving the property at the end of the designated end time and must have completely vacated within 30 minutes of the end time. No event may end later than 11 pm. An organized wedding send off must be completed within the 5 hour event time. The 5 hour event time may happen anytime between 11am and 11 Pm.

All Renters and/or vendors are responsible for the cleanup and removal of their décor, equipment, supplies, and trash with in 1 hour of event ending .this hour is not part of event time. The Venue will NOT be held liable for any items left behind without exception. **Everything brought to the Venue by the Renter or the Renter's representative(s) must be removed at the end of the event without exception. Anything left behind at the end of the night will be considered NOT wanted and will be disposed of. FAILURE TO REMOVE ALL ITEMS WILL FORFEIT SECURITY DEPOSIT.**

Decorations, Displays and Exhibits: All decorations, displays and exhibits are subject to approval by the Venue management (prior to day of is suggested). No items should be affixed to walls, ceilings, beams, floor or furnishings with tacks, nails, staples, tape, glue, or any other substance unless approved by the Venue in writing, prior to the event. ONLY PROFESSIONAL DÉCOR COMPANIES WILL BE ALLOWED TO ATTACH, HANG OR REMOVE ANY LIGHTING OR DÉCOR TO THE HIGH CEILING BEAMS. THEY MUST PROVIDE PROOF OF INSURANCE AND ARE SUBJECT TO APPROVAL BY THE VENUE MANAGEMENT AT THEIR SOLE DISCRETION. All candles must be battery powered no real wax candles allowed.. Under no circumstances should any non-biodegradable items, such as glitter or imitation rose petals, rice, or pasta be used or thrown at an event. Any real rose petals used on the grounds must be picked up by the Renter or Renters Vendors at the end of the event. Confetti of any type is prohibited. Decorations are to be brought in on the day of the rental only (NO exceptions will be made). RENTER MUST PROVIDE TABLE CLOTHS FOR ALL/ANY VENUE TABLES THAT ARE BEING USED. **All Renters and Vendors are responsible for the clean up and removal of their equipment, supplies, decorations, and trash. The VENUE does NOT have the facilities to handle or dispose of trash generated by the Renter and/or their vendors. No sparklers, fireworks or any type of incendiaries are allowed anywhere on Venue property. Flowers, sand, gravel, rocks, etc. may NOT be disposed of on the grounds of the VENUE or surrounding area. Failure to adhere to any of these rules will result in loss of damage/security deposit.** The Venue is NOT liable for any missing items including gifts/envelopes, décor, etc. Sky Lanterns are prohibited due to the proximity of homes. NO HELIUM BALLONS ANYWHERE ON PROPERTY.

Event Coordination: You must have contracted at least a day of professional event planner and that planner cannot be a guest of the event. That planner must meet with a Venue manager at least 2 weeks prior to any event. All planners are subject to Venue approval. We do not answer décor questions, provide event nor direction of your event, either prior to, or day of. The Venue will assist with floor plan logistics; Renter will be responsible for all other planning. We will answer all your questions pertaining to the venue. **You and/or your planner will be required to meet with a Venue Staff member sometime prior to discuss floor plans and event policies.**

Included Furniture Inventory:

- 300 Chiavari Banquet chairs
- 300 White folding ceremony chairs
- 30 Sixty inch round Tables
- 10 Forty Eight inch round Tables
- 20 Thirty inch tall cocktail tables
- 6 Six Foot Rectangular Tables

Disclaimer and Hold Harmless: Ashley river Hall LLC hereby specifically disclaims any liability associated with the Renter's specific use of the property and the Renter agrees to hold Ashley river Hall LLC harmless for any damage or injuries which may occur to the Renter or any guests during the course of the Renter's use of the facilities.

I ACKNOWLEDGE A COPY OF THE RENTAL AND USE AGREEMENT AND HEREBY UNDERSTAND AND AGREE TO BE BOUND BY THE TERMS THEREOF.

RENTER

DATE

RENTER

DATE

ASHLEY RIVER HALL REPRESENTATIVE

DATE

Please mail, email, or fax the signed copy to:

Ashley River Hall
1025 Sam Rittenberg Blvd
Charleston SC 29407
info@ashleyriverhall.com

Ashley River Hall 1025 Sam Rittenberg Blvd, Charleston SC 29407

ASHLEY RIVER HALL

Credit Card Authorization Form

Event Date: _____

Event Name (Renters last name): _____

Charges will be based only on fees due. \$300 security / damage

Payment Type Accepted (please circle one): Visa / MasterCard / and American Express

Name on Credit Card: _____ Telephone number: _____

Cardholders email address: _____

Credit Card No: _____ Expiration Date: _____

C.V.V. Code: _____ (3 digits on the back of Visa/MC, or 4 on front of Amex)

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

I hereby authorize **Ashley River Hall Rentals and Ashley River Hall Bar service** to charge my credit card for the above stated amount and any future uncollected fees. **All credit card payments associated with the Ashley River Hall Rental Agreement and Ashley River Hall Catering Agreement will incur a 3% service fee per-transaction.**

The Reservation will be guaranteed upon Completion of this Agreement and/or Payment of Required fees. This form will be utilized for any current or outstanding Facility Fee(s), Rental, and Catering Services contracted and/or provided. THIS AGREEMENT WILL REMAIN IN PLACE UNTIL ONE WEEK AFTER THE EVENTS CONCLUSION OR PAYMENT IN FULL IS MADE AND CANNOT BE REVOKED UNDER ANY CIRCUMSTANCES.

Cardholder's Signature: _____ Date: _____

Please refer to your contract for additional terms and conditions that may apply.