

— City of —  
**NORTH  
CHARLESTON**  
RECREATION DEPARTMENT

## Rental Information for Wescott Park

### Clubhouse

This space is approximately 1,700 square feet, with a large open floor plan which has a limited capacity of 120 people. Black plastic folding chairs, five-foot-round and six-foot-rectangular tables are included with the rental. The kitchen area consists of a sink, an industrial warming rack, a microwave, a large industrial refrigerator, and an ice maker. No cooking or frying is permitted within the kitchen area. For more information, please contact Eddy Barwick.



### RENTAL FEES

**North Charleston Residents: \$1,000.00 (includes the \$250.00 cleaning fee)**

**Non-Residents: \$1,750.00 (includes the \$250.00 cleaning fee)**

**Half of the building rental fee is required at the time the contract is signed.** This payment must be made in the form of a check or money order made out to City of North Charleston  
No cash, debit cards, or credit cards accepted.

**The balance**, which includes the \$250.00 cleaning fee, must be paid in full thirty (30) days prior to the event.

**Cancellation Policy:** In case of the renter's cancellation, the building fee is non-refundable, but will be held for up to one (1) year from the date of the event to be used on another date or occasion. If Wescott management cancels due to weather or an emergency, a full refund will be offered.

**The building fee rents the building from 10:00am – 10:00pm**

**NO Sunday rentals. NO rentals on city holidays**

All open picnic shelters and the horseshoe and volleyball courts are first come, first served, and cannot be reserved.

Events are not booked within fourteen (14) days prior to an event date

Events scheduled within thirty (30) days will require FULL payment

A "hold" can be placed on the clubhouse for only 24 hours

The key to the building will be available for pickup at Wescott Park between 10:00am and 2:00pm on the day **before** your event. Entry to the building is **10:00am THE DAY OF YOUR EVENT**. The gates lock at 10:00pm, therefore all events must end at an appropriate time to ensure adequate time for clean-up after the event.

**You must be cleaned up and out of the building by 10:00pm**

**The \$250.00 cleaning fee is refundable when** the building has been cleaned and key has been left inside the building after the event.

## Cleaning Procedures

- Dustmop the large open room. Wet mop if necessary.
- Clean the kitchen (counters, sink, microwave, refrigerator, and food warmer if used). Please do not leave food or drink in the refrigerator.
- Sweep and mop the kitchen floor.
- Wipe down every table and chair used before returning to closet.
- Chairs are to be neatly stacked back on the cart. Do not lean chairs on wall or leave on the floor.
- Collect all trash pertaining to your event (inside and out) and deposit it into the trash dumpster located behind the wooden gate in the corner of the parking lot adjacent to the dog park. DO NOT leave trash in the building.
- Make sure the clubhouse is left as it was found

**Failure to complete the cleaning procedures  
can result in withholding the \$250.00 cleaning fee.**

WE DO NOT ALLOW:	
Smoking	Open flames (except temporary celebration candles)/Tiki torches/Fireworks/Sparklers
Vulgar/Loud Music-music must be at a moderate tone	Confetti/Glitter/Paint
Water Slides/Water Balloons/Paint guns	Tape or staples for decorating-all decorations must be removed
Petting Zoos	Driving/Parking on the grass
Stakes in the ground for additional tents or inflatables	Items hanging on walls, windows, posts or from ceilings

## Jump Castles

Jump castles are allowed, but a Certificate of Liability Insurance form must be on file with the Wescott Office by the time the balance of the rental is paid in full. **Without a Certificate of Liability Insurance form, the jump castle/inflatable is not permitted on site and will be removed at the renter's expense.** The company CANNOT place stakes in the ground, drive on the grass at any time, or use Wescott's electricity. They must provide their own generator.

**FOR MORE INFORMATION PLEASE CALL (843) 767-0782**

**[EBARWICK@NORTHCHARLESTON.ORG](mailto:EBARWICK@NORTHCHARLESTON.ORG)**