

**STUDIO CELLAR VENUE RENTAL**  
**CONTRACT AGREEMENT**

Event Type: \_\_\_\_\_

Event Day & Date: \_\_\_\_\_

Rental Start Time: \_\_\_\_\_

Rental End Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Venue Rental Price: \_\_\_\_\_

Bar Package Total: \_\_\_\_\_

Staff Gratuity\*: \_\_\_\_\_

\*Optional. May be paid up front or on site for services rendered.

Grand Total: \_\_\_\_\_

New Total Owed if Deposit Paid: \_\_\_\_\_

Payment in full due by: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Day of contact / name of coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature & date: \_\_\_\_\_

## **RENTAL INCLUDES**

*Studio Cellar is a spacious and charming historic venue located at the heart of the Vista in downtown Columbia. This historic venue offers high ceilings, original hardwood floors and exposed brick for the most elegant event (and gorgeous pictures.) We are open daily as a paint studio so the atmosphere is a very creative and artistic space with lots of art and culture interwoven throughout the facility. Our venue is just walking distance from the town's best attractions and nightlife, making Studio Cellar a favorite hidden gem in SC. We are very accommodating, competitive and excited to help you create a package for the perfect event!*

### **INCLUDED IN YOUR VENUE RENTAL FEE:**

- Seating for 100/Standing room for up to 150
- Dance area
- Festive lighting
- Sound system
- Aux system with Microphone
- Projector and 100" tripod screen
- Staffing assistance with set up and clean up and available during the duration of event.
- Large bathrooms
- Private entrance for special guests
- Use of our handcrafted rustic photo booth.  
(A custom sign can be created for an additional \$25)

### **TABLES:**

*Our rustic tables include:*

- 6 square 3'x 3' tables that seat 4
- 4 large 5'x 3.4' handmade and refinished old Brandy Barrel Tables that seat 4-6 barstools (32)
- 1 large 3'x 7' Painted Barn door table that seat 8 bistro chairs.
- 8 barstools at the bar

We also have 8 folding tables that can seat 8 or be used for other purposes. They measure approximately 70"x 29" and two at 8'x 30".

### **SEATING:**

100 chairs- black and tan metal folding and black bistro style included in rental. Can be moved or arranged to your needs.

## **BAR OPTIONS**

*We have several delicious imported, domestic and local options of wine, beer, champagne and non-alcoholic beverages. (Coke, Diet Coke, Sprite, Orange Juice and Bottled Water). You can select between Cash Bar or Open Bar or we can create a package that suits your needs.*

### **CASH BAR:**

Guests can purchase their own beverages at our bar with card or cash. Our Bartenders are included at no additional cost. A 15% gratuity will be added at the bar for the cash bar option.

### **OPEN BAR:**

\$13/person for over 80 people or \$15/person for 80 and under.

- Includes unlimited House Wine & Champagne, select Beer, and non-alcoholic beverages.
- You may upgrade for \$300 to top shelf wine and additional beer options.
- If you purchase Open Bar you may bring liquor with basic mixers and we will serve it.
- Our Bartenders are included, but Gratuity is NOT.

*\*House Wine- Canyon Road: Moscato, Pinot Grigio, Sauvignon Blanc, Chardonnay, Merlot, Pinot Noir, Cabernet Sauvignon. Ask for current beer options as they may change.*

### **BYOB Option:**

- You may bring your own drinks entirely for \$400 and we will assist with serving them for you.
- You are responsible for coolers, ice, serving & setting up your own bar area with this option.
- Our Bartenders are included, but Gratuity is NOT.

*Creative Packaging is available- i.e. Drink tickets, limited bar tab coverage for guest, etc.*

**CATERING** is optional and entirely up to you. We currently do not have our own food available or a preferred caterer, but we can help with suggestions. Food must arrive prepared as we do not have an on-site kitchen.

## **VENUE PRICING**

*We are very accommodating and can customize packages to fit your needs. Our flexibility helps you create the package that's right for your event! Prices may vary during holidays, seasonal times, and for college events.*

**Monday-Wednesday:** \$100/hour before 5pm or \$1,000 for the evening (usually 5-10, flexible)

**Thursday:** \$100/hour before 5pm or \$1,200 for the evening (usually 5-10, flexible)

**Friday:** \$100/hour before 5pm or \$1,800 for the evening (usually 5-11, flexible)

**Saturday:** \$200/hour before 5pm or \$1,900 for the evening (usually 5-11, flexible)

**Sunday:** \$175/hour

+\$100 for each additional hour after 12am. Should be determined before the night of, otherwise decision is at the discretion of staff working.

### **BY SIGNING THE CONTRACT YOU UNDERSTAND AND ARE AGREEING TO:**

- No open flame without approval.
- No smoking or drug use on premise.
- No underage drinking or any illegal activity of any kind.
- Full responsibility for any missing property or damage, cost at owner's discretion.
- Subject to an additional fee of \$200 or more for excessive clean up needed, drunken or belligerent behavior towards staff, missing or damaged paintings/props.
- Venue rental insurance is optional. A credit card will be kept on file if you opt out of insurance.
- No refunds.

**Payment Options:**

*You can call 803-929-0709 to make payment over the phone with a manager or come into the studio during our hours of operation to make a deposit. A card will need to be on file for the event if you opt out of venue rental insurance. Provide your information below for security hold and return to management@studio-cellar.com.*

Card info is kept on file for event:

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

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Amount to Charge: \_\_\_\_\_ Deposit: Yes or No (circle one)

Signature: \_\_\_\_\_

Email for receipt: \_\_\_\_\_

\*Rental is not secured until deposit is received. Deposit will go toward the total.

**\*Payment is DUE 2 weeks before event. We have the right to not allow the rental if payment is not made in full at least 2 weeks before event. Full payment is contractually due 2 weeks before agreed rental date and is non-refundable/non-negotiable**

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**SPECIAL NOTES:**

Please read the material below to make sure all parties understand the requirements of providing for everyone safety and keeping Studio Cellar maintained and a safe location for future use.

## **VENUE RENTAL CONTRACT BETWEEN THE CLIENT AND STUDIO CELLAR**

**Deposit/Rental Fees:** A signed contract and date-hold deposit of \$200 must be received to reserve your date(s) and time(s). This is nonrefundable unless Studio Cellar is forced to cancel and the full deposit will be refunded. The Balance of your space rental fee is due 10 (10) days prior to your event. No terms are implied or granted and no work will be allowed to commence until full payment is received. (ie- check has cleared.)

**Insurance:** Special Event Liability Insurance should be obtained during The Clients possession of the facility. By forfeiting Special Event Liability Insurance, you are accepting responsibility for Public Liability and Personal Property Damage as well as Studio Cellar, LLC and Studio Cellar employees, contractors and contracted vendors bodily injury, property damage, personal injury and other loss arising out of clients use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance recommended costing around \$150 to the client, is limit liability of \$1 Million, and general aggregate liability of not less than \$2 Million. Studio Cellar, LLC shall be named as an additional insured of said policy. Any caterers and/or outside vendors, companies, and/or institutions should provide a copy of their Certificate and Catering License to Studio Cellar at least one month prior to the event.

**Liability:** Renter agrees to indemnify, defend, and hold Studio Cellar LLC, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client, its employees, and agents of alcoholic beverages at Studio Cellar LLC.

**Attorney fees:** In the event Studio Cellar retains the services of an attorney to represent its interests in regard to this contract or to bring an action for the recovery of damages or other charges, the Client agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

**City, County, State and Federal Laws:** Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Client shall not sell alcohol on premises at any time. Client may not serve alcohol to minors on the premises at any time. Client agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Studio Cellar reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Studio Cellar or the safety of its staff, guests, or building contents.

**Promotions and Copyright:** It is important to us that you have a fantastic and successful event. We allow and encourage Studio Cellar, LLC to be a part of the promotion or co-production of your event. We are happy to provide professional created images and logos of Studio Cellar for promotional needs. We also reserve the right to take pictures of your event and use them for our marketing and promotional purposes.

**Smoke-Free Facility:** Studio Cellar is a smoke-free facility. Although the building is equipped with fire sprinklers, the Studio is located in a potentially flammable historic building. There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke as our facility is not ventilated. Studio Cellar also sometimes has flammable art supplies on premise. Original artwork can be damaged by smoke and the resulting damage would be very costly to replace or repair. No smoking in any restroom. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises by the event staff.

Site Decoration: Studio Cellar wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that only the staff of Studio Cellar assist with rearranging and move any furnishings, including artwork, lighting, antiques or seating. No nails, screws, staples or penetrating items should be used on our walls, brick or fine wood. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, the card on file will be charged.

Catering, Cleaning, Trash and Equipment Removal: Studio Cellar will be in a clean condition prior to your event. Upon additional planning with Studio Cellar, you will need to incorporate your set-up time and clean up time into the rental agreement, you are required to return the space to the same clean condition in which it was found, unless additional time/payment for clean-up was made. Otherwise, all trash must be collected, properly bagged and removed by the renter or the caterer and the furniture must be rearranged. All rental equipment must be removed that night unless approved otherwise by Studio Cellar. Studio Cellar reserves the right to administer an additional \$200 clean up charge for excessive cleaning needs that go beyond normal events if we deem necessary. There is a strict \$300 vomit charge for vomiting found on premise.

Conduct: There is absolutely no drug use of any kind tolerated on premises or outside, including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Studio Cellar LLC staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made. No persons under 21 should be in consumption of Alcoholic beverages on premise at Studio Cellar. Client takes full responsibility if any wrongdoing of this nature occurs. It is at the Client's full responsibility to conduct a system indication persons under 21 years of age, should they be in attendance, and ensure they are not consuming alcoholic beverages. (i.e. wristbands, stamps, security, etc.) All responsibility is off of Studio Cellar and its staff should any law intervention arises. Client understands that they take responsibility if any law breaking activity occurs and organization affiliated could also be at risk.

Lost and Found: Studio Cellar takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 10 days. Every attempt will be made to return any recovered item to its rightful owner.

**Client Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of scheduled Event:** \_\_\_\_\_

**Studio Cellar requires a credit card to be on file during the entirety of your event.**

Please complete and sign this form to authorize Studio Cellar, LLC to keep on file in the event of damages. Once complete, please email to [info@studio-cellar.com](mailto:info@studio-cellar.com). Please disregard if you have already provided payment information.

**Cardholder Name:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **CVV2 Number:** \_\_\_\_\_

**This payment information is for the event described above. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_