

RENTAL TYPES	USAGE FEE	SECURITY DEPOSIT
CONVENTION	\$1,500	\$500
Convention or Retreat with break-out meetings, per day		
Includes use of Auditorium, Kitchen, Chairs, Tables and Meeting Rooms		
(Set up not included.) (Linen rental available.)		
EVENT	\$750	\$500
Wedding reception, Party, Auction, Bridal/Baby Shower, etc., per day		
Includes use of Auditorium, Kitchen, Chairs and Tables		
(Set up not included.) (Linen rental available.)		
SHORT EVENT		
(5-hour maximum) Includes Auditorium, Chairs and Tables. Set up & cleanup included in 5 hr. rentals.	\$350	\$500
*(If no prior events are scheduled, accommodations can be made with prior approval to have access to the facility for set-up prior to event.) (Linen rental available.)		
LINEN RENTAL (available with any rental when round tables are used)	\$13 (each)	\$25 cleaning fee
(Twenty ((20)), white, 90" round tablecloths available. Plus \$25 cleaning fee)		
MEETING ROOMS (8-hour maximum)	\$150	\$50
MEETING ROOMS (HOURLY)	\$25	\$25
KITCHEN USE	\$35	
(With "Meeting room" or "Short event" rental option as listed above)		
Kitchen does not include a stove		
MANDATORY CLEANING FEES (Fees must be paid with rental fee)		
Auditorium (sweep and mop) & restroom cleaning	\$175	
Per Meeting room (sweep and mop)	\$25	
EXERCISE CLASSES	15% of income	
Includes use of one Meeting room. Custodial fees not included. Rooms must be cleaned and items removed after each use.		
STORAGE CLOSET RENT (.50 PER SQ FT, BASED ON A MONTHLY RENTAL)		
Closet #1 14 sq. ft.	\$7.00	
Closet #2 35 sq. ft.	\$17.50	
Closet #3 41 sq. ft.	\$20.50	
Closet #4 64 sq. ft.	\$32.00	

NOTES

- Per Day = Maximum 16 hours to include all set up for the event and all tear down required of the renter.
- Short Event = Maximum 5 hours to include all set up for the event and all tear down required of the renter.
- Fees do not include set-up assistance and custodial charges. Cleaning fees are mandatory for all auditorium rentals and will be added to the rental fee.
- Set-up assistance is available for \$20 per hour, per person utilized. The fee can be estimated at the time of rental but can be reduced or raised by the facility Manager according to the circumstances at the time of the event.
- Storage closets are on a first-come, first-serve basis. All closets must remain organized and clean. Failure to do so can result in terminating your rental agreement. A separate rental agreement is required for all closet rentals.

PAYMENT PROCEDURES

1. The security deposit is due and payable **within 7 business days after the reservation is approved and at least 5 business days prior to the event**. If the security deposit is not paid with the time prescribed, the reservation will be cancelled. The deposit will be refunded within 15 business days following the event subject to inspection of the facility.
2. All applicable usage fees must be paid no later than **3 business days** in advance of the event. **If payment is received at least 30 days in advance of the event, a personal check is accepted. If payment is made 30 days or less before the event, only a cashier's check, cash, or a money order will be accepted.** All checks must be made payable to **Town of Edisto Beach**, and mailed to **Town of Edisto Beach, Attn: Edisto Beach Events Coordinator, 2414 Murray Street, Edisto Island, SC 29438**. A copy of the approved **Facility Use Application** must be included with the payment. The application will be returned to you once approved via email.
3. Cancellations made up to 3 business days prior to the scheduled event will receive a 100% refund. Cancellations made with less than 3 business days' notice will receive a 50% refund.
4. The Town may require, as a condition of approval, that compensation be provided for additional custodial personnel or other staff members as deemed necessary for the proposed use of the facility.
5. Exercise classes must pay the Facility Manager each month and a copy of the Renters attendance sign-in sheet must be submitted with payment. Payment is 15% of monthly income.