The Orangeburg County Fine Arts Center Rental Agreement

649 Riverside Drive,
Orangeburg, SC 29115

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www.orangeburgarts.org

The Orangeburg County Fine Arts Center Rental Agreement - 2025

The Orangeburg County Fine Arts Center includes the Lusty Gallery, two classrooms/conference rooms, a warming kitchen, elevator, men and women restrooms and the Terrace Garden.

For the **Lusty Gallery** -There are 28 banquets tables that can seat eight (8), and ten (10) round tables that can seat six (6) with accommodating chairs for all banquet and round tables. The maximum number of guests table seated, lecture style and standing reception is 184.

For the **Classrooms/Conference Rooms** – The maximum number of guests table seated, lecture style and standing reception is 20

For the **Terrace Garden** – There are 14 round tables, with umbrellas, and 56 chairs. The maximum number of seated guests is 56.

Renter's Initials _____Date _____

Rental Fees & Reservations

The fee for a six (6) hour rental for the Lusty Gallery (including the listed amenities) is $1200.00. There is an additional $150.00 cleaning fee and $100 set up fee. A blank diagram of our Lusty Gallery will be presented to the renter for room set up.

The fee for an all-day rental (eight (8) hours) is $1500.00 plus an additional $150.00 cleaning fee and a $100 set up fee. A blank diagram of our Lusty Gallery will be presented to the renter for room set up.

The hourly rate for renting the Lusty Gallery (including the listed amenities) is $300.00. There may be an additional cleaning fee, which will be evaluated by the Director at the time of rental agreement signing.

The security deposit for renting the building is $300.00 and is **not** included in the rental rate.

The fee for renting a classroom/conference room is $75.00 per hour (A security deposit and a cleaning fee may be required depending on the purpose(s) of the rental of the classroom(s)/conference room(s) and length of time of the rental.

The fee for renting the Terrace Garden is $150.00 per hour. A security deposit and cleaning fee may be required depending on the purpose(s) of the rental and the length of time of the rental.

When the Renter(s) occupancy of the building exceeds the contracted period, the Renter(s) will be charged $300 per hour (rounded up). This includes the break down and clean-up of building after the event. If the additional fee is greater than the $300.00 security deposit, the Renter(s) will be billed for the outstanding balance. If the time exceeded is less than the $300.00 security deposit, the remaining balance will be returned to the Renter(s) within fourteen (14) days.

The $300.00 security deposit will secure a reservation for the building. The agreed fee and agreed and completed contract are due fourteen (14) business days prior to the event. Should the Renter(s) cancel the rental within the ten-day period prior to the event, the security deposit is forfeited.

Security deposits will be refunded within fourteen (14) business days after the rental event.

Renter's Initials_____ Date_____

Rental Contract

A Rental Contract must be completed, submitted to the Arts Center Staff, and approved by the Arts Center Staff to reserve the building and included facilities.

Any change to the Rental Contract must be submitted for consideration fourteen (14) business days prior to the event. The Arts Center Staff will consider and approve any change(s) that can be accommodated within the fourteen (14) business day period prior to the event.

The Renter(s) is responsible for the replacement or repair of any damages caused during the Renter(s) event that exceeds the $300.00 security deposit.

Our grand piano on the stage in the Lusty Gallery is NOT part of any rental unless approved by the Executive Director. It can not be moved or used for storage.

The Arts Center does not provide Caterers or Bartenders for events. A Catering firm supervisor must be present throughout the event, including setup, break down, clean up and ALL trash disposal (including the four trash bins in the Lusty Gallery, the kitchen and bathrooms).

The Renter(s) assumes liability for any illness or injury to a guest at the Arts Center which arises out of and associated with the Renter'(s) event The Renter(s) assumes liability for any damage to the Arts Center caused by Catering Staff during the time blocked by the Renter(s).

The Renter(s) assumes liability for any personnel hired by the Renter(s) for the duration of the Renter(s)'s event. The Renter(s) assumes liability for any damage to the Arts Center caused by personnel hired by the Renter(s) for the Renter(s)'s event.

The Renter(s) assume liability for any disturbances or injury caused by the Renter(s)' guests for the duration of the time blocked for the Renter(s)' event.

All events must end by 11pm. Excessively loud music is not permitted. PAY-AT-THE-DOOR EVENTS ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES.

The sale of alcohol is NOT permitted under any circumstances and will result in forfeiture of the $300.00 security deposit. **It is against the law in South Carolina to sell alcohol without a license.**

The Arts Center is not responsible for any items lost or items stolen during the time blocked for the Renter(s)'s event.

Renter's Initials _____ Date: _____

Event Staffing

The Arts Center provides an Event Attendant as facilitator and liaison between the Renter(s) and the Arts Center for the duration of the time booked by the Renter(s).

For all evening events (after 5:00 pm) and events serving alcohol, the Renter(s) is required to hire an approved Security Guard for the duration of the event. The Orangeburg Department of Public Safety provides a list of officers for hire as a Security Guard. It is recommended that the Renter(s)

book the Security Guard fourteen (14) business days prior to the event. The Renter(s) must ensure that the Security Guard wears his/her uniform and security identification during the event. The Arts Center reserves the right to approve the Security Guard hired for the Renter(s)'s event. The Security Guard's contract and contact information must be attached to the initialed and signed Rental Agreement.

Renter's Initials _____ Date: _____

Exhibitions in Event(s) Space(s)

The art and exhibitions at the Orangeburg County Fine Arts Center are a fixed part of the rented space(s) and are not to be moved, altered, or rearranged in any manner.

No furnishings or objects belonging to the Arts Center may be moved or used without the specific written approval of Arts Center Staff.

Tables, chairs, and decorations must be a minimum of 12 inches from walls and sculptures.

Renter's Initials _____ Date: _____

Event Space Decorations

Inside decorations are limited to free standing or tabletop items only. At **no time** and under **no circumstances** will decorations (streamers, balloons, bunting, etc.) be attached in any fashion to walls and/or ceilings. No nails, tape, tacks, or penetrating items are allowed on walls, floors, or ceilings.

Candles are allowed; however, lit candles must be contained within a candle vase. Taper candles are **not** allowed. Loose glitter and confetti are **not** allowed.

Violating any of the exhibits and/or decoration restrictions in any of the Art Center's spaces will result in the forfeiture of the Security Deposit. Additional fees will be levied if violation of these rules results in damage to the Arts Center that exceeds the security deposit.

Renter's Initials _____ Date: _____

Elevator and Stairs

The elevator in the Arts Center may **not** be blocked or propped open at any time. The rules and guidelines for use of the elevator are posted inside the elevator and must be adhered to.

The stairs may **not** be blocked at any time and are designated emergency exits from the Lusty Gallery.

Renter's Initials _____ Date: _____

Smoking and Other Restrictions

We ask that the Renter(s) and their guests respect the Arts Center as a Fine Arts space and at all times adhere to rules, guidelines and requests included in this contract.

Smoking of any kind is strictly prohibited in **all** spaces. The outside area immediately around the Arts Center is designated as a smoke-free zone.

Please refrain from chewing gum in the building. Food, including snacks and drinks, are only allowed in designated areas.

Running is strictly forbidden in the Arts Center. Yelling is strictly forbidden in the Arts Center.

Renter's Initials _____ Date: _____

Outdoors

Rice, confetti, glitter, and similar materials may **not** be thrown outside the building. Sparklers and bubbles are **not** allowed inside the Arts Center. However, sparklers and bubbles are allowed outside.

Parking

Parking is available on the grass in front of the Art center. Do not block the driveway in front of the Arts Center. Designated Handicapped Parking is in front of the building on both sides of the main entrance.

Do **not** park within 15 feet of the fire hydrant located on the side of the driveway.

Renter's Initials _____ Date: _____

Equipment

No items or equipment belonging to the Arts Center may be removed from their designated location or facility. Pianos and signage may only be moved by Arts Center Staff.

All Renter(s)s' equipment and property must be removed no later than two hours after the event unless other arrangements have been approved by the Arts Center Staff.

Caterer(s)/Renter(s) must remove trash at the end of the event. Black plastic garbage bags will be made available by the Event Attendant.

Renter's Initials _____ Date: _____

Clean-up

All areas used by the Renter(s), including warming oven and the appliances within, must be cleaned at the conclusion of the event.

All floors used during the event, including kitchen floor, must be free of debris.

All trash must be removed from kitchen, bathrooms and event areas and placed in outside trash bins.

Renter's Initials _____ Date: _____

Orangeburg County Fine Arts Center Rental Contract

Name(s) or Organization(s)_____

_____

Primary Contact_____

Primary Address _____

City_____State_____

Primary Phone (____) _____Email_____

Secondary Contact_____

Secondary Phone (____) _____ Email _____

Type of Event: _____

Date of Event _____Expected Attendance_____

Time of Event (including setup & break down_____

Will alcohol be served? Yes ___No____

Security Guard Information

Name_____

Organization_____

How did you hear about us?

_____

_____

Orangeburg County Fine Arts Center Rental Contract

By signing this contract, the Renter(s) acknowledges and agrees to abide by the Rules and Regulations set out in the Orangeburg County Fine Arts Center Rental Agreement for the use of the designated space. The Renter(s) certifies that the information above is complete and correct. If applicable, they acknowledge that they are authorized by the organization renting the space to sign this Rental Agreement on the organization's behalf.

_____

Renter's Signature Date

_____

OCFAC Staff Signature Date

Renter must initial the Rental Contract where designated in the contract and submit the original signed copy of the Rental Agreement to the Orangeburg County Fine Arts Center. A duplicate copy of the signed Rental Agreement will be provided to the Renter.

FOR OFFICE USE:

Deposit Required Yes____ No_____ Deposit Date_____

Rental Amount_____ Deposit Payment Method_____

Date Paid in Full _____ Payment Method _____

Copy of Driver's License Attached Yes_____ No_____

Spaces Included in Rental:

Lusty Gallery ____ Classroom #2 ____

Classroom #1 ____ Terrace Garden ____

OCAC Staff Member_____

Additional Notes/Items Discussed Renter's Initials_____