



Rental Policies

The Museum is a community organization designed to serve Greenwood County, South Carolina. So that proper care is taken with the building, exhibitions, and displays; the use of The Museum's spaces and property must be carefully controlled and in some cases restricted. The Museum's rooms are rented subject to the provisions of the Rental Agreement.

The Museum's hours are Wednesday-Saturday from 10:00-5:00 PM. Staff members are in the office other hours during the week, and if accommodations need to be made for set up, please let a staff member know in advance.

All arrangements regarding the facility must be pre-approved by Museum staff.

***NOTE:** The Museum is not available for rentals on Sundays.

***NOTE:** No Rental Events are allowed to last past 12:00AM.

Fees

Conference Room*

\$100 First Hour

\$50/ Hour Thereafter

\$300 for the day (10:00-5:00)*

Cinema

\$50 First Hour
\$25/Hour Thereafter
\$250 for the day (10:00-5:00)*

Upper Floor Galleries

(Includes First Floor
after 5:00 PM)

\$850 for Six Hours
*Set-up/Clean-up must be
within these six hours.*
\$50/Hour Thereafter

****For rentals that last after hours or are on days that The Museum is not open,
Upper Floor Gallery prices apply.***

Security and Hold Harmless Agreement

For evening events where alcohol is served, the Renter **must** hire one Security Guard for every 75 people in attendance. At all other evening events, where the number of guests exceeds 200, the Renter also **must** hire at least one Security Guard. This is to protect the Renter from any damage or theft during the event. Otherwise, an additional fee may be incurred for additional weekend staff to be on hand.

In addition, in order to use The Museum's facility, the Renter must read and sign the attached Hold Harmless Agreement (See A3).

Available Equipment

The following furniture and equipment are available with your rental at no extra cost:

Kitchen Equipment:

Refrigerator
Sink
Dishwasher
Counterspace
1 Large Trash Can
1 Medium Trash Can

Furniture:

10 Round Tables (60")
10 Rectangle Tables (6')
100 White Folding Chairs
1 Conference Table

***NOTE:** The Museum does not provide linens, serving ware, etc.

Additional Facility Use Guidelines

Exhibitions: It is understood that the space being rented may contain exhibits. These often include information panels and artifacts displayed in cases. Exhibits are considered to be a fixed part of the rented space and are not to be moved, altered or rearranged in any manner, unless done so by The Museum staff.

Decorations: Inside decorations are allowed. No decorations can be hung from track lighting. Balloons must be weighted. **No candles allowed.** Any use of live animals must be pre-approved by staff. No nails can be placed in walls, posts, or floors. Approved tapes are: Command Strips and painter's tape. No other tapes are allowed on walls, floors, or ceilings.

Set- Up: With Staff permission, Renter can decorate during normal operating hours (Wednesday-Saturday, 10-5) the day before the event. Set-up cannot disrupt normal operations.

Smoking: Smoking of any kind is not allowed in The Museum.

Caterers

1. Caterers may park in the designated parking area at the rear of the building unless otherwise noted by staff.
2. Caterers will have access to The Museum at a time pre-arranged by staff.
3. A catering supervisor must remain present throughout the function to oversee set up, take down, and clean up.
4. Caterers must exercise caution when bringing in supplies to the facility. No objects are to be placed against the walls or artwork.
5. No furnishings or objects belonging to or on display at The Museum may be moved or used without specific approval of The Museum staff.
6. No open flames are permitted in the building.

Cleanup

In order for the Renter to receive Cleaning Deposit (see “Reservations and Deposits”) back all items on the Cleaning Checklist (see A4) must be completed before leaving the premises. Following this checklist will ensure that you get your full Cleaning Deposit refunded.

***NOTE:** The Museum will charge the Renter for damaged furniture, equipment, and/ or damages to The Museum or its contents. This decision will be determined by The Museum.

***NOTE:** Any charges in excess of the Cleaning Deposit will be billed and become payable immediately upon receipt of the invoice.

***NOTE:** Cleaning Deposit will be returned to Renter within 5 business days from the event date.

Liability

The Renter agrees to assume responsibility for illness or injury resulting from the event (including food poisoning and alcohol consumption) and for loss of property of any guest or other person at the event. The Renter is also responsible for damage or theft to the facility, collections, equipment, and/or materials. It is suggested that the Renter acquire Liability Insurance for their event if they are having an evening party/wedding reception, in order to protect themselves from all items listed above. Further information about the responsibility of The Renter is included in our Hold Harmless agreement (See A3).

Reservations and Deposits

A Cleaning Deposit of **\$250** is required at the time of reservation. This will be returned **in full** if there are no damages to The Museum’s space and belongings and every item is completed on the Cleaning Checklist (See A4).

Also, a Rental Application form, 50% of the rental fee, and the Hold Harmless form must be turned in at least **two weeks** prior to the event in order to reserve.

Cancellations

Cancellation fees will apply based on the amount of notice given.

Amount of Notice Given:	Amount of Deposit Refunded:
One Month or More	100% of Rental Deposit 100% of Cleaning Deposit
Two Weeks	50% of Rental Deposit 100% of Cleaning Deposit
Less than Two Weeks	None of the Rental Deposit 100% of Cleaning Deposit
Less than 24 Hours	None of the Rental Deposit 100% of the Cleaning Deposit 25% of the Total Rental Fee

In the case of inclement weather, the cancellation policy is as follows: There **must** be a Severe Weather Alert issued for Greenwood County by the National Weather Service. If there is a Severe Weather Alert issued within one hour of the start of the event, The Museum will refund all but **25%** of the total Rental Fee. This percentage will be kept as a set-up charge. 100% of the Cleaning Deposit will be returned in cases of cancellation due to inclement weather.

Final Payment

The remaining balance of the Rental Fee is required the day before the event. Invoicing is available for businesses and other non-profits, but it must be pre-approved by a staff member.

Referrals

If you are listed as a referral on the rental contract (See A1), you may take 10% off of your next rental within the following 12 months.