



Charleston Yacht Club

17 Lockwood Drive
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Charleston, SC 29413
843-722-4968
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FLAG ROOM RENTAL: WEEKDAY CONTRACT

Client: _____ Contact: _____
Type of Event: _____ Event Date: _____
Time of Event: _____ Number of Guests: _____
Phone: _____ Email: _____
Address: _____
Caterer: _____ Time of caterers arrival: _____

This agreement made this _____ day of _____, 2010 between the Charleston Yacht Club, Inc., hereinafter referred to as LESSOR and _____, hereinafter referred to as LESSEE.

That the said LESSOR does hereby agree to lease on _____, that portion of its premise at 17 Lockwood Drive, Charleston, South Carolina as described as follows: The Flag Room for the following purpose; _____.

Fees for the above mentioned spaced are as follows:

Personal activity or party by a non-member of the Charleston Yacht Club, Inc. LESSEE shall pay \$750 rental fee which includes limited use of kitchen facilities, 13 rectangular banquet tables, white linens, white chairs, and movable bar.

A deposit of half the room rental is required to reserve the above date along with a signed copy of this agreement. The remainder of the room rental is due thirty (30) days prior to the event.

- It is agreed that LESSEE will be responsible for any damage to Club property. A \$500 DAMAGE DEPOSIT IS REQUIRED THIRTY (30) DAYS PRIOR TO EVENT. This will be returned to the LESSEE within thirty (30) days after the function, providing no damages have occurred and all trash has been removed, water wiped up, and room in condition it was found prior to event beginning.
- LESSEE agrees to pay the sum of **\$375.00**, which is one half of the rental fee, as a non-refundable deposit at the time of the signing of this agreement. *This amount will be applied to the total amount of rental with the balance to be paid in full at least thirty (30) days prior to the event.*

Acknowledgment and acceptance of the financial terms of this lease is understood and agreed to by:

Lessee Signature _____ Date _____

- It is agreed that the maximum capacity of 175 persons in the banquet room (as prescribed by the fire marshal) will not be exceeded. Smoking is not allowed in the Flag Room.
- It is agreed that all member areas are not available for gathering of guests. This includes the lobby and the second floor of the facility. The lobby is available for entering and exiting the building only.
- **It is agreed that all plants, chairs, tables, pictures, lamps, etc. will not be moved or removed from the lobby area.**
- It is agreed that the Charleston Yacht Club, at any time, may alter the look of the Flag Room.
- It is agreed that the rental period will not exceed a five (5) hour limit and must be concluded (including clean up) by the end of the five (5) hours or by 10:00 pm, whichever comes first.
- It is agreed LESSEE shall be allowed to enter the building at the time the business opens, for decoration and catering purposes, but not before 10:00am. Any additional hours will be charged a fee of \$100.00 an hour.

Time Disclaimer

The Lessee is responsible for informing all guests, caterers, florist, rental companies and others that are involved in the rental of the room, that the room is rented for a five (5) hour period. Once the Lessee, and members of the Lessee's party, including all aforementioned, exceed the time frame the lessee will be charged \$200.00 per hour after the first 15 minutes.

Time agreed upon _____ Event Date _____

Lessee Signature _____

- It is agreed that the Flag Room entrance is to be manned by a representative of the LESSEE during rental of the event to allow for orderly access of the guests onto and off Club property.
- It is agreed that the Flag Room doors will remain closed during the event.
- **It is agreed that LESSOR'S property will not be rented for money making functions and no selling of tickets or beverages will be allowed by the LESSEE or his representatives.**
- It is agreed that neither the said premise nor any parts of the premises shall be assigned, let or sublet, or used or permitted to be used for any purpose other than the purpose for which the LESSEE has agreed to in this contract.
- It is agreed that LESSEE shall not use the said premise for any unlawful purpose, including but not limited to the practice of brown bagging. All persons entering the Charleston Yacht Club. Inc., property for any activity are required to comply with all local, state & federal laws. No firearms are allowed on the premises.
- **South Carolina Law prohibits anyone under the age of 21 from drinking alcohol. The LESSEE is responsible for all guests in accordance with this law.**

Alcohol Disclaimer

The Charleston Yacht Club is in no way responsible for the amount of alcohol consumed by the Lessee and their guests. South Carolina, as well as the Charleston Yacht Club, prohibits the sale of alcohol to minors, anyone under the age of 21. The Charleston Yacht Club is in no way responsible for any amount of alcohol served or consumed by any parties under the legal age of consumption, which is 21 years of age. Cash Bars are not permitted.

Lessee Signature _____ Date _____

- It is agreed that at the expiration of the lease term, LESSEE shall quit and return the premises to as good a state and condition as they were at the commencement of this lease.
- It is agreed that the use of paste, glue, nails, tacks, staples or other items that will mark the walls, columns, mantles, stairs banisters or other facilities cannot be used in decorating the premises. No decorations of any type will be attached to walls, light fixtures or ceiling beams.
- It is agreed that LESSEE shall be responsible for all clean-up and trash removal which shall be deposited in the dumpster behind the building.
- It is agreed LESSEE shall not keep or have on the leased premises, articles of dangerous, flammable, or explosive character that might unreasonably increase the danger of fire on the leased premises or that might be considered hazardous by any licensing agency or insurance company.
- It is agreed LESSOR shall furnish heat, light and water; however **NO PAID PARKING** facilities are included pursuant to this agreement; this includes all guests, caterers, photographers, etc.
- It is agreed that no one will park in the handicapped parking spaces unless they have a handicap sticker.
- It is agreed that the House Chairperson or Club Manager shall be allowed to enter the rented premises during any function for observation only.
- It is agreed that the LESSEE can bring his/her own liquor and other beverages into the specific location leased during the period shown on this lease.
- It is agreed that only a licensed caterer will be used for the event.
- It is agreed that the Charleston Yacht Club is in no way responsible for anything relating to the weather.

Acknowledgment and acceptance of the terms of this lease is understood and agreed to by:

LESSEE

LESSOR - Charleston Yacht Club

DATE

Incidentals

	<u># of items</u>	<u>Subtotal</u>
<u>Tables</u>		
6' Rectangle banquet tables with linens (13 tables included in contract price)	_____	included
60" Round tables with linens - \$10.00 each (11 available)	_____	_____
60" Round tables without linens - \$7.00 each (11 available)	_____	_____
Extra Linens - \$3.00 each	_____	_____
<u>Chairs</u>		
White Folding Chairs - (125 available)	_____	included
<u>Other Amenities</u>		
Use of Porch and Deck - \$400.00	_____	_____
Use of Dishwasher - \$40.00	_____	_____
Extra hours - \$100.00	_____	_____
	TOTAL AMOUNT	_____

***These items are a separate charge. They ARE NOT included in the Room Rental amount.** These items must be paid for in the final deposit, due one month before the function. If any of these items are needed for the function, **LESSEE must use the tables and chairs provided by the Charleston Yacht Club.** Please contact the office at 843-722-4968 at least 7 days before the function in order to plan the set-up of tables and chairs.

Please tell us how you heard about The Charleston Yacht Club _____.

Thank You!



Charleston Yacht Club

The Flag Room

Party Name: _____

Date: _____

Time: _____

