



## Joseph P. Riley, Jr. Park Facility Rental Agreement

360 Fishburne Street, Charleston, SC 29403 | ph: (843)723.7241 | fax: (843)723.2641

Melissa Azevedo: [melissa@riverdogs.com](mailto:melissa@riverdogs.com) | Kristen Wolfe: [kwolfe@riverdogs.com](mailto:kwolfe@riverdogs.com)

<b>Renter's Business Name:</b>		<b>Event Coordinator:</b>	
<b>Address:</b>	<b>City:</b>	<b>State:</b>	
<b>Phone:</b>	<b>E mail:</b>		
<b>Web Address (linked through <a href="http://RileyParkEvents.com">RileyParkEvents.com</a>):</b>			
<b>Rental date:</b>	<b>Final Meeting date &amp; time (one week prior to event):</b>		
<b>Type of Event:</b>			
<b>Set-up Time:</b>	<b>Event Start Time:</b>	<b>Event End Time:</b>	<b>No. of guests:</b>

No part of the rental contract may be altered without agreement by both parties, nor may it be sublet by the Renter. Your event date will be reserved upon receipt of this contract along with a 30% non-refundable deposit. *Please note that this agreement excludes concerts & Riley Park Club.*

We look forward to hosting your event at Joseph P. Riley, Jr. Park. All reservations and agreements are made upon, and are subject to, the rules and regulation of the facility operator and the following conditions:

### **FACILITY RENTAL FEES:**

Please check all areas that apply:

- |   |         |
|---|---------|
| <input type="checkbox"/> Mon-Fri Indoor Meeting Space only (up to 35 ppl) | \$500   |
| <input type="checkbox"/> Monday thru Thursday                             | \$2,000 |
| <input type="checkbox"/> Friday & Saturday                                | \$3,500 |
| <input type="checkbox"/> Sunday   | \$2,750 |

Please check if applicable (In addition to day of week rental shown above):

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> <b>Field use</b> (excludes use of infield) (addendum to be provided upon approval) | <b>Starts at: \$5,000</b> |
|---|---------------------------|

- 501c3 non-profit organizations are eligible for a 10% discount off rental fee.

Included with rental fee:

Restrooms & restroom supplies

Clean-up

Facility liaison

Please Note: This agreement allows for up to a four-hour event with a maximum of four hours before for set-up and two hours after for breakdown. Additional fees may apply if renter exceeds the allotted time.



**Audio / Visual:**

- Public Address or use of wireless mic N/A
- Use of handheld walkie-talkies (up to 8) \$50
- Video Board Operator \$100
- Video Board - Must email or provide logos on flash drive in below specs N/A  
(Provide logo's – 800 pixels wide x 480 pixels tall, Hi-Res jpeg)
- Videographer (live camera feed from event action to video board) \$150
- Band / Live Music (Please provide electrical and Audio/Visual needs) N/A
- City Electrician (On-site during event) \$150

**Ballpark Fun:**

- Jump Castle \$200
- Charlie T. RiverDog or Chelsea (one hour appearance) \$75
- Photo Booth (2 hours) \$850

**Ticketing:**

- RiverDogs ticketing system (Circle One): Online Tickets Printed Tickets #\_\_\_\_\_
- Use of RiverDogs Box Office on day of event

**FOOD & BEVERAGE:**

**IF EVENT IS OPEN TO THE PUBLIC** – No outside food & beverage vendors are permitted

- RiverDogs Concessions Open (RiverDogs handle staffing & expenses and retain all revenue)

**IF EVENT IS A PRIVATE FUNCTION**

- Catering options available upon request. Cost per person ranges from \$22 - \$35.

- Catering:** Client will provide outside food and/or Catering Service \$1,000  
Must provide catering business license and insurance documentation  
Caterers must complete a walk-through prior to and after event with RiverDogs F&B Director

If you are using an outside catering service they must provide all supplies needed. If they will be utilizing the venue commissary, they must sweep the floors and thoroughly wipe down work surfaces, sink and equipment. If items are missing from the commissary, the client will be billed accordingly.

- Alcohol:** Must be served through the RiverDogs to comply with the SC alcohol Beverage and Control Board. While alcohol consumption is allowed at Joseph P. Riley, Jr. Park, alcohol may not be served to minors or anyone appearing to be intoxicated. The S.C. Alcohol Beverage and Control Board requires SC Baseball Club and Charleston Baseball Concessions, Inc. to purchase, serve and sell all alcohol on premises. Upon signing this agreement, the client agrees to indemnify and hold harmless SC Baseball Club, CBC, City of Charleston and employees from any damages, costs or expenses, including reasonable attorney fees, which may arise as a result of consumption of alcoholic beverages by the client and any of the clients' guests.

- Bar Service:** RiverDogs handle all bar services. Circle One: CASH BAR RUN A TAB

- Pepsi Facility:** Joseph P. Riley, Jr. Park is a Pepsi exclusive facility. Approved Pepsi Products: **Aquafina Water**, Gatorade, Propel, Tropicana, Amp, No Fear, Ocean Spray, Mug Root Beer, Mt. Dew, Sierra Mist, Dr. Pepper, Cheer Wine, Lipton Brisk, ONE Coconut Water, Pepsi, Diet Pepsi. Competing waters, sports beverages, sodas or energy drinks are not permitted inside the facility at any time.

- Ice:** Ice is available upon request and subject to a \$5 per bucket fee.

Client Initial: \_\_\_\_\_

## **ADDITIONAL INFORMATION:**

- Damage Clause:** Joseph P. Riley, Jr. Park is a City of Charleston owned facility. Users are responsible for any and all damage that may occur on premises during your rental time allotted. Damage will be assessed and renter will be billed accordingly.
- Parking:** Parking is available in the lot adjacent to the facility and across the street. Parking is managed by the RiverDogs and is \$5 per vehicle unless otherwise noted. A traffic officer or traffic control may be necessary based on number of guests expected. You have the option to request up to ten (10) complimentary parking spot passes in the VIP lot. Requested # \_\_\_\_\_
- Event Coordinator:** There must be an event coordinator on-site for the duration of your event. The coordinator will maintain the timeline, serve as the decision-maker and collaborate with venue staff during the event. There should be only **one point of contact** representing both parties during the event. Event coordinator should advise their staff and volunteers to come to them with questions or requests, then the coordinator should relay requests to the RiverDogs on-site point of contact. At the conclusion of the event, the venue staff and the event coordinator will do a final walk-thru together to survey the venue.
- Set-up / Breakdown:** A limited number of tables and chairs are available for client use based on the attached facility agreement. The event coordinator is responsible for ensuring set-up and breakdown of all tables and chairs used during the event. They should be placed back where they were found.
- Time Overage:** Rental cost includes use of the facility and grounds for a four-hour event with a maximum of four hours before for set-up and two hours after for breakdown. If additional time is used before or after the time allotted and was not pre-determined, an additional fee of \$150 per hour will apply. The additional time must be approved prior to the event or the additional fees will be automatically applied. No event may continue past 11:00 PM.
- Supplies:** Please bring all supplies you may need for your event. Including but not limited to: Scissors, tape (**duct tape is not permitted on the facility bricks or paint**), zip ties, bungee cords or rope to hang banners, ladders, cash bags, change, ID bracelets, name tags, etc.
- Pets:** No pets are permitted on venue grounds at any time (with the exception of service dogs). If guests arrive with a pet, they will be asked to leave the grounds of the facility.
- Hazardous Weather:** For safety of all involved, should hazardous weather occur, such as a tornado, severe thunderstorm or hurricane watches and warnings, the City of Charleston or RiverDogs reserve the right to mandate taking shelter, stopping alcoholic beverage dispensation, requiring bands or musicians to switch to acoustic entertainment only and adjusting volumes or terminating DJ's or recorded music until hazardous weather is deemed no longer a threat. In the event hazardous weather requires the evacuation of the property for the safety of the guests, the event will be terminated.
- Wireless Internet:** Should you need internet access, Wi-Fi is available. Inquire about the pass key information.
- Approved Verbiage:** When listing the venue please use one of the following: Joseph P. Riley, Jr. Park, Joe Riley Park or The Joe (please do not list as RiverDogs Stadium). If you need to reference the Charleston RiverDogs, please be sure to capitalize the D in RiverDogs.

Client Initial: \_\_\_\_\_



---

## Joseph P. Riley, Jr. Park Facility Rental Agreement

360 Fishburne Street, Charleston, SC 29403 | ph: (843)723.7241 | fax: (843)723.2641

Melissa Azevedo: [melissa@riverdogs.com](mailto:melissa@riverdogs.com) | Kristen Wolfe: [kwolfe@riverdogs.com](mailto:kwolfe@riverdogs.com)

### CHECKLIST

Final Meeting – One Week Prior to Event

Attendees: Client or Event Coordinator, Venue Staff

- Client –Provide a comprehensive timeline to include but not limited to: any and all deliveries, set-up, vendor arrivals, breakdown and pick-ups. Be sure to include the name and contact information of rental companies, caterers, photographers, entertainment, etc. Please note this must be provided to ensure that gates are unlocked and staff is in place when expected.
- Client – provide final layout for event which must be approved by RiverDogs staff. Please be sure to provide revised copies of layout if there are changes prior to your event.
- Client – provide a final RSVP count if RiverDogs are catering your event  
Please note that client will be charged for the number provided.
- Client – provide any and all necessary insurance documentation.
- Remaining balance due (70%). If a credit card is on file, the remaining balance will be charged at this time.

Must provide and complete the above prior to event gates opening.

Client Initial: \_\_\_\_\_



---

**METHOD OF PAYMENT**

**Please make checks payable to Charleston RiverDogs**

Mail to: 360 Fishburne Street, Charleston, SC 29403

Attn: Melissa Azevedo: [melissa@riverdogs.com](mailto:melissa@riverdogs.com) or Kristen Wolfe: [kwolfe@riverdogs.com](mailto:kwolfe@riverdogs.com)

ph: (843)723.7241 | fax: (843)723.2641

RENTER: \_\_\_\_\_

CHECK \_\_\_\_\_ CREDIT CARD \_\_\_\_\_

VISA / MC / AMEX # \_\_\_\_\_

Exp \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_

Additional Fees: \$ \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_

30% Deposit of Total Fee: \$ \_\_\_\_\_ (Due with signed contract)

70% Balance Due / Final Payment: \$ \_\_\_\_\_ (Due one week prior to event date)

The person(s) signing this contract will hold the City of Charleston, Charleston Baseball Inc., individually and jointly, harmless for any loss, damage or injury to person(s) or property resulting from the use, occupancy or possession of the premises. I grant permission for free use of photographs taken during the event in any broadcast, telecast, social media, website or written account of the event.

I hereby acknowledge that I have read and agree to the above rental agreement and foregoing terms and conditions.

\_\_\_\_\_  
RENTER REPRESENTATIVE (PRINT)

\_\_\_\_\_  
VENUE REPRESENTATIVE (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

Please note that agreement is not valid until both parties have signed.