

**SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX
RENTAL RATES**

LACE HOUSE Rental:

Monday – Thursday	(9:00 am – 11:00 pm)	\$1,700.00
Friday	(9:00 am – 11:00 pm)	\$2,000.00
Saturday	(9:00 am – 11:00 pm)	\$3,700.00
Sunday	(1:00 pm – 11:00 pm)	\$1,500.00

BRIDAL PORTRAIT Session at the Lace House: \$225.00
(PORTRAIT sessions provide 3 hours of access to the Lace House for getting dressed in the Bridal Suite and photography. Sessions must be scheduled Monday – Friday, between the hours of 9 am – 5 pm)

The **JENNY SANFORD WEDDING GARDEN** may be added to the rental of the Lace House for an additional fee of:

Monday - Sunday \$650.00

* The **MEMORIAL GARDEN** may be added to the rental of the Lace House for an additional fee of:

Monday – Sunday \$1000.00

* A SEPARATE CHECK OF \$500.00 PAYABLE TO THE GARDEN CLUB OF SOUTH CAROLINA IS REQUIRED WHEN RENTING THE MEMORIAL GARDEN.

The **MANSION MALL** may be added to the rental of the Lace House for an additional fee of:

Monday - Sunday \$1000.00

Any lessee who rents the facilities for a ceremony or reception can receive a **20%** discount on a rental for a rehearsal dinner the previous day or a bridal portrait session.

- To check for date availability, please contact Karen Hedgecock
Email address: khedgecock@scprt.com
Phone: 803-737-2235 / Fax: 803-737-2342
- A **non-refundable \$750.00 rental deposit** is due upon completion of the contract and the deposit holds your date. The rental deposit will be deducted from your final balance.
- The balance of the rental fee is due no less than 45 calendar days prior to event.
- A separate \$500.00 damage deposit check, and the completed RENTAL EVENT PLAN is due 30 calendar days before your event. The damage deposit check will be returned if not needed.

Thank you for your interest in the Governor's Mansion Complex. Please do not hesitate to contact us with any questions. We look forward to working with you on your event.

Initial: _____

**SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX
FACILITY USE AND RENTAL AGREEMENT**

Today's Date: _____

EVENT DATE: _____

CONTACT INFORMATION:

Name: _____

Address: _____

City/State/Zip: _____

Cell: _____ Work: _____

Home: _____ Email: _____

Please put an asterisk by preferred contact method.

VENUE(S) RENTED:

- Lace house
- Jenny Sanford Wedding Garden
- Memorial Garden
- Mansion Mall

Total Rental Fee Due: _____

By this agreement, _____, hereinafter referred to as the LESSEE, does contract with the SCPRT, hereafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on _____ from the hours of _____ to _____. For the purpose of: _____ with _____ estimated number of guests.

Initial: _____

The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina, including municipal regulations and ordinances. This includes compliance with all written and stated policies provided herein. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said areas at any time.

LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc.) while on the premises.

LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, fountain, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.

LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or business under contract to the LESSEE.

LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR's facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.

The Governor's Mansion Complex and facilities and grounds contained within are the property of the State of South Carolina. The complex is operated and maintained for the purpose of housing the First Family and providing facilities for social and professional events hosted or sponsored by the Governor and First Gentleman. The facilities and grounds may also be leased to state agencies for the purpose of conducting meetings and social affairs relating to state government business. Additional uses for the facility such as wedding receptions, teas, and luncheons are at the discretion of the First Family.

Permitted Uses:

1. Any use of the Lace House property shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
2. Proposed uses not clearly within the purview of this agreement shall be subject to the prior approval of the Lace House Manager. The Lace House Manager has the sole and exclusive authority to determine what is a permitted use.

Rental Procedures and Fees:

1. Requests for use of the Governor's Mansion complex must be directed to the attention of Karen Hedgecock at **803-737-2235** or **khedgecock@scprt.com**.
2. At the time of application, the Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the **FACILITY USE AND RENTAL AGREEMENT** Form (e.g. time of event, estimated number of guests, representative responsible for payment of fees and damages, etc.)
 - a) The LESSEE signing the FACILITY USE RENTAL POLICY AND AGREEMENT shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Properties occurring as a result of or during the use of facilities/grounds and for any personal injury which may occur during or as a result of such use.
 - b) The areas being rented on the Governor's Mansion Complex are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

Initial: _____

Rental Use and Regulations:

1. Requests for any functions construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Lace House Manager reserves the right to deny a reservation request for any reason she deems appropriate.
2. The damage deposit check of \$500 and the completed RENTAL EVENT FORM are due at least 14 business days prior to the event.
3. Smoking is not permitted in the Lace House or gardens.
4. A Lace House employee shall be in attendance of all rental functions.
5. Any changes in plans must be approved by the Lace House Manager. She shall be advised of any extraordinary security measures deemed necessary.
6. A one hour ceremony rehearsal will be scheduled based on availability of the facility and can be confirmed 90 days prior to event.
7. In incidence where the guest list exceeds the interior capacity of the Lace House, a tent may be used. Placement of tents on the Mansion Complex grounds must be decided by the Mansion Complex Horticulturist. The use of stakes to secure a tent is prohibited.
8. The event contract designee must provide the name, address and telephone number of their intended caterer, and the caterer must meet the criteria requested. Lessee may use a caterer of their choosing with a proof of sufficient liability insurance and business license.
9. The caterer is responsible for setup and break down of any rented items such as table and chairs.
10. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative.
11. Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.
12. If flowers are to be set up on furniture, containers need to be dry and water-tight. All flowers must be removed at end of the function.
13. The service of all alcoholic beverages must be terminated by the caterer at least one hour prior the vacating of the premises by the LESSEE.
14. Items not permitted without permission of the Lace House Manager:
 - a. Rose petals, rice, confetti, birdseed, or litter of any sort
 - b. Sparklers or fireworks of any sort
 - c. Free standing candles
 - d. Tables/chairs set on grass areas
 - e. Firearms

Initial: _____

15. Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Lace House Manager for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances. The State of South Carolina, the South Carolina Governor's Mansion Complex staff, and the Lace House staff assume no responsibility for any loss, theft or damage to vehicles or personal property that occurs as a result of parking within these parking areas or anywhere on the grounds of the Governor's Mansion Complex.
 16. At the end of the event, an inspection will be made by the Lace House staff member. They will inspect all areas of the Governor's Mansion complex and will determine if any damages have been made. If no damages, the \$500 damage deposit will be returned to the Lessee within 30 days.
 17. All children must be under the constant supervision of a parent or other responsible adult.
 18. No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages are left, they will be disposed of immediately.
 19. All music must end by 10:00 pm in accordance with county ordinance.
 20. Governor's Mansion security staff will be on call at all times during the event.
 21. Neither the South Carolina Governor's Mansion Complex staff nor the Lace House staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.
 22. Lessor shall not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, government orders or any other force majeure event. Lessee expressly agrees that the Lace House Manager shall have the sole and exclusive right to determine incidents of force majeure.
-

Initial: _____

SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX RENTAL EVENT PLAN

Please send this form, with a damage deposit check of \$500 payable to South Carolina Governor's Mansion, at least 30 calendar days prior to the event to:

Lace House
C/O: South Carolina Department of Parks, Recreation & Tourism
Attn: Karen Hedgecock
1205 Pendleton Street, Suite 248
Columbia, SC 29201

EVENT DATE: _____ Event Start & End Time: _____

Lessee's Name _____

Billing Address: _____

City, State, Zip: _____

VENUE(S) RENTED:

- Lace house
- Jenny Sanford Wedding Garden
- Memorial Garden
- Mansion Mall

Number of Expected Guests: _____

Expected Arrival Time: _____ If arrival time changes, call Karen Hedgecock at (803) 737-2235 at least 48 hours prior to event.

Entertainment Name: _____ Are you having amplified music? _____

Caterer Name: _____

Florist Name: _____

Photographer Name: _____

Initial: _____

By signing this document, it is implied that LESSEE has completely read the contents of this rental contract agreement and its policy and procedures, understands and agrees to the terms contained within. No part of the rental agreement or terms and conditions may be altered without agreement by both parties, nor may it be transferred or sublet by the LESSEE.

Please make checks payable to the South Carolina Governor's Mansion and include the date of the event on your check. Address all checks and correspondence to:

Lace House
C/O: South Carolina Department of Parks, Recreation & Tourism
Attn: Karen Hedgecock
1205 Pendleton Street, Suite 248
Columbia, SC 29201

Contact Information: Karen Hedgecock
Phone: 803-737-2235 / Fax: 803-737-2342
E-mail: khedgecock@scprt.com

Signature of Lessee

Date

Name of Lessee (Please Print)

Section below to be completed when contract signed by Lace House Manager or Representative. A copy of this signed page noting fee amount and due dates will be sent to Lessee.

Contract #:

Venue(s) Rented:

TOTAL RENTAL FEE:

Non-refundable Rental Deposit: \$750.00 DUE: With signed contract Check #:

Final Payment: DUE: Check #:

Damage Deposit: \$500.00 DUE: Check #:

RENTAL EVENT PLAN DUE:

Signature of Lace House Manager or Representative

Date

SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX DIRECTIONS

From Greenville/Spartanburg:

Take I-26 to I-126 into Columbia. Go straight, and I-126 turns into either Elmwood Avenue or Huger Street. Bear left and take Elmwood Avenue. Turn right onto Lincoln Street. Cross over Calhoun Street. The front gates of the Mansion Complex will be further up the street on your right.

From Charleston:

Take I-26 to I-126 toward Columbia. Follow I-26 into Columbia. I-26 turns into either Elmwood Avenue or Huger Street. Bear left and take Elmwood Avenue. Turn right onto Lincoln Street. Cross over Calhoun Street and the front gates of the Mansion Complex will be further up on your right.

From Florence/Augusta

Take I-20 (East or West) to I-26 East. Take I-26 to I-126 into Columbia (exit 108). Go straight, and I-126 turns into Elmwood Avenue or Huger Street. Bear left and take Elmwood Avenue. Turn right onto Lincoln Street. Cross over Calhoun Street. The front gates of the Mansion Complex will be further up the street on your right.

***Parking for guests to the Governor's Mansion Complex is available
along Lincoln and Gadsden Streets.***