

Rental Application and Agreement
For the
Ross S. McKenzie Hall/Martha Brice Gardens
(Effective 06/11/2010)

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 rental date.

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. There is a fee of \$100.00 per hour. The fee applies to set up and clean up time, as well as event time.
- _____ 2. To reserve the date, the renter must make a nonrefundable deposit of \$150.00. The balance of the rental fee is due at least two weeks prior to the event. If the event runs over estimated times, additional hourly fees will be charged. This fee will be deducted from the security deposit.
- _____ 3. 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.
- _____ 4. Renter is responsible for clean up and must leave premises in the condition found. A security deposit of \$200.00 will be charged for damages, clean up,

and hour overages. If there are no problems the full deposit will be returned within 2 weeks after event. Deductions will be made for damages, clean up and hour overages as determined by museum staff.

- _____ 5. Renter will accept grounds as is.
- _____ 6. Confetti, glitter, rice, silly string, and artificial flower petals are not allowed.
- _____ 7. Neither beverage nor chocolate fountains are allowed in McKenzie Hall. They are allowed in the gardens.
- _____ 8. The serving of alcoholic beverages is allowed.
- _____ 9. Music from bands, dj's, and quartets is allowed as long as music ends by 11:00 because of the City's noise ordinance.
- _____ 10. The renter assumes full financial liability and responsibility for any damages or loss 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.
- _____ 11. Rental time begins when caterer takes possession of kitchen.
- _____ 12. Rental must be over including cleanup by 12:00 midnight.
- _____ 13. No one is allowed to drive or park on the grass without express permission from museum staff. Any damage to the lawn will be charged to the renter.
- _____ 14. **THERE IS NO SMOKING INSIDE ANY SUMTER COUNTY MUSEUM BUILDINGS!** Smoking is permitted in the garden. The renter is responsible for removing cigarette butts.

FEES:	Ross S. McKenzie Hall/Martha Brice Gardens Number of hours _____ x \$100.00	\$ _____
	Security Deposit	\$ 200.00
	Reservation Deposit / Date Paid _____	\$(_____)
	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 _____