



# Charleston RiverDogs

Class A Affiliate of the NY Yankees



## JOSEPH P. RILEY, JR. PARK

360 Fishburne St Charleston SC 29401

Phone: (843)723.7241 Fax: (843)723.2641



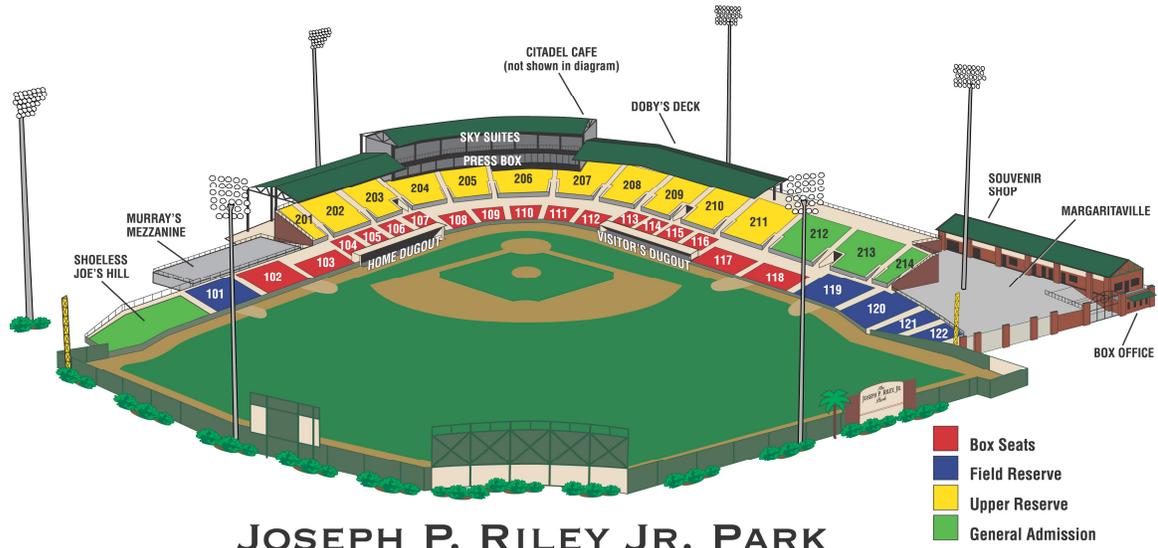
When it comes to affordable, fun, family entertainment in the Charleston area, you have to think of RiverDogs baseball. As a part of the NY Yankees minor league system, the RiverDogs season begins in April and continues through the end of August, with fun and exciting activities for fans of all ages. It is not just baseball you will find at Joe Riley Park. During the course of the year, the RiverDogs stadium is host to concerts, company outings, community events and much more.





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**JOSEPH P. RILEY JR. PARK**

## Section I. FACILITY RENTAL INFORMATION

- |   |  |
|---|--|
| <input type="checkbox"/> Doby's Deck (up to 500 ppl)          | Above 3 <sup>rd</sup> Base (Covered All Year)      |
| <input type="checkbox"/> Murray's Mezzanine (up to 250 ppl)   | Above 1 <sup>st</sup> Base (Tented April - August) |
| <input type="checkbox"/> Margaritaville (up to 700 ppl)       | Stadium Entrance (Not Covered)                     |
| <input type="checkbox"/> Indoor Meeting Space (30-50 ppl)     | Luxury Sky Boxes, Home Clubhouse                   |
| <input type="checkbox"/> Marsh View Concourse (up to 300 ppl) | Back side of stadium (Covered All Year)            |
| <input type="checkbox"/> Use of field (up to 10,000+ ppl)     |  |

- |   |         |
|---|---------|
| <input type="checkbox"/> Monday thru Thursday - Day     | \$650   |
| <input type="checkbox"/> Monday thru Thursday - Evening | \$850   |
| <input type="checkbox"/> Friday                         | \$1,500 |
| <input type="checkbox"/> Saturday                       | \$2,500 |
| <input type="checkbox"/> Sunday                         | \$1,000 |

### Please Note:

A 25% non-refundable deposit is required to reserve your date to accompany this agreement.

**Additional fees** apply for field use (up to \$2,500) / Based on needs & size of event.

Cost includes use of the venue for up to a four-hour event (unless previously agreed upon).

Food and Beverage - Not Included in facility rental fee's above.

Set-up may begin at 8:00am and breakdown completed within 2 hours of end of event.

Alcohol must be purchased and served through the RiverDogs to comply with the SC Alcohol Beverage & Control Board.

Proper options to list facility information in promotional material: Joseph P. Riley, Jr. Park, The Joe or Joe Riley Park

**Section II. REQUIRED (Please check below):**

- Stadium Set-up, Porter Service & Clean-up  Client  RDogs Clean-up Staff \$275.00  
*Fee is waived if client chooses to provide volunteers to set-up and clean-up*
- Officer(s) on Site for Event  Client will provide  RDogs will provide @\$25/hr (minimum 4 hours)
- EMT on Duty  Client will provide  RDogs to provide @\$30/hr
- Permit - Must be approved by the City of Charleston Special Events Committee  
*Required if event is open to the public and/or if there will be amplified music*  
**Stella Fruit, Recreation Facilities Superintendent-** 823 Meeting Street, Chas., SC 29403 Phone 843-724-7330
- Client will request  RDogs will request
- Certificate of Liability Insurance / General Liability - \$1,000,000/occurrence  
List South Carolina Baseball, LP, Charleston Baseball Concessions, LLC and City of Charleston

**Total \$: \_\_\_\_\_**

**Section III. OPTIONAL (Check all that apply):**

- RiverDogs Concessions Open (determine menu options)
- RiverDogs Catering (see below for standard menu options & request a quote)
- Client will provide outside Catering Service (must provide catering insurance documentation)
- Cash Bar (RiverDogs staff must serve product)
- Photographer -  Client will provide  Request a quote and information
- Picnic Tables (6ft x 2.5ft / seats 4 - 6 ppl) How many? (RiverDogs can provide up to 25)
- Tables (6 ft) How many? (RiverDogs can provide up to 8)
- High Top Table - How many? (RiverDogs can provide up to 18)
- Chairs (White folding) How many? (RiverDogs can provide up to 40)
- Tents/Linens or additional tables - please secure through Snyder Party Rental, 843.766.3366  
Delivery Date and Time: \_\_\_\_\_ Pick-up Date and Time: \_\_\_\_\_
- Band / Live Music (Please provide electrical and Audio/Visual needs)
- Public Address or use of wireless mic
- Public Address Announcer or MC (Ken Carrington) @ \$50/hr
- Video Board Use -- Logos on flash drive, CD or emailed. Must provide one week prior to event.  
(Provide logo's - 208 pixels wide x 160 pixels tall, Hi-Res jpeg works best)  
(Provide video in a 4:3 ratio. Please do not provide Hi-Def or widescreen)
- Video Board Operator @ flat rate of \$50

**Total \$: \_\_\_\_\_**

**Section IV. STANDARD MENU OPTIONS:**

Additional and/or Specialty Menu items available upon request. Please contact for further information and pricing.

- Option #1 (All American):** Hot Dogs, Hamburgers, Potato Chips, Cookies, Iced Tea and Lemonade
- Option #2 (BBQ Feast):** Pulled Pork & Chicken BBQ, Potato Salad, Chips, Cookies, Iced Tea and Lemonade
- Option #3 (Lowcountry Boil)** (Based on cost of Shrimp at time of request)  
Shrimp, Sausage, Corn on the Cob, Seasoned Potatoes, Chips, Cookies, Iced Tea and Lemonade

**CIRCLE ONE: CASHBAR RUNATAB**

Cash bar pricing: Domestic Beer - \$4, Imported Beer - \$5, Wine: \$4, Liquor - \$6, Water & Soda - \$3

### **Event Coordinator:**

There must be an event coordinator on-site for the duration of your event. The coordinator will maintain the agenda, serve as the decision-maker and collaborate with venue staff during the event. The event coordinator will solely work with the designated RiverDogs venue staff. 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 request. Then event coordinator should relay requests to the RiverDogs on-site point of contact only. This will help avoid mis-communication during your event.

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.

At the conclusion of the event, the venue staff and the event coordinator will do a final walk-thru to survey the venue for proper clean-up. If volunteers will be handling clean-up, there is a dumpster located on-site. All trash must be removed and discarded in the dumpster to avoid fees.

### **Beverage Service:**

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 that all alcohol must be supplied by a professional bar service with the necessary licenses and liability insurance; therefore, alcohol must be purchased and served through the Charleston RiverDogs. 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.

### **Pepsi Facility:**

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

### **Catering:**

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.

### **Vendors:**

It is required that all outside caterers provide the appropriate insurance documentation at the final meeting one week prior to the event. All vendors and service contractors are responsible for clean-up and removal of their equipment, food, supplies and garbage within two hours of the event's conclusion. If the vendor must pick up equipment the following day, please make arrangements in advance.

### **Hazardous Weather:**

For safety of all involved, should hazardous weather occur, such as a tornado, severe thunderstorm or hurricane watches and warnings, the property owner/operator reserves 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. Your payment will be refunded excluding the deposit.

**Parking:**

Parking is available in the lot adjacent to the facility and across the street. Parking is free unless otherwise noted. A traffic officer or traffic control may be necessary based on number of guests expected.

**Rental Deposit and Security Deposit:**

A 25% rental deposit is due upon receipt of this signed and initialed contract and is non-refundable.

The 75% balance of the rental fee is due at the final meeting, one week prior to the event.

**Time Overage:**

Rental cost includes use of the facility and grounds for a four-hour event, ending by 11:00 PM. If additional time is needed or used, an added 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.

**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.

**Children:**

Children attending events at Joseph P. Riley, Jr. Park should be accompanied by an adult at all times for safety reasons.

**Pets:**

No pets are permitted on venue grounds at any time for safety reasons (with the exception of service dogs). If guests arrive with a pet, they will be asked to leave the grounds of the facility.

**Audio Visual:**

Use of most audio visual needs is included in the facility rental (wireless microphone, video board, stationary microphone, full-venue sound system, cd player, standard power outlets). If additional AV or staffing is needed, please inquire in advance.

Venue staff can not assure your requests will be met unless arranged in advance.

**Wireless Internet:**

Should you need internet access, Wi-Fi is available. Inquire about the pass key information.

**Holidays:**

Joseph P. Riley, Jr. Park is not available on most major holidays; however, please inquire with special requests.

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



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Joseph P. Riley, Jr. Park

(843)723.7241

## CHECKLIST

Final Meeting – One Week Prior to Event

Attendees: Client or Event Coordinator, Venue Staff

1. Client – provide agenda and layout for event.
2. Establish a schedule for vendor set-up, deliveries and pick-ups. This includes the rental company, caterer, photographer, entertainment, vendors, etc...
3. Client – provide any and all necessary insurance documentation.
4. Remaining balance due (75%). If a credit card is on file, the remaining balance will be charged at this time.

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



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## Facility Rental Agreement

Please complete the following information and fax to (843) 723.2641 or email to melissa@riverdogs.com. No part of the rental contract or terms and conditions may be altered without agreement by both parties, nor may it be transferred or sublet by the Renter. Full payment must be received one (1) week prior to the scheduled event. Your event date will be reserved upon receipt of this contract, the terms and conditions page and the non-refundable security deposit.

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

## PAYMENT INFORMATION

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

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

Time Overage Fee: \$ \_\_\_\_\_ (\$150/every hour over the allotted 4 hours)

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

25% Deposit of Total Fee: \$ \_\_\_\_\_ (Due with signed contract)

Final Payment: \$ \_\_\_\_\_ (Due one week prior to event date)

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



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## METHOD OF PAYMENT

Please make checks payable to Charleston RiverDogs  
Mail To: PO Box 20849, Charleston, SC 29413 Attn: Melissa Azevedo  
Fax to: 843.723.7241 Email: melissa@riverdogs.com

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

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

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

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

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

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

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 give permission for free use of photographs taken during the event in any broadcast, telecast, social media or written account of the event.

I, \_\_\_\_\_, hereby acknowledge that I have read the above rental agreement and foregoing terms and conditions and I agree to the terms and conditions this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Renter's Signature: \_\_\_\_\_

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