

Rental Event Date: \_\_\_\_\_  
Date Rental Secured: \_\_\_\_\_

**Rental Application and Agreement**  
**for the**  
**Ross S. McKenzie Hall/Martha Brice Gardens**  
(Effective 8/4/2020)  
at  
Sumter County Museum  
122 N. Washington Street  
Sumter, SC 29150  
(803)775-0908

Sumter County Museum encourages use of the Ross S. McKenzie Hall and Martha Brice Gardens for small receptions and gatherings by both private individuals as well as cultural, historical, and civic organizations.

Required rental financial deposits: **\$400 at time of reservation** (includes \$200 non-refundable reservation deposit and \*\$200 refundable security deposit.) **This rental application and agreement form must be signed and returned to the museum with the \$400 deposit to secure your reservation.**

**TOTAL DAILY RENTAL COST:** \$1,200 (includes \$200 refundable security deposit)

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

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

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

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

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

ESTIMATED HOURS OF RENTAL (includes 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

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\_\_\_\_\_ 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. **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 and extra clean-up and overages per hour 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, break down, or putting away of tables and chairs.** There are 18-8 foot rectangle tables, 10- 60 inch rounds, 7- 48 inch rounds and around 150 folding chairs. This number is subject to change at any time. If additional tables or chairs are required, the renter must provide them.

\_\_\_\_\_ 6. Renter will accept grounds as is. Do NOT move any museum property without permission from staff.

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

\_\_\_\_\_ 8. Beverage and chocolate fountains are NOT allowed in McKenzie Hall. They are only allowed in the gardens.

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

\_\_\_\_\_ 10. Music from bands, DJs, and quartets are allowed as long as music ends by 11:00 p.m., in adherence to the City's noise ordinance. No music is allowed with explicit language.

\_\_\_\_\_ 11. 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. Renter will release the Museum from any liability whatsoever arising out of the use of said premises.

\_\_\_\_\_ 12. Museum regular hours are from 10 a.m. to 5 p.m., Thursday, Friday, and Saturday.

\_\_\_\_\_ 13. As long as there isn't another museum event the day before and you have checked with museum staff, you may set up the space the day before your event **during museum operating hours listed above. The doors will be locked at 5:00pm, no exceptions.**

\_\_\_\_\_ 14. Rental and facilities MUST BE vacated and CLEANED by 12:00 midnight. If the event runs past midnight, an additional \$100.00 per hour will be deducted from the security deposit.

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\_\_\_\_\_ 15. 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.

\_\_\_\_\_ 16. **THERE IS NO SMOKING INSIDE ANY MUSEUM BUILDING!** Smoking is ONLY permitted in the garden. Renter is responsible for removing cigarette butts.

\_\_\_\_\_ 17. **Weddings: Renter may perform rehearsal the night before renter's event on museum grounds, but all buildings will be locked at 5:00 p.m. This includes access to the bathrooms. Please keep this in mind in planning. Arrangements may be made at least two weeks in advance with museum staff to keep facility unlocked for rehearsals at an additional charge of \$100 per hour if there is staff available.**

\_\_\_\_\_ 18. Tents are allowed on the grounds. Museum DOES NOT have any tents. Renter may use outside party rental companies to rent tents and/or additional tables/chairs. Renter must make museum staff aware of tent plans so staff can mark sprinkler locations to avoid breaks in lines.



## **COVID-19 Warning**

\_\_\_\_\_ 19. We have taken enhanced health and safety measures—for you, guests, staff, and visitors. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and Guests with underlying medical conditions are especially vulnerable. **By visiting Sumter County Museum, utilizing the museum's rental facilities, and/or attending a rental you voluntarily assume all risks related to exposure to COVID-19 for your guests and you.**

\_\_\_\_\_ 20. Due to the uncertainty associated with COVID-19 including, but not limited to future local, state, or federal mandates, all is subject to change. If the museum must cancel the event, renter will be refunded the full amount.

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### Weekend Fees

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

**Due at Time of Reservation**      **\$400.00** includes:  
Security Deposit      \$200.00  
*(Will be returned within 2 weeks after event, minus any damages or fees)*

Reservation Deposit (Applicable to Total of \$1,000.00)      \$(200.00)

Remaining Owed:      \$800.00 or \_\_\_\_\_

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	Individual Members
Bronze (\$250) <i>10% off Rental</i>	Individual (\$30)
Silver (\$500) <i>20% off Rental</i>	Family (\$50)
Gold (\$1000) <i>30% off Rental</i>	Patriot (\$100)
Platinum (\$2500) <i>1 free Rental</i>	Williams-Brice (\$250) <i>10% off Rental</i>
	Gamecock (\$500) <i>20% off Rental</i>
	Heritage (\$1000) <i>30% off Rental</i>