Ashley River Hall Event Use Agreement

Ashley River Hall, LLC ("The Venue") grants the client(s) below ("Client") a limited, nontransferable license to use the event areas at 1025 Sam Rittenberg Blvd Charleston SC 29407 for the booked event and hours. The Venue retains possession, management and access throughout. This Agreement creates no residential occupancy, tenancy or other interest in the property. Contact: **office@ashleyriverhall.com** | 843 471 9977.

Your booking

Client legal name(s): _____

Organization/authorized signer and title, if applicable: _____

Client email(s): _____ Phone: _____

Mailing address: _____

Event name/type: _____ Date: _____

Guests: _____ Event start: _____ Event end: _____

Planner/day-of contact and mobile: _____

Charges	Amount
Venue-use fee, including up to five event hours	$_____
Furniture setup, breakdown and ordinary cleaning	$750
Approved early access: ____ hours × $125	$_____
Approved extra event time: ____ hours × $500	$_____
Other agreed services: _____	$_____
Total before the 3% card processing fee	**$_____**

Initial payment: $_____ due _____; balance: $_____ due _____.

The separate bar agreement is due at signing; full bar payment is due 30 days before the event, or at signing for later bookings.

Special terms or exceptions agreed before signing: _____

_____

1 Reservation and payment

The date is reserved when The Venue accepts the signed Agreement, payment then due and the signed security and payment authorization. Client must also sign the separate bar agreement with Ashley River Bar Service, LLC at that time; bar payment follows that agreement. Pay **50% of the venue-use fee at signing**; the remaining venue-use fee, **$750** setup/cleaning fee and agreed extras are due **90 calendar days before the event**. If accepted on or after that deadline, full payment is due at signing. These are installments of the total, not additional charges.

Pay Ashley River Hall, LLC by accepted card, check or cash. The Venue provides receipts. Returned checks remain unpaid and may incur a fee up to $30. A **3% processing fee applies to all card transactions, including credit, debit and prepaid cards.**

Only the booked event use is authorized. Except cancellation and operating restrictions under Section 7, no transfer, sublicensing, date change or material amendment is effective without The Venue's and every individual Client's written acceptance; an organization acts through its authorized signer. The day-of contact may coordinate routine details but cannot change financial terms or cancel. Each individual Client is responsible for the full obligations.

2 Attendance and hours

Maximum: 200 guests for the entire event, including children and wedding-party members; rotating attendance cannot increase this limit.

Access begins at **11 a.m. on the event date**, unless earlier access is approved and paid. The included five consecutive event hours cover the ceremony, reception and sendoff. All event activities, indoor music and indoor bar service end at the earlier booked end or **10 p.m.** Guests leave within 30 minutes; all cleanup, removals and vendor departure finish within one hour after event end and **never after 11 p.m.** Outdoor music stops by **8 p.m.** and outdoor alcohol service by **9 p.m.**, or earlier event end. A late start or added payment never extends these deadlines. Sendoffs use only The Venue's approved main-entry/parking area. Other-day access requires written approval.

3 Planner vendors and beverages

Client must hire a professional day-of planner approved by The Venue. The planner must not be a guest and must remain through checkout. The planner meets The Venue at least **30 days before the event** and submits the floor plan at least **14 days before**; The Venue must approve it before setup. For later bookings, The Venue sets feasible deadlines before access. The Venue supplies dimensions, not planning or decorating.

The Venue must approve vendors, entertainment and installations in advance. Client must give vendors these rules and is responsible for their compliance. Working vendors and entertainers may not drink alcohol. Client must sign the separate agreement with **Ashley River Bar Service, LLC** ("The Bar Service") when signing this Agreement. Outside beverage service requires both companies' written approval. Each company bills and collects its own charges.

4 Furniture and cleanup

Included inventory: **300 indoor Chiavari chairs; 300 outdoor white chairs; ten 6-foot rectangular tables; thirty 60-inch round tables; ten 48-inch round tables; twenty tall round cocktail tables.** Chiavari chairs stay indoors. Client supplies tablecloths for every table used.

The $750 fee covers one approved initial setup, ready by **11 a.m.**, breakdown of The Venue's furniture and ordinary cleaning. Client's team handles later changes and all outside rentals. Vendors bring cans/liners, double-bag food trash and use the dumpster as directed. Remove all personal property, decor, food, equipment, rentals and waste by the departure deadline in Section 2; leave work areas clean. Nothing may be dumped on the grounds or into drains. The planner must complete checkout with The Venue before leaving for the night. The cleaning fee does not include extraordinary cleanup or removal of abandoned items.

5 Sound and property rules

Outdoor live music is limited to approved **unamplified acoustic ceremony music**. Other outdoor music must be prerecorded background music through The Venue's own system, controlled by The Venue, at low volume without interfering with normal conversation. No separate outdoor DJ/PA, portable speaker or subwoofer is allowed. House-system use and a handheld officiant microphone are included without an equipment-use fee. Outdoor speakers face Sam Rittenberg Boulevard, away from residences.

Music must not exceed **75 decibels at any adjoining residential boundary**. Independently, amplified sound must not be plainly audible by unaided hearing inside another dwelling, and continuous/repetitive sound, including bass, must not cause perceptible vibration, resonance or rattling of structures on adjacent residential property. Follow The Venue's directions to reduce or stop sound, including during setup and breakdown. The Venue provides two single-phase 20-amp entertainment outlets; greater requirements and bands exceeding five instrumental pieces need approval. Stages/dressing rooms are not included.

Decor and attachment methods need advance approval. Only professional decorators who provide proof of insurance and receive The Venue's approval may work on high ceiling beams. **Nothing may hang from or be attached to lights, chandeliers or sconces.**

Use battery candles; real wax requires approved lanterns/votives and fire compliance. No confetti, glitter, imitation petals, rice, pasta, sparklers, fireworks, incendiaries or sky lanterns. Collect approved real petals. No balloons/inflatables in the building, porch or stairs; no helium balloons anywhere.

Keep doors closed except necessary access and keep exits/accessible routes clear. No smoking/vaping inside, on the porch or stairs; elsewhere use approved areas. Pets need approval and are excluded from those same areas; legally protected service animals and qualifying assistance dogs in training remain permitted. Use approved parking/loading only; keep all marked landscape buffers, including the approximately 25-foot rear parking buffer, clear. No neighboring, waterfront or other unapproved-area access is included. Report hazards, injuries and damage promptly.

6 Damage and responsibility

Client owes reasonable documented repair/replacement, extra cleaning/removal and other recoverable direct loss caused by Client, guests or hired vendors, excluding ordinary wear and The Venue's own fault. Charges must avoid duplication and account for prior condition and applicable credits. The Venue may remove hazards immediately; recognizable valuables/rentals are not automatically abandoned, and The Venue gives reasonable collection instructions when practicable. The Venue is not a storage provider or insurer of belongings. Charges under this section are due on the payment date stated in The Venue's invoice.

Client indemnifies and holds harmless The Venue and its personnel from third-party injury or property-damage claims and reasonable defense costs to the extent caused by Client's, guests' or hired vendors' negligent or wrongful acts, or Client's breach of this Agreement. Insurance and the **$1,000 security authorization** do not limit Client's liability.

Any violation of this Agreement or The Venue's notified operating rules by Client, guests or hired vendors triggers a $1,000 rule-violation charge, applied once per event. That charge is credited against other recoverable losses, including any cancellation charge, from the same violation; additional recoverable losses remain payable. If the fixed charge is unenforceable, The Venue may recover its proven loss instead. A charge or payment does not permit continued violation or extend any closing time.

The Venue's total liability for economic loss from breach of this Agreement is limited to the committed venue-use/service price, excluding taxes; indirect or consequential economic loss is excluded.

7 Cancellation default and interrupted events

The booking is a firm commitment to the full agreed charges owed to The Venue. Client has no contractual option to cancel for a refund or release from payment. Changes in plans, relationship, finances, attendance or vendor availability do not excuse payment. Client cancellation requires signed written notice from any one individual who signed as Client, or the organization's authorized signer, to office@ashleyriverhall.com. Each Client authorizes that cancellation for all Clients. It is effective on receipt by The Venue, which may then release and rebook the date; acknowledgment is not required. Payments already made are credited once. The unpaid agreed charges remain due on their original dates. If the full cancellation amount is unenforceable, The Venue may recover proven losses, including lost net profit and reasonable cancellation expenses.

The separate bar agreement must be signed with this Agreement. Cancellation does not release amounts owed to **The Bar Service** under that agreement. Pay bar charges to The Bar Service; The Venue's card authorization does not cover them.

The Venue may suspend access or terminate the event for nonpayment, material violations, unlawful conduct or unsafe conditions, after a reasonable opportunity to correct where practicable. Immediate compliance may be required for safety, property protection or binding restrictions. Client-caused termination does not release the payment obligations above.

Client accepts the financial risk of circumstances beyond The Venue's reasonable control, including hurricane, severe weather, flood, fire, utility failure and government action. If these prevent hosting, The Venue and Client will seek an available replacement date they both accept, occurring within **nine months after the original event date**.

A replacement requires written confirmation; prior payments transfer once and are not collected again. Unless otherwise agreed, the original prices and payment dates remain. The 45-calendar-day discussion period starts the day after the first receipt by either party of the other's written notice that these circumstances prevent the original event. If no replacement date is agreed in writing by 11:59 p.m. Charleston time on day 45, the booking is automatically canceled then, unless Client cancels earlier under this section. The full agreed charges remain payable.

The Venue may implement operating restrictions at its discretion for compliance, safety and property protection, effective upon notice without a separate amendment. Such changes do not by themselves give a cancellation or refund right. Outdoor use is weather-dependent; The Venue may relocate or stop outdoor activities when necessary.

8 Agreement and signatures

This Agreement and its completed booking terms are the entire agreement for the event use. Changes require written acceptance, except operating restrictions under Section 7. Email and electronic signatures are acceptable. South Carolina law governs; court proceedings belong in Charleston County. If The Venue prevails enforcing payment or material breach, it may recover reasonable court-awarded attorney fees and costs. Unenforceable terms are severed where the remainder can lawfully operate. Existing signed bookings change only by accepted amendment.

Client grants The Venue permission to use Client's likeness in event photographs and video that The Venue owns or is authorized to use for The Venue's advertising, website and social media, without compensation or further approval.

Client 1

Printed name: _____

Signature: _____

Date: _____

Client 2 if applicable

Printed name: _____

Signature: _____

Date: _____

Organization representative if applicable

Name/title: _____

Signature: _____

Date: _____

Ashley River Hall, LLC

Name/title: _____

Signature: _____

Date: _____

Security and payment authorization

Ashley River Hall, LLC only — $1,000 security amount with no advance collection

Event date: _____ Cardholder: _____

Cardholder email: _____ Phone: _____

Card brand and last four digits: _____

The cardholder authorizes The Venue to store the card credential and charge amounts due under this Agreement in U.S. dollars: scheduled booking payments on their due dates; approved additional services; cancellation amounts due under Section 7; and damage, extraordinary cleaning, removal and the rule-violation charge under Section 6. Other invoiced amounts are chargeable only when this Agreement expressly provides for them or the cardholder separately approves them. Amounts follow the Agreement and accepted prices, with payments credited once.

The $1,000 security amount is not a cap on Client's liability or on other authorized contract payments. No advance security payment is collected. This authorization continues until the obligations are settled. The Venue will email changes to the cardholder email above and obtain any required consent. It covers The Venue's charges only.

Cardholder signature: _____ Date: _____