CITY OF NORTH CHARLESTON
EVENT CONTRACT

Submit early to secure date but no later than two weeks prior to event.

Call or email to schedule an appointment:
Office Hours Monday – Friday, 8:30am – 5:00pm

Phone: (843)740-5854 Fax: (843)529-2291
E-mail: tbowers@northcharleston.org

City of North Charleston
Cultural Arts Department
PO Box 190016
North Charleston, SC 29419-9016

Office use only: On schedule:_____ Paid in full:_____ Copy FS:_____

Event Date (Day/Month/Date/Year) _____
Exemption: _____ Authorized By: _____
Total Hours _____hours X Rate (Gen/NonProfit/Gov) $ _____ per hour
Total Hourly fees to pay: $_____
Reservation Deposit Paid: $_____ Receipt# _____ Date: _____
Balance: $_____ Due by Date: _____
Balance paid $_____ Receipt# _____ Date: _____

Event Date(s) Requested (Day/ Month/Date/Year): _____

Event Site Requested: _____

Event Name/Description: _____

Attendance Expected: _____Ticket Prices (if any): $ _____

Organization/Group/Individual Name: _____

Address: _____City: _____State: _____Zip: _____

Phone: _____Fax: _____Email: _____

Authorized Event Contact(s) for Group (if different from above):

Name: _____Phone: _____Email: _____

Name: _____Phone: _____Email: _____

Enter/Set Up time: _____ Actual Event time: _____to_____ Breakdown/Exit time: _____to_____

Other Specifications:_____

_____

Before signing:

Your signature indicates that you agree to comply and will relay to organizers all terms of the contract.
Keep a copy of the Event Contract with you during the event.

Request by Authorized Event Contact: _____ Date: _____

Approval by City Staff: _____ Date: _____

Office use notes:

_____

_____

_____

_____

DEPOSITS/CANCELLATION/FEES

Reservation Deposit (Non-Refundable):
Payment for one (1) hour of use is due when Event Contract is signed by both parties to reserve event date on the rental schedule. The deposit payment is applied to the balance.
Acceptable Payments: credit card, cash, check or money order payable to the City of North Charleston.

Balance Payment/Cancellations:
Balance must be paid in full two (2) weeks prior to the event date or the Event Contract will be cancelled.
Balance payments are non-refundable and non-transferable but may be applied to a rescheduled rental date to take place within 12-months.

Returned Check Fee: $30.00 per check, returned by the bank. This may also result in cancellation.

FEES

Olde Village Community Bldg. (approx. capacity 50-80)

	General	*Non-Profit	Government Entity
Per hour (min 2 hrs)	$50.00	$25.00	$15.00 per hour
Per Half Day (up to 4 hrs)	$175.00	$100.00	
Per Day (up to 8 hrs)+$25 ea. extra hour	$325.00+	$175.00+	

No charge for standard tables and chairs in place.

Midland Park Meeting Rooms (approx. capacity 25-40)

	General	*Non-Profit	Government Entity
Per Hour (minimum 2 hrs)	$20.00	$15.00	$10.00 per hour
Per Half Day (up to 4 hrs)	$75.00	$60.00	
Per Day (up to 8 hrs)+$15 ea. extra hour	$135.00	$105.00	

No charge for standard tables, chairs and equipment in place, which varies room to room.

*Non-Profit rate is applied with documentation from Organization/Group.

Your signature indicates that you understand and agree to comply with the deposit, cancellation, and fees outlined above.

Authorized Event Contact Signature: _____Date: _____

REGULATIONS

Facility and property use will be limited to those organizations promoting the best interest of the community and will not include the following activities:

Any activity that violates the community cannons of good morals, manners or taste.
Any activity that is injurious to people, buildings, grounds or equipment.
Any activity that violates or assists in violation of Federal, State or Local laws.
Any activity that encourages or allows the use of alcoholic beverages or illegal drugs.
Any activity that is discriminating in the legal sense.

Call (843)740-5854 to schedule an appointment if you would like a preliminary review of a space or wish to have a staff person accompany you on a final walk-through prior to the event date.

- Fees include the use of designated site areas, equipment, parking, lavatories and utilities.
- Fees do not include set up, special equipment or furnishings, or exclusive use of staff.
- Event cannot interfere with public use of other portions of the site.
- Park in designated parking areas.
- Do not drive or park on sidewalks or grounds.
- Event attendees are to remain in the event areas and provide adequate supervision by mature person(s).
- Children must be supervised at all times.
- Event area/equipment must be left in the same condition in which found. Put litter in trash receptacles.
- Permanent furniture/equipment and decorations must not be moved or disturbed.
- Tape, pins, staples, etc., must be removed and cannot be used on any painted surfaces or fabrics.
- Post no bulletins or flyers without approval from the office.
- The City is not responsible for personal property/equipment.
- Stay within the specific time as indicated in your event contract, if not, additional charges may apply.
- Organizers will be held responsible to pay for excessive clean up/damage to buildings/grounds/equipment.
- The City of North Charleston reserves the right to revoke an event contract (non-refundable) at any time if contract regulations and terms are violated.

Liability: Event organizer(s) shall hold the City of North Charleston harmless from any and all damages, loss, or liability occurring by reason of any injury to person or property caused by an act or omission, neglect, or wrongdoing of the Event organizers or any of its officers, agents, representatives, guests, employees, invites, or persons contracting with the Event, and Event organizer(s) will at their own cost and expense, defend and protect the City of North Charleston against any and all such claims and demands.

Your signature indicates that you agree to comply and will relay to organizers the regulations outlined above.

Authorized Event Contact Signature: _____Date: _____

Please direct any questions or concerns regarding event or site matters to:
Cultural Arts Department
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Email: tbowers@northcharleston.org