

Event Rental Agreement

This Event Rental Agreement ("Agreement") is made on this _____ day of _____ 20____, by and between Holy City Affairs, on behalf of the Glover - Sottile House, LLC referred to as "Owner") and the undersigned Renter ("Client").

Rental Information

The rental fee covers only the rental of a specified space. These areas include the courtyard or dining room/parlor.

The client will provide all other services for the event (exclusive vendors listed below).

The rental secures the house or courtyard for a 4-hour event, exclusive of set up and breakdown. Additional hours may be purchased at a rate of \$350/hour.

1. Event Details

- Client Name: _____
- Event Name (If applicable): _____
- Company/Organization (If applicable): _____
- Event Type: _____
- Official Event Start Time: _____ End Time: _____
- Total number of Hours: _____
- Setup Access Time: _____ Breakdown Time: _____
- Estimated Number of Guests: _____

2. Space to Be Rented (Select rooms for event)

- Dining Room/Parlor _____ (Minimum of 8)
- Courtyard _____ (To be discussed with Glover-Sottile House, LLC Concierge)

3. Rental Fees

- Rental Rate: \$ _____ Security Fee: \$ _____
(Based on Event Details above)
- Security Deposit: \$ 500

A \$500 refundable security deposit check should be written as a *separate* check and is due (30) days prior to the event date. The full amount of the security deposit check will be withheld and applied to any damages to the property that are incurred during the event. This includes but is not limited to event time overages, excessive clean up, moving of furniture or paintings from walls without permission. The client's security deposit will be forfeited due to any damages to the property at the time of the event and billed for any additional repair costs over and above the deposit amount.

- Payment Schedule:
 - Deposit Due: 50% immediately to secure date and is *non-refundable* for any reason
 - Balance Due: 50% 14 days prior to event

Failure to comply with the payment schedule may result in cancellation of event. Payments are accepted by check or any major credit card; no processing fee is added. If making a payment by check, please make it payable to **Holy City Affairs** and reference the client's name and event date on the check.

4. Cancellation Policy and Refund Schedule

- Cancellations made more than 60 days prior to the event will receive a full deposit refund.
- Cancellations made between 60 days to 14 days prior to event will forfeit full deposit.
- Cancellations made between 14 days and event date may be subject to full rental fee.

If the need arises to postpone the contracted date for any reason, Holy City Affairs must be notified in writing at least 90 days prior to the event. The paid amounts will be applicable to the postponed date. Moreover, the new date must be established, and the event must take place within 120 days of the date that was originally scheduled for the previous payments to be applied. (Based on House availability)

- The request for refund and cancellation of event must be received in writing by email to: info@holycityaffairs.com with subject line Glover-Sottile House and event date.

5. Vendor Selection – Please select from the below list of Exclusive Vendors for GSH. Client is responsible for contacting vendors to arrange for services.

- Catering Company:
 - Brett McKee
 - Duvall Catering
 - Cru Catering
 - FoodArt Catering
- Bar Service Provider:
 - Lemon or Lime
- Floral Service Provider:
 - OK Florist
- Event Rental Provider
 - Cheers
- No onsite cooking is allowed without prior approval. Limited prep space is available.
- No straws or stirrers will be allowed on site.

6. Tents

Tents are not included in the rental fee of the venue. Tents are recommended for an event in the courtyard. A diagram of the tent layout along with the set up and breakdown schedule, must be preapproved 30 days prior to your event.

7. Insurance Requirements

- Client is required to obtain a separate Special Event Insurance Policy in the amount of \$1,000,000 listing the following as Additional Insured:
Holy City Affairs Corporation & Glover -Sottile House, LLC
- Proof of Insurance must be submitted no later than 14 days prior to event date.
- **Proof of Insurance Date Received:** _____

8. Care of Premises and Antiques

The Glover-Sottile House contains irreplicable original historic furnishings, artwork, and antiques. No open flame candles are to be used inside. Protective glass tops and table pads may not be removed. Flower vases, food and drinks are not allowed on unprotected surfaces. No thumbtacks, nail, tape or wire may be affixed to any part of the property. Failure to leave the property as it is found, will result in forfeiture of Client's security deposit.

- The Client and their guests/vendors agree to:
 - Treat the home and its contents with the utmost care and respect.
 - Do not move or remove any furnishings or décor without prior written permission.
 - Be responsible for any damages to the property or contents caused during the rental period.
- A post-event walk through will be conducted to assess the condition of the home.
- Damages may be deducted from the security deposit or billed separately.

9. Parking

There is no on-site parking available at the Glover-Sotille House. All parking must be street parking along 81 Rutledge Avenue or alternative arrangements made by the Client (e.g. valet, shuttle, private car service, etc.) Blocking neighboring driveways is strictly prohibited.

10. Security Officers

A security officer is required for all events and will be posted at the front entrance of the House on Rutledge Street during the time of the event. The cost of the security officer is not included in the rental price and is a separate fee. Security is provided by the Charleston Police Dept and scheduled by the House.

11. Photography

- For any wedding event scheduled for the House, there is no charge for a 2-hour bridal portrait session with a photographer prior to the wedding.
- Appointments are required and may be scheduled Monday – Thursday between the hours of 10am – 3pm.
- The bride may arrive 30 minutes prior to dress before the session begins. Photographers are **not** permitted to move furniture or paintings from the walls at any time. Forfeiture of the security deposit will result if anything has been moved.
- Inappropriate photographs are not permitted at any time. Any guests of the House found doing so will be asked to leave immediately.

12. Bridal Couple Departure

Flower petals may be tossed but they must be removed at the end of the event. Silk flower petals, confetti and rice are not allowed. Loose birdseed may be thrown in the courtyard only. Sparklers, wishing lanterns, confetti and fireworks are not allowed due to fire hazards.

13. Music and Dancing

- The only music permitted inside the house is non-amplified instrumental music, such as chamber music, harp or flute; bands and DJs are not permitted in the house.
- Dancing is not allowed in the House to protect the historic and structural integrity of the building and piazza.
- See *Charleston County Noise Ordinance Codes for Residential Neighborhoods*. All music must be no louder than 60 decibels.
- Band must return a signed Musicians Contract (30) days before event date and understand the noise level restrictions.
- Band members are not permitted to drink alcoholic beverages onsite at any time before, during or after an event.

14. Hazardous Weather Conditions

The Glover-Sotille House has an outdoor venue. Weather conditions are unpredictable, and a rain plan should be in place if needed. In the event of a hurricane, tornado, severe thunderstorm, etc., the Owner reserves the right to mandate taking shelter indoors or to evacuate the premises for the safety of the guests.

15. Handicap Access

The courtyard is handicapped accessible. The dining room and parlor are only accessible by stairs and is not ADA compliant.

16. Terms and Conditions / Force Majeure

All terms of the rental are subject to change without notice. Although every attempt will be made to provide the house, fixtures and equipment in good condition and in working order, Owner does not guarantee and Owner shall not be responsible or liable for any equipment failure, unsuitability or any portion of the premises, or any failure or delay in the performance of its obligations arising hereunder caused by, directly or indirectly, acts of war, terrorism, or cyber terrorism, civil or military disturbances, nuclear or natural catastrophes, epidemics, pandemics, acts of any governmental, civil or regulatory authority or interruptions, loss or malfunctions of utilities, communications or computer services.

17. General Terms and Conditions

- Smoking is not permitted anywhere on the property of 81 Rutledge Avenue..
- The event must end, and guests must vacate the premises by 11pm.
- The Client is responsible for all cleanup and trash removal unless arranged otherwise.
- The House will be closed the day after an event with no access to retrieve lost items. Please designate someone to be responsible for gathering all items left behind at the end of the event.
- No illegal drugs are permitted at the Glover-Sottile House. Should any drugs be found before, during or after an event, Security will be notified, and the \$500 Security Deposit is immediately forfeited. Persons involved will be escorted off property immediately by Security and could be subject to arrest by authorities.
- Vendors are not permitted to drink alcoholic beverages onsite at any time before, during or after an event. Should a vendor be found drinking, the client's security deposit will be forfeited.
- Holy City Affairs reserves the right to terminate the event at any time if the terms of this agreement are violated

By Signing Below, the Client acknowledges they have read and agree to all terms and conditions outlined in this Agreement.

Client Signature

Date

Client Printed Name



Method of Payment

Please make checks payable to Holy City Affairs and reference client's name and event date

Mail all checks to: Holy City Affairs, 174 East Bay Street, Suite B, Charleston, SC 29401

Name of Client/Event: _____

Event Date: _____

Check: _____ Credit Card: _____ (Please indicate type of card) Amount: \$ _____

American Express: _____

Discover: _____

MasterCard: _____

Visa: _____

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Name on Credit Card: _____

Billing Address: _____

City: _____

State: _____ Zip: _____

Phone: _____ Email: _____

Signature: _____



Musician Agreement

Holy City Affairs must approve musician/band before signing contract

Name of Client/Event: _____

Musician for Event: _____

Phone: _____ Email: _____

Music Inside the House:

- The only music permitted inside the house is non-amplified instrumental music, such as chamber music, harp or flute; bands and DJs are not permitted in the house.
- Dancing is not allowed in the House to protect the historic and structural integrity of the building and piazza.
- See *Charleston County Noise Ordinance Codes for Residential Neighborhoods*. All music must be no louder than 60 decibels.
- Band must return a signed Musicians Contract (30) days before event date and understand the noise level restrictions.
- Band members are not permitted to drink alcoholic beverages onsite at any time before, during or after an event.

The musician must provide all the equipment, furniture, power cords necessary. Please verify with House for the power supply available. It is the responsibility of the musician to locate and plan power needs. A site visit is recommended before the event if in doubt, to determine if power source is adequate. Please email info@holycityaffairs.com to schedule a visit. Power cords should be taped down for security measures. All trash must be removed immediately after event.

Musician agrees to indemnify and hold harmless Holy City Affairs Corporation & Glover Sottile House, LLC and its employees against any and all claims and liability for injury or damage, whether to person or property that arises as a result of omission or negligent acts of the Musician and its employees. Musician agrees to add Holy City Affairs Corporation & Glover Sottile House, LLC as an additional insured under the Musician's general liability insurance policy for the event specified within this Musician's Agreement.

I have read and understand this contract and will adhere to its contents.

Musician: _____ Date: _____

Printed Name: _____