



Rental Information for Wescott Park
Office hours: Monday – Friday; 8:30am to 5:00pm
For rental questions call: 843-767-0782

Clubhouse

This space is approximately 1700 square feet with a large open floor plan which provides a spacious area but is limited to the capacity of 120 people. Included with this rental are fifteen (15) 5-foot round tables, ten (10) 6-foot rectangular tables and 120 chairs. 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. The small open covered picnic shelter (#3) next to the building is included with the rental of this venue. It provides four (4) picnic tables, a grill and electricity.

****No rentals scheduled on Sundays****

N. Charleston Residents- \$750.00 plus a \$250.00 security deposit = \$1,000.00
This rents the building and shelter #3 from 8:30am-10:00pm- (all day)

Non-Residents- \$1500.00 plus a \$250.00 security deposit = \$1,750.00
This rents the building and shelter #3 for 8:30am to 10:00pm- (all day)

Payments accepted are check or money order only.
****No cash, credit cards or debit cards are accepted. ****

A \$250.00 deposit is required at the time the contract is completed. The balance must be paid thirty (30) prior to the event.

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

*Events scheduled within thirty (30) days will required FULL payment.

*A “hold” can be placed on the clubhouse for only 24 hours to give the renter time to collect payment and arrive in the office to complete the contract and make a payment.

The key to the building will be available for pick up by **3pm** on the day before your event. Entry into the building is allowed as early as 8:30am **THE DAY OF YOUR EVENT.**

The emergency number is 843-740-5802.

The gates lock at 10:00pm, therefore all events must end at an appropriate time to ensure you have an adequate amount of time for clean-up after your event. You must be cleaned up and out of the building by 10:00pm.

The rental fee is non-refundable.
This fee will be held for up to one (1) year from the official rental date
in case of cancellations or emergencies.

The security deposit is refundable when:
the building has been cleaned and key has been left after the event.
If a cancellation is made before the thirty (30) day prior to the event window.
This refund will be mailed from our Finance Department in 7-10 business days.

*** If Wescott Park management cancels an event due to weather or other emergencies,
rental fees can be rolled to another date or refunded. ***

We do NOT allow:

- Alcohol
- Smoking
- Vulgar/loud music (loud speakers)
- Water Slides/Water Balloons
- Petting Zoos
- Stakes in the ground for additional tents or inflatables
- Tikki torches
- Open flame (except grill area or temporary birthday/anniversary candles)
- Fireworks/Confetti/Glitter/Paint
- Tape or staples for decorating
- Driving/parking on grass
- Items hanging on walls, windows, posts or from ceilings

Cleaning procedures:

- Sweep and vacuum the large open room
- Clean the kitchen (counters, sink, microwave, fridge and food warmer if used)
- Sweep and mop kitchen floor
- Wipe down every table and chair used before returning to closet
- Ensure that the bathroom is left as you found it
- Collect all trash pertaining to your event and deposit it into the trash dumpster located behind the wooden gate in the corner of the parking lot adjacent to the dog park
- Make sure the clubhouse is left as it was found

Jump castles are allowed only for rentals with contracts to rent the clubhouse due to liability reasons.

**A Certificate of Liability Insurance form must be on file with the Wescott Office
by the time the balance of the rental is paid.**

Without a Certificate of Liability Insurance form, the jump castle/inflatable is not permitted on site.

The company must provide their own generator.

Open picnic shelters are first-come-first served (accept OS #3 which is included in the rental of the Clubhouse)

Horseshoe and volleyball courts are always first-come-first served and cannot be reserved.