



Rental Agreement

Agreement Date: _____ Email _____

Applicant's Name: _____ Phone _____

Applicant's Address: _____

Name of Event: _____

Date(s) of Event: _____ No. of Attendees _____

Weddings and Other Commercial Events

To confirm this reservation, a **50% (\$750) Rental Security Deposit is required.**

Reservation cancellations must be received within 30 days of the reserved date(s) so that the reserved date(s) can be released for use by others.

The Applicant's Rental Security Deposit will be returned only if the Commission can rent the college building/grounds to another party for the reserved date(s).

Payment in full must be made **14 days, (date: _____)** before the event. In addition, a \$500.00 **Damage Deposit** check must be provided at this time. The check will not be cashed unless there are damages to the building, furnishings, grounds, or furniture is moved from one room to another, or the building is left unclean (see Rental Considerations below).

	Rental of Building & Grounds	\$1500.00

Payment Options

Option 1: \$750 down, the remaining \$750 due two weeks prior to event.

Option 2: \$375 down and \$375 per month for the next three consecutive months.

Photography Sessions

There is a \$100 per session fee for use of the building or grounds for photography sessions. This fee is waived if the applicant contracts for the use of the building and grounds for a wedding.

Cultural and Educational Events, Reunions, Birthday Parties, etc.

The rental fee is \$75 per hour with a three-hour minimum. During prime wedding months, April, May, June, September, and October it can't be rented on Saturday for anything less than full price.

Piano Rental

The Piano in the reception hall may be used for a small rental fee of \$50 per day.

Rental Considerations

1. The building and grounds must be cleaned and vacated by noon on the day following the event. Use or occupancy of the building or grounds after noon the following day will result in forfeiture of the \$500 **Damage Deposit** unless previously agreed upon.
2. The building and many of its furnishings are over 165 years old, and must be used with care and respect. **Under no circumstances is any furniture to be moved from one room to another.** Any damage is the Applicant's financial responsibility.
3. Because of the building's age, dancing is prohibited inside the college.
4. Drink tubs or coolers are prohibited inside the building.
5. Attachment of signs, decorations, or other materials to the painted ceilings or walls (including woodwork inside or outside) is prohibited. Nails, tacks, and staples are prohibited.
6. Smoking is prohibited on the campus except for the designated smoking area under the oak with a receptacle for butts. Cigarette butts thrown on the ground may result in forfeiture of the \$500 deposit.
7. Moving furniture, fixtures, plants, etc. room to room (except folding chairs and tables) is prohibited. If you move something in a room you are expected to put it back exactly where it was.
8. The Applicant is responsible for breakage, damage, or loss of all Cokesbury property, as determined by the Commission at its sole discretion.

9. The Commission reserves the right to be represented at any event held in the college building or on the grounds.

10. Parking and Access

- a. Parking is available on the College Drive right-of-way, along the brick wall in front of the college building, on the green triangle space, and around the village store.
- b. Parking on the college grounds is restricted to (5) five vehicles, and is limited to the gravel area on the right side of the college building.
- c. Driving on the lawns is permitted only with prior approval, and is limited to unloading or loading equipment and supplies.

11. Post-Event Cleaning

- a. The Applicant is responsible for leaving the college building and grounds as neat and clean as they were found by noon on the day following the event.
- b. Rooms and halls will be swept and the kitchen floor will be mopped.
- c. All trash in the building will be collected and removed.
- d. The grounds will be cleared of all litter, cups, napkins, cans, etc.
- e. Commission owned folding tables and chairs will be cleaned and stored.
- f. Any damage to the college building, its contents, or landscaping will be reported to a Commission representative immediately.
- g. Brides room: circles on furniture, stains on furniture or rug will result in a loss of the \$500 deposit We recommend clear beverages instead of red wine, colas, and coffee.

12. Alcoholic Beverages

- a. The Commission does not have a license for serving alcoholic beverages, and will not be responsible for damage or injuries resulting from the use of alcoholic beverages.
- b. Serving or permitting the use of alcoholic beverages is at the Applicant's sole risk. The Applicant and all event attendees must abide by state and local laws concerning the use of alcohol.
- c. The Applicant hereby indemnifies and releases the Cokesbury College Historical and Recreational Commission from any liability or responsibility for any injury or accident that takes place on Cokesbury College property, including when Alcohol is served.

If any of the above Rental Considerations are not complied with, the \$500 Damage Deposit check will be cashed, and additional charges may be assessed commensurate with any related expense incurred by the Commission.

The Applicant has read, understands, and agrees to be bound by the **Rental Agreement** and **Rental Considerations** for the use of the Cokesbury College building and grounds and agrees to abide by all terms.

Approved for Cokesbury Commission:

Applicant Liable for Damages:

Name: _____
Title: _____

Printed name: _____
Signature: _____

Commission Contacts

Rob Jones, Chairman
864-223-0920 office
864-942-2456 cell
rob@patinsgrp.com

Tommy O'Dell, Treasurer
864-229-0854 home
864-981-8081 cell
mandtodell@embarqmail.com

Please mail any correspondence to PO Box 206, Hodges, SC 29653

NOTE:

WE HIGHLY RECOMMEND THAT YOU GIVE A COPY OF THIS CONTRACT TO YOUR FLORIST AND WEDDING COORDINATOR AS YOU ARE RESPONSIBLE FOR THEIR ACTIONS IF THEY USE NAILS OR ANYTHING THAT DAMAGES COKESBURY.

Cokesbury College After Event Assessment Sheet

Date of Event: _____

Type of Event: _____

Date of Assessment:_____

Commissioner_____

BR=Brides Room

Item	No	If, Yes Describe
Residual Trash Inside		
Residual Trash Outside		
Furniture Moved		
Furniture broken		
Items adhered to walls		
Stains on BR Carpet		
Stains on BR furniture		
Damage to walls		
Evidence of smoking inside		
Plantings outside disturbed		
Permanent Museum Items Missing		
Damage to Museum Property		
Drink Rings on Furniture		

Recommendation: (options 1) refund deposit, 2) not refund deposit 3) refund partial depositi