

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. Included with this rental are 15 - five foot round tables, 10 - six 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.



RENTAL FEES

North Charleston Residents: \$1,000.00 | Non-Residents: \$1,750.00

A \$250.00 non-refundable deposit is required at the time the contract is completed.
The balance must be paid 30 days prior to the event.

This fee rents the building from 8:30am – 10:00pm (all day)

No rentals scheduled on Sundays. All open picnic shelters, horseshoe and volleyball courts are always first come, first served and cannot be reserved.

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

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 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 the pickup by **3:00pm** on the day **before** your event. Entry into the building is allowed as early as 8:30am **THE DAY OF YOUR EVENT**.

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.

A \$250.00 cleaning fee is refundable when the building has been cleaned and key has been left after the event. If a cancellation request is made 30 days prior to your event your refund will be mailed from our Finance Department within 7-10 business days.

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

WE DO NOT ALLOW:	
Alcohol	Open flames (except grill area or temporary birthday/anniversary candles)
Smoking	Fireworks/Confetti/Glitter/Paint
Vulgar/Loud Music/Speakers	Tape or staples for decorating
Water Slides/Water Balloons	Driving/Parking on the grass
Petting Zoos	Items hanging on walls, windows, posts or from ceilings
Stakes in the ground for additional tents or inflatables	Tiki torches

Cleaning Procedures

- Sweep and vacuum the large open room
- Clean the kitchen (counters, sink, microwave, fridge and food warmer if used)
- 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
- 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

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

A Certificate of Liability Insurance must be on file with the Wescott Office by the time the balance of the rental is paid. **Without a Certificate of Liability Insurances, the jump castle/inflatable is not permitted on site.** The company must provide their own generator.

FOR MORE INFORMATION PLEASE CALL (843) 767-0782