

**WEEKEND**  
**Rental Application and Agreement**  
**For the**  
**Ross S. McKenzie Hall/Martha Brice Gardens**

(Effective 8/25/17)

At

The Sumter County Museum  
122 N. Washington Street  
Sumter, SC 29150  
(803)775-0908

The Sumter County Museum encourages the use of the Ross S. McKenzie Hall and Martha Brice Gardens by cultural, historical, and civic organizations as well as private individuals for small receptions and gatherings. The rental application and agreement form must be signed and returned to the Museum no later than two weeks prior to the rental date. \$400 is due at the time of reservation. This consists of the reservation deposit (\$200 non-refundable/applicable to total rental fee) and security deposit (\$200 refundable). **THE COST OF A DAILY RENTAL IS \$1200 TOTAL WHICH INCLUDES THE REFUNDABLE SECURITY DEPOSIT OF \$200.00.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

ESTIMATED HOURS OF RENTAL (including set-up and clean-up) \_\_\_\_\_

NUMBER OF PERSONS EXPECTED: \_\_\_\_\_

REFRESHMENTS SERVED: YES \_\_\_\_\_ NO \_\_\_\_\_

As the responsible party, I hereby agree to the following rental conditions:

Please Initial:

\_\_\_\_\_ 1. Renter must visit the museum prior to the event to become familiar with the facility and guidelines

\_\_\_\_\_ 2. The museum houses collections that require a security person from the museum to be present for the entire event. The fee for this person is included in the rental fee.

\_\_\_\_\_ 3. To reserve the date, the renter must make a nonrefundable reservation deposit of \$200.00. This amount is applicable towards rental fee of \$1000. **THE BALANCE OF THE RENTAL FEE IS DUE AT LEAST 2 WEEKS prior to the event.**

\_\_\_\_\_ 4. Renter must leave premises in the condition found. A refundable security deposit of \$200.00 is due at the time of reservation to cover damages, excessive clean-up, and house overages. **Deductions will be made for damages, such as broken tables, extra clean up and hour overages as determined by museum staff.** If there are no problems, the full security deposit will be returned within 2 weeks after event

\_\_\_\_\_ 5. A limited number of tables and chairs are available at no additional charge. **Museum staff is not available for setup.** If additional tables or chairs are required, the renter must provide them.

\_\_\_\_\_ 6. Renter will accept grounds as is.

\_\_\_\_\_ 7. Confetti, glitter, rice, silly string, and artificial flower petals are not allowed.

\_\_\_\_\_ 8. Neither beverage nor chocolate fountains are allowed in McKenzie Hall. They are allowed in the gardens.

\_\_\_\_\_ 9. The serving of alcoholic beverages is allowed.

\_\_\_\_\_ 10. Music from bands, dj's, and quartets is allowed as long as music ends by 11:00 because of the City's noise ordinance.

\_\_\_\_\_ 11. The renter assumes full financial liability and responsibility for any damages or loss of property belonging to the Museum, including personal injury incurred during or as a result of such use, and will release the Museum from any liability whatsoever arising out of the use of the said premises.

\_\_\_\_\_ 12. Museum regular hours are from 10 am to 5 pm.

\_\_\_\_\_ 13. Rental must be over and the facilities vacated by 12:00 midnight. If the event runs past midnight, an additional 100.00 per hour will be deducted from the security deposit.

\_\_\_\_\_ 14. No one is allowed to drive or park on the grass without express permission from the museum staff. Any damage to the lawn will be charged to the renter.

\_\_\_\_\_ 15. **THERE IS NO SMOKING INSIDE ANY SUMTER COUNTY MUSEUM BUILDINGS!** Smoking is permitted in the garden. The renter is responsible for removing cigarette butts.

Weekend Fees

**Ross S. McKenzie Hall/Martha Brice Gardens Rental Fee**      **\$1000.00**  
**Plus Refundable Security Deposit**      **\$200.00**  
**TOTAL:**      **\$1200.00**

Due at Time of Reservation      \$400.00  
Date of Reservation: \_\_\_\_\_

Security Deposit      \$200.00  
*Will be returned within 2 weeks minus any damages or fees*

Reservation Deposit (Applicable to Total \$1000.00) `      \$(\_200.00\_)

Remaining Owed:      \$800.00

BALANCE      \$\_\_\_\_\_

Additional Payments:

Date      \$\_\_\_\_\_

Date      \$\_\_\_\_\_

Date      \$\_\_\_\_\_

I hereby acknowledge that I have read and agree to all above terms as set forth in this rental policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Museum Signature \_\_\_\_\_ Date \_\_\_\_\_

Museum Member Rates

Corporate Sponsors

Bronze (\$250)      *10% off Rental*  
Silver (\$500)      *20% off Rental*  
Gold (\$1000)      *30% off Rental*  
Platinum (\$2500)      *1 free Rental*

Individual Members

iNDIVIDUAL (\$30)  
Family (\$50)  
Patriot (\$100)  
Williams-Brice (\$250) *10% off Rental*  
Gamecock (\$500)      *20% off Rental*  
Heritage (\$1000)      *30% off Rental*