



## Event Space Rental Agreement & Contract Planning, Policies and Regulations

Event Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Wrap Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Single Event or Multiple Days/Nights: \_\_\_\_\_

Client(s)/Corporation: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

For use on the event date and time stated above for rental fee of \$ \_\_\_\_\_ is due and payable on the schedules below.

Cash, money orders, and credit cards are accepted. (ALL PAYMENTS SHOULD BE MADE TO CHARLESTON'S CHILL-N-GRILL)

Date-Hold Deposit (Non-Refundable) Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

Remaining 50% Down Payment Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

Additional Time Desired: Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

We will be using in-house Caterer/Food and agree to the additional charge of \$ \_\_\_\_\_ Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_  
Method: \_\_\_\_\_ We will be using our own Caterer/ Food. (initial) \_\_\_\_\_

No refunds will be paid 10 days prior to an event, as your agreement to rent The Charleston's Chill-N-Grill on this date may cause the loss of additional bookings or business. In addition, expenses incurred such as rentals or purchases necessary to produce your event may not be refunded, or may not be refunded in full if costs have been incurred toward that obligation. We accept Visa, Master Card, American Express and Discover credit cards, but charge a 4% processing fee that is charged to us by those companies. Any refunds issued will be returned less a 4% handling fee.

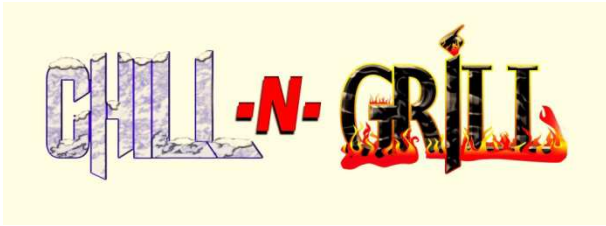
All balances must be payable to Charleston's Chill-N-Grill 14 days in advance of the event. (If the balance has not been paid by the commencement of the event, Charleston's Chill-N-Grill has the right to cancel your event.)

A SIGNED AGREEMENT AND DOWN PAYMENT MUST BE RECEIVED TO RESERVE YOUR DATE AND TIMES!

Acknowledged, Agreed & Authorized by Primary Contact/Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged, Agreed and Authorized by Charleston's Chill-N-Grill: \_\_\_\_\_ Date: \_\_\_\_\_

Please initial and date the following three pages.



## Event/Seminar Detail Plan

Desired Schedule: \_\_\_\_\_

\_\_\_\_\_ SETUP/DECORATIONS

\_\_\_\_\_ EVENT START

\_\_\_\_\_ REHEARSAL/TECHSET/SOUND

\_\_\_\_\_ MUSICIEN/ENTERTAINMENT-START/END

\_\_\_\_\_ FOOD/BAR-SETUP/PREP

\_\_\_\_\_ FOOD/DRINKS-START/END

\_\_\_\_\_ LIST HELP/SECURITY/STAFFING

\_\_\_\_\_ SPEAKER/PRESENTATIONS-START/END

\_\_\_\_\_ DOORS OPEN

\_\_\_\_\_ CAKE CUTTING/TOAST

Special Needs/Technical Requirements: \_\_\_\_\_

Media Coverage/VIP, Celebrity or Performer Requirements: \_\_\_\_\_

Event Planner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cake: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Other Food: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Musician/DJ/Talent: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

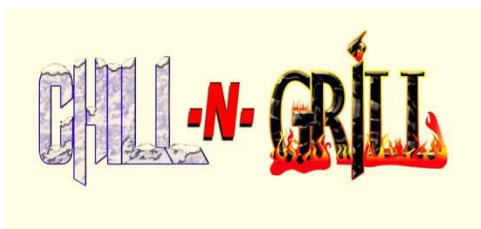
Management/AR: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Winery/Alcohol Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary-Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

We will all be using this contract as a working document as details for your event. Please sign the contract and Fax it to: 843-789-3655.

Primary Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_



## CONDITIONS & RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping Charlestons' Chill-N-Grill is a well maintained and safe location for future use.

### RENTAL FEES

All balances must be payable to Charlestons' Chill-N-Grill 14 days in advance. A down payment and a security deposit, along with the signed agreement, is required to reserve the date and space. Payment may be made by cash, money order or major credit card. There is a 4% fee charged on credit card transactions. No terms are implied or granted and no work will be allowed to commence until full payment is received.

### CONSUMPTION OF ALCOHOL

No alcoholic beverages can be brought on to the premises to be consumed by guest. A bar Tab can be ran or guest can have access to the in house Bar. If renter would like to serve alcohol to its guest Liquor Liability Insurance coverage to protect you against alcohol related accidents, as you are ultimately liable for the safety of your guests.

A temporary alcohol license must also be secured and the renter may be subjected to an up-charge.

### CAPACITY

Renter understands that the maximum standing capacity of The Chill-N-Grill is 200 people and will not exceed this limit.

### SITE DECORATION

The Chill-N-Grill wants to make every event here a special and welcome experience. Therefore every effort will be made to allow Renter to prepare decorations.

### CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building 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. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Carlestons' Chill-N-Grill staff and 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.

### LOST AND FOUND

Charlestons' chill-N-Grill 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 15 days. Every attempt will be made to return any recovered item to its rightful owner.

### CANCELLATION

## Date-Hold Deposit is Non-Refundable

More than 60 days prior to event: 50% of down payment and 100% of security deposit will be refunded.

From 30 days prior to event: NO RENTAL PAYMENT WILL BE REFUNDED. 100% of the security deposit will be refunded.

## CATERING, CLEANING, TRASH AND EQUIPMENT REMOVAL

The Charlestons' Chill-N-Grill will be in a clean condition prior to your event. Within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found. 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.

All rental equipment must be removed no later than Noon the following day.

## 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. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Charlestons' chill-N-Grill 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 The Chill-N-Grill or the safety of its staff, guests, or building contents.

## ENTRANCE AND EXIT

Renter agrees that Charlestons' Chill-N-Grill staff may enter and exit premises during the course of the event. A representative of The Chill-N-Grill will be on-site during your entire event and will be checking periodically with the responsible parties to insure everything is working smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

## PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should The Charlestons' Chill-N-Grill be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. The Charlestons' Chill-N-Grill is our name, please if you choose to shorten it...shorten it to Chill-N-Grill.

We are happy to provide professionally created images of our space for promotional materials.

We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. A representative of Charlestons' Chill-N-Grill and/or promotional materials and signage will be present at all events, and any questions about the space, its contents or about our upcoming events and the charities we support can be directed to that representative!

Primary Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_