



111 West Cheves Street Florence, SC 29501

FACILITY RENTAL POLICIES AND PROCEDURES

ABOUT THIS DOCUMENT: The following Facility Rental Policies and Procedures shall govern any and all use of the Waters Gallery. The Florence County Museum is foremost an art, science, and history museum. All policies are guided by the need to ensure the safety of the collections, care for the building, and maintain the reputation of the Florence County Museum. Therefore, facilities are made available under very specific conditions.

Please return this completed packet to:

Florence County Museum
Attn: Jennifer Bailey Blackmon, Administration
111 West Cheves Street
Florence, SC 29501
Phone: 843-676-1200
Email: jbailey@florenceco.org

USAGE GUIDELINES

The Waters Gallery may be used for cocktail receptions, dinners, meetings, presentations, corporate events, weddings, wedding receptions, and other approved events. The Florence County Museum is unable to rent facilities for political events, events endorsing a candidate actively running for public office, campaigning purposes, and fundraising events for other arts organizations. The Waters Building is not available for ticketed events by businesses, individuals, or other for profit activities. Ticketed events are only permitted for Florence County not-for-profit organizations with proof of IRS designation and registered as a South Carolina Charitable organization. The FCM reserves the right to refuse rentals on the basis of availability, safety, or inappropriateness of the proposed event as it pertains to the Museum's overall mission or standards of quality as determined by FCM representatives. Any exceptions will be considered on a case-by-case basis.

AVAILABILITY

It is recommended that you reserve your rental at least 12 weeks in advance. Rental reservations will be accepted as early as one year from the event date. The Waters Gallery is available from 10:00 am until 10:59 pm. No rental shall extend after 10:59 pm including necessary clean up and take down. Any rental that extends beyond 10:59 pm will result in an overtime fee.

Note: Unless an exception is granted by the FCM Director, reservation of space for all events must be made not less than **six (6) weeks in advance**. No event shall be held without an executed Event Agreement (Contract) and other required documentation. Event Agreement must be signed and executed no later than six (6) weeks prior to the event. If the Florence County Museum is not in receipt of a signed and completed agreement six (6) weeks prior to the event date, the FCM reserves the right to cancel the event.

SCHEDULING

All events are scheduled at the discretion of the Florence County Museum administrative staff. To schedule an event, you must complete a Rental Request Form at www.flocomuseum.org, no events will be scheduled by email or telephone. All fields are required, so be sure to fill out all of the requested information. You will receive an email confirmation upon submitting the form. A request for an event reservation does not guarantee availability. If the requested date is available, the FCM administrative staff will place a tentative, two-week hold on that date. If this date is not confirmed within the two-week hold period, (by deposit, signed contract, and proof of Special Event General Liability Insurance) the date will be released.

DEPOSITS

Rental Fee Deposit: In order to confirm a reservation, a non-refundable deposit of \$1,750 is required. Failure to submit the deposit within the two-week hold period will result in the cancellation of the event reservation.

Security Deposit: A refundable security deposit of \$500 (payable by separate check) is due and payable at the signing of the contract agreement. Failure to submit the security deposit within the two-week hold period will result in the cancellation of the event reservation. The security deposit will be held until the FCM has inspected the Facilities. The FCM retains the right to use any or all of the security deposit toward any claim made for overtime, clean up, damages to or destruction of the property. Events that extend beyond the contracted time of 10:59 pm are charged the amount equal to one hour of rental time. The security deposit is returned after two weeks if there is no damage, excessive cleaning or loss to the premises, and if all venue rules have been followed. The renter is financially responsible for damages that exceed the security deposit amount.

Note: Renters must provide a valid credit card number to keep on file for any additional charges incurred during the rental.

PUBLIC RELATIONS

Except to indicate the location of the event, Renter shall not use the name or logo of the FCM to promote the event without the written consent of the FCM. Under no circumstances may the Renter imply that the FCM supports or endorses a cause, group, or program without the express written consent of the FCM. Museum facilities may not be rented for political partisan events, including but not limited to campaign fundraisers or rallies. All invitations, posters, announcements, flyers, signs, press releases or other marketing materials pertaining to rental events must be approved by the Florence County Museum prior to printing. The FCM does not provide mailing lists, marketing, or publicity for events.

INSURANCE

The Florence County Museum requires that the Renter provide proof of Special Event General Liability Insurance in the amount of \$1,000,000.00. This policy must name Florence County, South Carolina as an additional insured party. If alcoholic beverages will be served, an additional Liquor Liability Policy is required and a copy must be provided to the Florence County Museum. The Renter must obtain this insurance. Proof of insurance must be provided at least 14 days prior to your scheduled event date. All vendors must provide proof of workers compensation, liability insurance, and health department licenses. The Renter is responsible for obtaining all vendor insurance information and providing this to the FCM administrative staff at least 14 days prior to your scheduled event date. Failure to provide all insurance information to the FCM administrative staff will result in cancellation of your event.

LIABILITY

The Renter agrees to save, defend, and hold harmless the FCM, Florence County, and its agents/employees for any and all claims for damage or injury (including death) and property damages arising from Renter's use or occupancy of a Florence County property or any activity conducted by Renter on that property.

DAMAGE POLICY

The Renter will not deface, change, or alter the premises or any items contained in the Waters Gallery and shall not cause or permit anything to be done that may damage the Waters Gallery or any of its contents. Renter is responsible for any damage or loss resulting from the event. In the event of damage resulting from an event to the facility, artwork, or grounds, the Museum reserves the right to charge a fee to the card on file following the event to cover damages if this amount exceeds the security deposit fee. This provision is not meant to constitute the only remedy to the Museum.

RENTAL FEES

All rental fees must be paid in full at least 14 days prior to the event or the event will be cancelled. Overtime fees will be applied to all events extended beyond the contracted rental hours.

AREAS AVAILABLE FOR RENTAL

Waters Building

Cost: Daily: \$2,250 (10:00 am – 10:59 pm)

Waters Ballroom

Size: 2,100 ft² located on the north side of the Waters promenade.

Accommodates: 280 standing

Waters Mezzanine

Size: 1,200 ft² located on the south side of the Waters promenade.

Accommodates: 125 standing

Waters Ballroom and Mezzanine cannot be rented separately. All room sizes and accommodations recommendations are approximate. Accommodations for seating will vary depending on event set-up.

SET UP AND TAKE DOWN

Please allow for appropriate setup and takedown times. Event timeline will need to be clearly established and approved by an assigned FCM staff member at least 14 days prior to your event date. Setup cannot begin until 10:00 am. All take down and clean up must be completed by 10:59 pm. Failure for take down and clean up to be completed by 10:59 pm will result in overtime fees. The FCM is not responsible for setup or break down of chairs and tables for rental events. All deliveries must be scheduled at least 14 days in advance with FCM staff and the Renter must have a designated individual at the Museum to accept deliveries, FCM staff cannot accept deliveries on behalf of the Renter. The designated individual for your rental event will need to be present during the event and remain at the FCM until your event has ended (including take down time). The renter's designated individual, prior to departure, must sign a provided cleanup checklist.

OVERTIME FEES

Rental includes access between the hours of 10:00 am and 10:59 pm; more than within the 10 am – 10:59 pm time frame will be billed at the overtime fee rate. Overtime fees are detailed on the Fee Index page. These fees include staffing, security, and the rental space. Any fees incurred during the event will be charged to the credit card number on file if this exceeds the security deposit fee. A detailed receipt will be sent to the renter after the event.

CANCELLATIONS AND CHANGES

All cancellations will result in the forfeiture of deposit. In order to accommodate a change of date or time, a written request must be received by the Florence County Museum at least 60 days prior to the event. Changes will be made based on availability.

The FCM reserves the right to cancel an event should the Renter fail to comply with any of the provisions contained in the Facility Rental Policies and Procedures or the Facility Rental Contract.

STAFFING AND SECURITY

The safety of FCM Collections and Waters Gallery Visitors will not be compromised for any event. At a minimum, one member of the FCM's staff must be present for all events. At a minimum, one contracted security staff will be required for each event. The FCM staff will coordinate the scheduling of security for your event.

CATERING

The FCM administrative staff will require review of all catering plans (including a menu and timeline) at least 14 days prior to your event. Catering services must be provided through a licensed, vendor.

ALCOHOLIC BEVERAGES

The Florence County Museum reserves the right to determine the areas where alcoholic beverage service is permitted. Alcoholic beverages service must be provided through a licensed, vendor and served by a contracted bartender. The general sobriety of guests is the responsibility of the Renter. Public intoxication or other disorderly conduct, which jeopardizes the Waters Gallery, will not be tolerated and will be swiftly dealt with by security.

OPEN FLAME

The use of candles, incense, potpourri and other open flame devices such as lamps and lanterns, is not permitted on Waters Gallery property. Additionally, no fryers, skillets, or deep fry equipment may be used on Waters Gallery premises.

EVENT LAYOUT

To ensure that the Waters Gallery collections and facilities are protected, an event layout must be prepared by the Renter and submitted to the FCM administrative staff for approval. The event layout must be to scale and include all furnishings and equipment to be used for the event (tables, chairs, and serving stations/bars, etc.). The event layout must be planned at least 14 days prior to your event and given final approval by the FCM administrative staff to setup.

MUSIC

The FCM staff reserves the right to adjust the volume on any amplification systems or live music within the Waters Gallery spaces at any time. The FCM must be given notice of any music to be provided during your event at least 14 days prior to your event and given final approval by the FCM administrative staff prior to setup.

AUDIO/VISUAL EQUIPMENT

FCM does not provide additional audio/visual equipment.

FCM does not provide additional lines (extensions) of access to building power.

SETUP AND DECORATIONS

Setup for an event may begin no earlier than 10:00 am. All deliveries must be scheduled with the FCM at least 14 days in advance. Tables, tablecloths, chairs and other décor items are not provided by the FCM.

Rental equipment, and its placement, is subject to the approval of the Florence County Museum, to ensure that the FCM facilities are protected and to adhere to fire egress.

The Florence County Museum will not provide any assistance in setting up any equipment for an event. However, a member of the FCM staff will be present during the setup of equipment to safeguard the Waters Gallery facilities and ensure compliance with these terms and conditions.

It is strictly prohibited for the Renter to move, alter, or obscure Waters Gallery property in any way. All decorations must be free standing; nothing may be attached to the walls, floors, railings, windows or doors of the Waters Gallery.

Smoking and E-Cigarettes are not permitted on Waters Gallery property. No candles or flammable materials, sparklers, confetti, loose glitter, birdseed, helium balloons, bubbles, or fog machines are allowed on Waters Gallery property.

CLEAN UP REQUIREMENTS

All decorations, food and equipment must be removed on the day of the event. Failure to remove all decorations, food and equipment will result in an additional fee to the Renter. The FCM does not coordinate the receiving or returning of items and does not assist with moving any items. It is the Renters responsibility to schedule pick up of items with the vendor and with the FCM. If any vendor fails to pick up items after an event, it is the Renter's responsibility to move all items out of the building (FCM staff will designate an appropriate area).

AUTHORITY TO EXECUTE AGREEMENT

The persons signing this Agreement represent that they have the capacity to execute this Agreement and that this Agreement constitutes a valid and binding obligation of the parties.

Please initial and date each page of this agreement stating that you have read and agree to the terms and conditions stated in the Florence County Museum Facility Rental Policies & Procedures and the Facility Rental Fees.

FACILITY RENTAL CONTRACT

I, _____, the Lessee, have read and agree to the terms and conditions stated in the Florence County Museum Facility Rental Policies & Procedures and the Facility Rental Fees.

I, _____, the Lessee, will be renting the Waters Gallery space of the Florence County Museum on ____/____/____, during the hours of **10:00 AM** until **10:59 PM**.
for the purpose of _____.

Name of Lessee

Witness

Signature of Lessee

Witness

Address of Lessee

Date

Primary Contact Number

Secondary Contact Number

Email Address

DESIGNATED INDIVIDUAL INFORMATION

The Renter must have a designated individual at the Waters Gallery to accept deliveries; FCM staff cannot accept deliveries on behalf of the Renter. The designated individual for your rental event will need to be present during the event and remain at the Waters Gallery until your event has ended (including setup and take down time). Prior to departure, the renter's designated individual must sign a checklist provided by the FCM staff.

Name of Designated Individual

Business Name (if applicable)

Address

City, State and Zip

Primary Contact Number

Secondary Contact Number

Email Address

CREDIT CARD AUTHORIZATION FORM

Name on the card: _____

Type of card: Visa _____ MC _____ AmEx _____ Discover _____ Other _____

Account Number: _____

Expiration Date: _____

Security Code: _____

Billing Address: _____

City, State and Zip: _____

Phone Number: _____

Event Date: _____

By signing this form, you authorize the Florence County Museum to charge your card for any additional charges incurred during your rental.

Signed: _____ Date: _____

For FCM staff use only

Amount to be Charged: _____

Description of Charges: _____

Date Charged: _____

FCM Staff Signature: _____

FEE INDEX

Rental Space	Fee
Waters Building (Ballroom & Mezzanine)	Daily: \$2,250 (10:00 am – 10:59 pm)

Overtime Fees	Fee
Staff	\$40/hr. per staff
Contracted Security	\$90/hr. per officer
Rental Space	\$350/hr.

Rental includes access between the hours of 10:00 am and 10:59 pm; more than within the 10 am – 10:59 pm time frame will be billed at the overtime fee rate.