



1045 EVERGLADES | NORTH CHARLESTON, SC 29405  
(843)308-4746 • riverfrontpark@northcharleston.org

**RATES:**

Monday-Sunday: \$2000  
Deposit: 50% of rental fee - due at signing  
\$500 Damage Fee (to be returned after the event)

\$250 Clean-up Fee  
*Make checks payable to the City of North Charleston*

**VENUE INCLUDES:**

Full Commercial Kitchen  
Full Equip Bar Area  
Restrooms (Upstairs and Downstairs)  
ADA Compliant  
Grounds surrounding Quarters K including the patio  
Capacity: Sit Down Style 85, Cocktail - mingling inside 125 with the possibility of 200+/- Outside  
*(subject to change based on set-up requirements)*

**AUDIO/MUSIC:**

Surround sound (inside and out with laptop hookup), iPod docking station, wireless microphone  
*It is the responsibility of the client to designate qualified personnel to manage the audio program.*

**RENTAL REGULATIONS:**

Tables, Chairs, Linens, Tableware, Glassware, Decorations (Client's responsibility)  
Events to end at 10:00 PM

**BEVERAGE SERVICE:**

Quarters K is equipped to a complete bar section. Alcohol may not be served to minors or anyone appearing too intoxicated. The South Carolina Alcohol Beverage and Control board requires that all alcohol must be supplied by a professional bar service with the necessary licenses and liability insurance. Upon signing this agreement, the client agrees to indemnify and hold harmless the City of North Charleston and employees of the city from any damages, costs or expenses, including reasonable attorney fees, which may arise as result of consumption of alcoholic beverages by the client and any of the client's guests.

**VENDORS:**

It is required that all pre-approved event coordinators, caterers and bar services provide the appropriate license and insurance documentations to the City of North Charleston prior to the final review. All vendors and service contractors are responsible for clean-up and removal of their equipment, food, bar supplies and garbage. (Per venue requirements)  
*Vendor loading area will be in the rear of the venue, they may not access the elevator for load-in, only by the outside stairs. After the load in is place then they will be required to park in the main parking area on Everglades.*

**PARKING FOR GUESTS:**

There is no charge for parking and parking is located in several areas of the park there is no parking on the premises of Quarters K. If the event is at its maximum we recommend having passenger carts rented.



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**RENTAL AGREEMENT** DATE    /    /

| FOR OFFICE USE ONLY |                                  |         |
|---------------------|----------------------------------|---------|
| AMOUNT DUE          | AMOUNT PAID                      | BALANCE |
| RECEIPT NUMBER 1    | RECEIPT NUMBER 2 (IF APPLICABLE) |         |

| EVENT          |       |          |
|----------------|-------|----------|
| FUNCTION       |       |          |
| NAME           |       |          |
| STREET ADDRESS |       |          |
| CITY           | STATE | ZIP CODE |
| TELEPHONE      |       |          |

| CONTACT PERSON   |                       |     |
|------------------|-----------------------|-----|
| NAME             |                       |     |
| ADDRESS          |                       |     |
| CITY             | STATE                 | ZIP |
| TELEPHONE (HOME) | TELEPHONE (WORK/CELL) |     |

| RENTAL INFORMATION                                   |
|--|
| 2. DATE(S) REQUESTED:                                |
| 3. TIME REQUESTED (MUST INCLUDE SET UP TIME):        |
| 4. APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND: |
| 5. EQUIPMENT NEEDED:                                 |
| 6. SPECIAL CONTRACT STIPULATIONS AND CHARGES:        |

| PAYMENT INFORMATION                                     |                  |
|---|------------------|
| TOTAL RENTAL CHARGE                                     |                  |
| RENTAL DEPOSIT (BALANCE IS DUE 30 DAYS PRIOR TO RENTAL) | SECURITY DEPOSIT |

**Your signature indicates that you have read and approved of the regulations and rental fees, along with general information regarding City of North Charleston facility rentals. Facility is to be left as found. Rental deposit is non-refundable. Security deposit is refundable if building is left in good condition.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_