

RENTAL TYPES	USAGE FEE	SECURITY DEPOSIT
EVENT	\$1,200	\$500
Convention, Retreat, Wedding reception, Party, Auction, Bridal/Baby Shower, etc., per day		
Includes use of Auditorium, Kitchen, Chairs and Tables		
SHORT EVENT		
(6-hour maximum) Includes Auditorium, Kitchen, Chairs and Tables. All set up & cleanup required of the renter is included in the 6hr. rental. No exceptions.	\$700	\$500
HOURLY RENTAL RATE		
(Minimum 2 hours, maximum 5 hours) Hourly rental rates include the time needed for all set up, event time, and cleanup. No exceptions. Custodial fees not included.	\$100 per hour	\$200
MEETING ROOM (8-hour maximum)	\$150	\$50
MEETING ROOM (HOURLY)	\$25	\$25
KITCHEN RENTAL	\$35	
(With "Meeting room" rental option as listed above)		
Kitchen does not include a stove		
LINEN RENTAL (available with any rental when round tables are used)	\$18 (each)	\$75 cleaning fee
(Twenty ((20)), white, 90" round tablecloths available. Plus, dry cleaning fee)		
CUSTODIAN FEES (hourly rental and/or meeting rooms)		
Auditorium (sweep & mop) and restroom cleaning	\$175	
Per Meeting room (sweep and mop)	\$45	
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 6 hours to include all set up for the event and all tear down required of the renter.
- Fees do not include set-up assistance.
- Set-up assistance is available for \$35 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. Set-up assistance only includes setting up tables, chairs, and linens rented through the Civic Center. Layout or map of set up must be provided.
- 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 Special Projects Coordinator, 2414 Murray Street, Edisto Island, SC 29438**. A copy of the approved **Facility Use Application** must be included with the payment.
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. When cleaning fee is not included in the rental, rates are \$150.00 for restroom cleanings, \$180 for auditorium sweep, mop, and restroom cleaning, and \$25 for meeting room cleaning.
6. 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.