

Dogwood Pond Rental Agreement and Information

3800 Elberta Street, Columbia SC 29210 (803) 728-0155 climited@aol.com

This agreement is between Dogwood Pond Social Gathering & Meeting Facility and _____(Renter). This form constitutes a binding agreement for using the dates, times and location of the Dogwood Pond Social Gathering & Meeting Facility.

Signing this agreement and payment of deposit is required to confirm your event.

Contact Name _____

Organization Name _____

Address _____

City _____ State _____ zip code _____

Phone _____(cell) _____(home) _____(work)

Email _____

Date of Event: _____ Time of event _____ Total hours _____

Event type: (provide a brief description) _____

Estimated attendance _____

Additional Rental items and information: Please put the amount or check your needs:

1. # tables _____ 48' rounds (seats 6) 8' banquet _____ 6'banquet _____
2. # Chairs _____
3. Projection screen _____yes _____ no
4. Catering _____yes _____no
5. Bartender _____yes _____no; check which- _____beer/wine _____ liquor _____
6. Live music/disc jockey _____ yes _____no
7. Guard Post _____ yes _____ no
8. Photographer/videographer _____yes _____no
9. Please select your table cloth of choice (Choose all that apply. \$6.00 per table cloth or you can provide your own table clothes):
____Black ____Brown ____White ____ Ivory ____Red ____Royal blue
10. Please explain any other activities or needs regarding your event.

Requirements:

1. **Deposit policy:**
 - a. \$100.00 per event which is nontransferable.
 - b. Date availability remains open until the deposit is received.
 - c. Deposit is held for security and repair of damaged (if applicable) and/or reasonable damages resulting from default. Upon final inspection of the facility, the deposit will be refunded.
2. **Facility rental fees:** All fees are guaranteed for your event. Rental fees must be paid in full seven (7) days prior to event start date.

- a. All Day Rental- \$875.00 (10:00am – 1:00am)
- b. All Day Wedding Rental- \$975.00
- c. All Day Family Reunion Rental- \$975.00
- d. All Day Party Rental- \$875.00
- e. Baby Showers and Bridal Showers- \$350.00 (four hour maximum)
- f. DUE TO A NOISE ORDINANCE IN THE AREA ALL **OUTSIDE EVENTS** MUST END @10PM
- g. Hourly Rate - \$150.00. There is a 3 hour minimum on the facility rental.
- h. Late fee - \$125.00 per hour beginning 30 minutes after the scheduled end time.
- i. Additional rental rates:

• Guard Post	\$50.00 per event
• Security Guards	\$18.00 per hour, per guard*
• Outside grill Pit	\$50.00 additional deposit
• Catering	Ask for quote
• Bartender	Ask for quote
• Photographer/videographer	Ask for quote
• Live music/DJ	Ask for quote

*Security guard(s) will be required to be on premises 30 minutes prior to the event and remain on premises until all guest have vacated.

3. Rental policies:

- a. Facility must be left without damage and with all inventory, ie: remote controls, kitchen utensils, games and movies, if applicable (a list of inventory is available upon request).
- b. The kitchen is not equiped for commercial use. It is provided for re-heating and warming only.
- c. Occupancy inside the building is not to exceed 80 people. If building occupancy exceeds 80 people, management will terminate this agreement and end the event.
- d. Guests cannot park in adjacent property including apartment complex and homes.
- e. There will be no disruptive or illegal behavior on the property grounds.
- f. Dogwood Pond is exempt from any liability from use of the facility including the surrounding grounds and pond area.
- g. Renter and Guests must vacate the facility at agreed schedule.
- h. If **admission** is being charged you will need to provide;
 - Brochure, fact sheet and/or promotional material
 - Proof of event insurance and carrier information
 - Alcohol permit (if applicable)
 - FIN/Social Security number
 - Security
 - **MAXIMUM CAPACITY ALLOWED AT DOGWOOD POND FOR AN EVENT IS 80 PEOPLE (THIS IS FOR INDOOR OR OUTDOOR EVENTS)**

4. Payment Policy:

- a. Dogwood Pond accepts Cash, cashier's check, money orders, credit and debit cards.
- b. Rental payment is due in full 7 (seven) days prior to the event.
- c. Dates are confirmed upon receipt of \$100.00 deposit.

5. Cancellation policies

- a. Deposits are non-refundable and non-transferable; in the event of a cancellation.

Acceptance of proposal: I have read all the above information concerning the event I have scheduled and have found the arrangements to be accurate and satisfactory. I understand and will comply with the terms and conditions mentioned above. The deposit of \$100.00 is non-refundable in the event that I cancel. I understand that I will be liable and responsible for any damages to the facility and/or property that is cause by myself and/or any/all guest.

Amount Paid _____ Remaining Balance _____

Dogwood Pond _____ Date _____

Rentor signature _____ **Date** _____

Rentor signature _____ **Date** _____