

SAMPLE EVENT CONTRACT

Owned and Administered by the NSCDA-SC



Contract Number:

Event Date:

Contact Name:

Date of Contract:

Purpose:(Dinner,Reception,etc)

Number of Guests:(45 Max)

*Contracted Time:(Setup to Cleanup)

Event Time:(Event start to end)

Lessee:(Coordinating Company and/or Client)

Address:

Phone:

Facilities Provided:TPM, Porch Garden

Rental Fee:(\$150 an hour) *

Deposit:(Waived/Coordinator)

Payment Due Date:(30 days after event)

(Make check payable to: NSCDA-SC Powder Magazine)

MUST BE COMPLETED BY LESSEE

Bar Service: _____	Name/Phone: _____
Catering Service: _____	Name/Phone: _____
Equipment Service: _____	Name/Phone: _____
Floral/Décor Service: _____	Name/Phone: _____
Entertainment: _____	Name/Phone: _____

AS CONDITIONS OF THIS PERMIT, THE LESSEE SHALL:

- 1 Abide by the laws of the State of South Carolina, County and City of Charleston and the rules and regulations of the NSCDA-SC / Powder Magazine.
- 2 Compensate to the NSCDA-SC / Powder Magazine for any damages to or loss of any property during the period of occupancy. Lessee agrees to pay in full for any damages or expense incurred by NSCDA-SC/Powder Magazine as a result of Lessee's use of premises.
- 3 Be solely responsible for the behavior and safety of the persons in attendance at the Lessee's function.
- 4 At the request of the NSCDA-SC/Powder Magazine management, provide a Certificate of Liquor Liability Insurance Coverage and name NSCDA-SC & Powder Magazine "Additional Insured." Lessee must secure any necessary permits or licenses, including but not limited to the use of alcoholic beverages. The NSCDA-SC/Powder Magazine will not be or considered to be the provider of alcoholic beverages for lessee and guests.
- 5 Prohibit the use of items that may scar or deface the premises including but not limited to: tools, tape, equipment, nails/tacks and decorations.
- 6 Be solely responsible for the set up and restoring the facility to its pre-rental condition, including cleanup and removal of all trash. A minimum fee of \$100.00 will be assessed when these standards are not met.
- 7 Prohibit any smoking of cigarettes, cigars or pipes inside all facilities. All candles must be surrounded by hurricane globes or placed in votives.
- * 8 Know that NSCDA-SC/Powder Magazine reserves the right to assess a minimum of \$200.00 for each hour, or any portion thereof, past the contracted time.
- 9 See that all event services begin set up no earlier than the contacted time. See that all event services depart by contracted time. Services are responsible for the entire cleanup of the area(s) they utilize throughout the event.
- 10 Know that NSCDA-SC/Powder Magazine will invoice the Lessee half of the contracted rental rate for cancellations made with less than 120 days before the date. Cancellations made with less than 60 days will be invoiced the full contracted amount.

Lessee: _____

Date: _____

Lessor: _____

Date: _____