

Rental Date: _____

**Rental Application and Agreement
for the
Ross S. McKenzie Hall/Martha Brice Gardens**

(Effective 1/30/2020)

at

Sumter County Museum
122 N. Washington Street
Sumter, SC 29150
(803)775-0908

Sumter County Museum encourages use of the Ross S. McKenzie Hall and Martha Brice Gardens for small receptions and gatherings by both private individuals as well as cultural, historical, and civic organizations.

Required rental financial deposits: **\$400 at time of reservation** (includes \$200 non-refundable reservation deposit and *\$200 refundable security deposit.) This rental application and agreement form must be signed and returned to the museum with the deposit to secure your reservation.

TOTAL DAILY RENTAL COST: \$1,200 (includes \$200 refundable security deposit)

NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

PURPOSE OF USE: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

ESTIMATED HOURS OF RENTAL (includes set-up and clean-up) _____

NUMBER OF PERSONS EXPECTED: _____

REFRESHMENTS SERVED: YES _____ NO _____

As the responsible party, I hereby agree to the following rental conditions:

Please initial:

_____ 1. Renter must visit the museum prior to the event to become familiar with the facility and guidelines

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_____ 2. The museum houses collections that require a security person from the museum to be present for the entire event. The fee for this person is included in the rental fee.

_____ 3. To reserve the date, the renter must make a nonrefundable reservation deposit of \$200.00. This amount is applicable towards rental fee of \$1000. **BALANCE OF THE RENTAL FEE IS DUE AT LEAST 2 WEEKS prior to the event.**

_____ 4. Renter must leave premises in the condition found. *A refundable security deposit of \$200.00 is due at the time of reservation to cover damages, excessive clean-up, and house overages. **Deductions will be made for damages, such as broken tables and extra clean-up and overages per hour as determined by museum staff.** If there are no problems, the full security deposit will be returned within 2 weeks after event.

_____ 5. A limited number of tables and chairs are available at no additional charge. **Museum staff is not available for setup, break down, or putting away of tables and chairs.** There are 18-8 foot rectangle tables, 10- 60 inch rounds, 7- 48 inch rounds and around 150 folding chairs. This number is subject to change at any time. If additional tables or chairs are required, the renter must provide them.

_____ 6. Renter will accept grounds as is.

_____ 7. Confetti, glitter, rice, silly string, and artificial flower petals are not allowed.

_____ 8. Beverage and chocolate fountains are NOT allowed in McKenzie Hall. They are only allowed in the gardens.

_____ 9. The serving of alcoholic beverages is allowed.

_____ 10. Music from bands, DJs, and quartets are allowed as long as music ends by 11:00 p.m., in adherence to the City's noise ordinance. No music is allowed with explicit language.

_____ 11. Renter assumes full financial liability and responsibility for any damages or loss of property belonging to the Museum, including personal injury incurred during or as a result of such use. Renter will release the Museum from any liability whatsoever arising out of the use of said premises.

_____ 12. Museum regular hours are from 10 a.m. to 5 p.m., Thursday, Friday, and Saturday.

_____ 13. As long as there isn't another museum event the day before and you have checked with museum staff, you may set up the space the day before your event **during museum operating hours listed above. The doors will be locked at 5:00pm, no exceptions.**

_____ 14. Rental and facilities MUST BE vacated and CLEANED by 12:00 midnight. If the event runs past midnight, an additional \$100.00 per hour will be deducted from the security deposit.

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_____ 15. No one is allowed to drive or park on the grass without express permission from the museum staff. Any damage to the lawn will be charged to the renter.

_____ 16. **THERE IS NO SMOKING INSIDE ANY MUSEUM BUILDING!** Smoking is ONLY permitted in the garden. Renter is responsible for removing cigarette butts.

_____ 17. **Weddings: Renter may perform rehearsal the night before renter's event on museum grounds, but all buildings will be locked at 5:00 p.m. This includes access to the bathrooms. Please keep this in mind in planning. Arrangements may be made at least two weeks in advance with museum staff to keep facility unlocked for rehearsals at an additional charge of \$100 per hour if there is staff available.**

_____ 18. Tents are allowed on the grounds. Museum DOES NOT have any tents. Renter may use outside party rental companies to rent tents and/or additional tables/chairs. Renter must make museum staff aware of tent plans so staff can mark sprinkler locations to avoid breaks in lines.

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Weekend Fees

Ross S. McKenzie Hall/Martha Brice Gardens Rental Fee	\$1000.00
Plus Refundable Security Deposit	<u>\$200.00</u>
TOTAL DAILY RENTAL:	\$1200.00

Due at Time of Reservation	\$400.00 includes:
Security Deposit	\$200.00
<i>(Will be returned within 2 weeks after event, minus any damages or fees)</i>	

Reservation Deposit (Applicable to Total of \$1,000.00)	\$(200.00)
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Remaining Owed:	\$800.00 or _____
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BALANCE	\$ _____
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Additional Payments:	
Date	\$ _____
Date	\$ _____
Date	\$ _____

I hereby acknowledge that I have read and agree to all above terms as set forth in this rental policy.

Signature _____ Date _____

Museum Signature _____ Date _____

Museum Member Rates

Corporate Sponsors	Individual Members
Bronze (\$250) <i>10% off Rental</i>	Individual (\$30)
Silver (\$500) <i>20% off Rental</i>	Family (\$50)
Gold (\$1000) <i>30% off Rental</i>	Patriot (\$100)
Platinum (\$2500) <i>1 free Rental</i>	Williams-Brice (\$250) <i>10% off Rental</i>
	Gamecock (\$500) <i>20% off Rental</i>
	Heritage (\$1000) <i>30% off Rental</i>