

LAKESIDE AT BLUE HERON COMMUNITY CENTER RENTAL POLICY

P.O. BOX 1119

153 James L. Taylor Drive

RIDGELAND, SC 29936

PHONE: 843-726-7500

FAX: 843-726-7525

POLICIES AND RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE TOWN OF RIDGELAND RESERVES THE RIGHT TO REFUSE RENTAL OF THE COMMUNITY CENTER. (Revised 03-2021)

I. RESERVATIONS:

Reservations for use of the Blue Heron Community Center will be on a first-come, first-serve basis. Reservations may be made up to twelve (12) calendar months in advance.

Holiday and Weekend Rental:

The minimum rental of the Blue Heron Community Center on Saturdays and Sundays will be Banquet Rooms "A" & "B".

The rental of the Community Center on Town of Ridgeland Observed Holidays is available only if the entire center is rented (**\$1,000.00**). Those holidays are: New Year's Day, MLK Day, Good Friday, Memorial Day, July 4th, the day following Thanksgiving, Christmas Eve.

No reservations shall be made on Thanksgiving or Christmas Day.

II. RENTAL FEES:

The total rental fee is due and payable within a 1 week time period, following the reservation request in order to guarantee the desired room(s) and date(s).

Refund of rental fees due to cancellations shall be as follows:

- A. 180 days prior to reservation date: 100%**
- B. Between 179-90 days prior to reservation date: 50%**
- C. Less than 89 days or less: NO REFUND**

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III. SECURITY DEPOSIT FEE:

Banquet rooms: The Security Deposit Fee on banquet rooms shall be **\$250.00 for Banquet Room “A” and \$300 for Banquet Room “B” (\$550 for both)** payable at least 2 weeks prior to the event. Should damages greater than **the required security deposit** occur the lessee will be held liable for the excess of all costs for the damages incurred

Checks should be made payable to: **Town of Ridgeland**

If a security deposit check is returned for insufficient funds, the rental will automatically be cancelled and a US Postal Service money order will be required for all payments.

IV. SECURITY:

The lessee may be required to provide a Town of Ridgeland Public Safety Officer. The Town will make this determination based upon the occasion, number of attendees, the serving of alcohol, parking or any combination thereof.

Note: A Ridgeland Police Officer’s presence is required for all events if alcohol (beer, wine, liquor) is consumed and/or guest attendance exceeds 100.

A public safety officer is also required at all parties where attendees/honorees are 12 years of age and up. No alcohol is allowed to be served at teenager parties.

Payment for Public Safety Officers must be made by money order 2 weeks prior to event. This should be given to the Facility Manager, who will make the arrangements for officers. Failure to make arrangements for public safety officer(s) may result in cancellation and forfeiture of deposit.

Checks/Money Orders for Public Safety should be made payable to:

Town of Ridgeland Police Department

Hourly rate: \$45.00 hr/ per officer

Minimum # of Officers: 1

For all events where alcohol is served and/or attendance exceeds 100 persons, Tenant User Liability Insurance must be purchased by the lessee, with the Town of Ridgeland as the named loss payee. To purchase insurance please log into: www.intactspecialty.com/entertainment and use Venue ID-Code **0501-743**

The Town of Ridgeland reserves the right to cancel any reservations if lessee fails to purchase liability insurance 2 weeks prior to the event.

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V. **GENERAL INFORMATION:**

1. The Lessee is hereby deemed responsible for any damage or breakage to anyportion of the Lakeside Community Center and agrees to replace in full, any damages done to the facility while under rental. (Reasonable wear accepted)
2. The Lessee agrees to indemnify and hold harmless the Town of Ridgeland, and its employees in any way for any accident or injury, which may occur to a person or persons on the premises during the rental period.
3. The lessee agrees to hold harmless the Town of Ridgeland and the Blue Heron at Lakeside Community Center for any items left unattended, misplaced, or unclaimed during or after the lessees' rental period.

The Lessee shall find the premises to be in a clean, safe condition and herebyagree to leave said premises and surrounding areas in a clean, safe condition.

4. **No substances containing red dye** may be used, as it stains the flooring permanently. (Punch, sauces, icing). **The client's security/damage deposit will not be refunded for any damage incurred to floors for use of any prohibited red dye items.**
5. **No types of chemicals, paints, toxin materials, tape or glue** are to be used on tables, walls, floors or doors the Community Center (inside or outside) including table skirting with self-adhesive. **No thumb tacks, nails or any other self-adhesive items shall be used on walls. The client's security/damage deposit will not be refunded for use of any prohibited items.**
6. **NO** Sparklers, rice, paper confetti, mylar cutouts confetti, glitter, feather boas birdseed or hay may be used. The release of birds, butterflies and balloons is prohibited. Fake flowers petals, confetti poppers or any other littering materials are strictly prohibited. **The client's security /damaged deposit willnot be refunded for use of prohibited items.**
7. **No bounce houses, slides, water slides, or stages allowed on the property.**
8. Rental furniture may not be relocated to the front or rear porches. **No food or drink allowed in the foyer area.**
9. **Alcohol: For functions involving the sale of alcohol, the lessee is required to purchase a temporary liquor permit. Each permit shall be issued from the SC Department of Revenue.**

CONTACT: SC Department of Revenue
A B L Division
PO Box 125
Columbia, SC 29214
803-898-5864

NO alcohol allowed at parties for teenagers.

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10. For groups renting the Community Center, all monies must be collected in advance, **ticket sales or admission fees at the door on the evening of an event are strictly prohibited** and will result in immediate cancellation.
11. Vehicles of any sort are not to be driven on the front steps or side of the building for unloading.
12. Helium balloons may be used for decorating, provided that they are tied down and not let go in the Center. Helium tanks are to be removed from the Community Center after the balloons are inflated.
13. All decorations and trash must be bagged and removed from the Center immediately following the event.
14. **The lessee must be out of the room within the time frame on the contract. Contract time includes decorating and clean up time. The Lakeside Community Center must be cleaned and all doors locked no later than 1:00 a.m.. All events scheduled until 1am must end their event at 12 midnight** (lights on, music off, bar closed) allowing the last hour for cleanup, removal of all decorations and equipment.
15. **Office:** The office is for Town of Ridgeland staff use only and is not included in the rental.
16. According to the **Clean Indoor Act of 1990**, there is **no smoking allowed** in the Lakeside Community Center.
17. **NO EXOTIC (male or female) DANCERS.**
18. **NO CONCEALABLE WEAPONS ARE ALLOWED. (Sect 16-23-420, SC State Law)**
19. **All weekend parties with attendees and /or honoree 12 years of age and up are required to hire a Town of Ridgeland Public Safety Officer. NO alcohol can be served to anyone under the age of 21.** The Town of Ridgeland will determine if a public safety officer is required and will determine if/how many officers are needed. The lessee is responsible for payment. (See Section IV, Security)
20. ADA Compliance: The lessee warrants that it is in compliance with the Americans with Disabilities Act (PL 101-336), and that it will, in carrying out the requirements of this lease; comply in all respects with the provisions of the Act and its implementing regulations.
21. No Motorized vehicles or trailer items allowed inside the building or the covered porches (golf carts, ATV's, UTV's, boats, motorcycles, grills)
22. Center fixtures may not be removed from their location. (includes, doors, furniture, lamps, etc.)
23. **NO GRILLS OF ANY KIND ALLOWED ON THE COVERED PORCHES.**

****The lessee is responsible for ensuring that all vendors/guests attending their function follow these rules---not the Town of Ridgeland or Town of Ridgeland Public Safety Officers.**

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LINENS:

The Lakeside Community Center **does not** provide table linens.

VI. BUILDING CAPACITY:

Each room has a fire rating capacity and the lessee must adhere to this number. The capacities may be found on the rate sheet (page 6 of this document).

VII. BUSINESS LICENSE:

Caterers, event planners, photographers, videographers, entertainers, DJ's and Florists are required to possess a Town of Ridgeland business license prior to doing work in Ridgeland. Any vendors found not to be in possession of a Town Business License will be asked to leave the premises until they purchase one.

A Town of Ridgeland Business License may be obtained at the Town Clerk's Office at 1 Town Square, Ridgeland, SC 29936. Business License applications can be downloaded at the Town of Ridgeland website here: <https://www.ridgelandsc.gov/pdfs/Town-of-Ridgeland-Business-License-Application-.pdf>

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RENTAL FEE SCHEDULE (04/2021)

Room	Legal Capacity	Rental Fee Non-Resident	Rental Fee Town Resident (Photo ID and voter registration card required)	Kitchen Available	Fee w/ Kitchen Non-Resident	Fee w/ Kitchen Town Resident
Ban. A	80	\$100 4hr. time frame M-F	\$90 4 hr. time frame M-F	No	N/A	N/A
Ban. B	130	\$150 4hr. time frame M-F	\$135 4hr. time frame M-F	Yes	\$150	\$135
Ban. A	80	\$150 8hr. time frame M-F	\$135 8 hr. time frame M-F	No	N/A	N/A
Ban. B	130	\$250 8 hr. time frame M-F	\$225 8 hr. time frame M-F	Yes	\$250	\$225
Ban. A&B	210	\$600 8hr. time frame M-Thursday	\$540 8hr. time frame M-Thursday	Yes	\$600	\$540
Ban. A&B	210	\$1,000 12 hr. time frame weekend/Holiday	\$900 12 hr. time frame weekend/Holiday	Yes	\$1,000	\$900

- All Saturday and Sunday and Holiday rentals require the rental of Banquet Rooms A & B.
- Room Capacity may vary depending on the type of set up required and will be determined by the Town of Ridgeland Fire Marshal.
- The rental time frames are to include all decorating /preparations before the event and Clean-up after the event.
- The rental fees for Banquet rooms A&B are based on either a 4-hour, 8-hour mid-week or 12-hour weekend time frame. Lessee will be charged for excess time occupied beyond contracted time. Additional rental hours must be requested two weeks prior to scheduled event.
- Additional hours for Banquet Rooms A&B (rented together) can be purchased at a flat rate of \$150.00 per hour (no discount for Town residency given for extra hours).

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USE AT YOUR OWN RISK

**By entering this facility,
you assume all risks associated with the COVID-19 virus**

The best way to avoid COVID-19 is to practice social distancing of six feet or more. Studies have shown the virus can live on surfaces, including wood, plastic, rubber and metal, for varied lengths of time.

If you choose to enter this facility, please follow the guidelines listed below:

- To the greatest extent possible, keep a distance of at least 6 feet from other persons
- Only interact with people in your household
- Unless you are participating in strenuous exercise or physical activity, wear a facemask at all times (not applicable to children under two years old, persons with difficulty breathing, or persons who cannot remove the mask themselves)
- Avoid touching your eyes, mouth or nose
- Wash your hands with soap and water for 20 seconds or longer before and after touching surfaces
- Use a hand sanitizer that contains at least 60% alcohol frequently, if soap and water are not available
- Remain courteous and respectful of others at all times
- Consider bringing your own disinfecting wipes to disinfect hand-hold surfaces

Lessee Initials _____

KITCHEN USE GUIDELINES

1. The caterer shall leave the kitchen in a clean, orderly, and acceptable condition.
2. Refrigerator must be left empty of all perishable food items and shelves/doors/surfaces wiped clean.
3. Wipe down all counter surfaces and table tops.
4. All garbage must be first bagged then taken outside to the dumpsite before the caterer leaves the facility.
5. Proper operating procedures for the kitchen equipment must be followed.
6. Any questions about equipment or problems should be addressed to the Facility Manager.
7. Tables and chairs are not to be moved into the kitchen and/or porches from the banquet rooms.
8. **NO SMOKING IN THE KITCHEN.**

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LAKESIDE COMMUNITY CENTER EVENT RÉSUMÉ

Please complete this form in its entirety. If a question does not apply, please write N/A

Applicant's Name & Address: _____

Applicant Phone Number: _____

Event Information: Event Name: _____

Date & Time of Event: _____

Date & Time of Set-Up: _____ Date & Time of Breakdown: _____

Public or Private Event: _____

Expected Attendance: _____

Number of your staff who will be present: _____

Will this be catered, have bands or have any other outside vendors? (Y/N) _____

If yes, please provide names of all vendors (form provided below) _____

Details of Event: Is your group or organization registered as non-profit (Y/N)? _____

Is your event being sponsored by or for the benefit of a charity, religious organization, 501(c)3 corporation, civic group, fraternal organization, or mutual benevolent aid association (Y/N)? _____

If yes, please provide the name of the organization and attach a signed statement from that organization on its letterhead affirming the sponsorship or benefit to the organization. _____

Will this event have an admission fee, require tickets, charge for food and beverage, or collect money for any purpose (Y/N)? _____

If yes, please explain: _____

Do you plan to serve or allow guests to bring alcoholic beverages (Y/N)? _____

Do you plan to decorate (Y/N)? _____ What type of decorations? _____

Do you plan to display signage (Y/N)? _____ If yes, what and where? _____

Do you plan to have any structures such as tents, stages, etc. (Y/N)? _____

If yes, what kind, when will they be installed and who will install these structures? _____

Do you plan to cook on-site (Y/N)? _____ If so, how? _____

Do you plan to have live entertainment (Y/N)? _____ If yes, what kind and who? _____

What is your plan for clean up? _____

Do you plan to hire off-duty Ridgeland police (Y/N)? _____ If yes, have you made arrangements yet with the Ridgeland Police Department (required for events >100 persons and/or events where alcohol is served)?

(Y/N): _____

Please explain all activities you plan to do at the facility: _____

TOWN OF RIDGELAND LAKESIDE AT BLUE HERON USE APPLICATION

APPLICANT NAME: _____

PHONE: _____ PHONE: _____

(Residence)

(Business)

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS: _____

ORGANIZATION: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

FACILITY TO BE USED: _____

BEGINNING DATE: _____ TIME: _____ ENDING DATE: _____ TIME: _____

DETAILED DESCRIPTION OF ACTIVITY: _____

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- VEHICLES ARE NOT PERMITTED TO STOP, STAND OR PARK OTHER THAN IN DESIGNATED PARKING, LOADING OR UNLOADING ZONES **EXCEPT WITH THE SPECIFIC WRITTEN PERMISSION OF THE POLICE DEPARTMENT (TO BE ATTACHED TO THIS DOCUMENT).**
 - THE TOWN RESERVES THE RIGHT TO APPROVE OR DISAPPROVE THE TYPE, NUMBER AND PLACEMENT OF ALL STRUCTURES, INCLUDING BUT NOT LIMITED TO TENTS, BOOTHS, DISPLAYS AND COOKING APPARATUS.
 - IT IS AGREED AND UNDERSTOOD THAT PERMITTEE IS SOLELY RESPONSIBLE FOR THE CONDITION AND CLEANLINESS OF FACILITY USED DURING THE TERM OF THIS PERMIT AND AGREES TO **RETURN SAID PROPERTY IN THE SAME CONDITION AS FOUND.**
 - LESSEE AGREES TO ASSUME THE COST OF PROVIDING PUBLIC SAFETY OFFICERS WHEN SUCH IS DEEMED NECESSARY BY THE TOWN.
 - LESSEE AGREES TO CONDUCT ALL ACTIVITIES IN COMPLIANCE WITH THE LAWS OF THE STATE OF SOUTH CAROLINA AND ALL APPLICABLE TOWN ORDINANCES.
 - **IF REQUIRED**, LESSEE AGREES TO PURCHASE AND MAINTAIN IN FORCE FOR THE FULL TERM OF THIS PERMIT A TENANT USER LIABILITY POLICY . IN ADDITION:
 1. The Town of Ridgeland shall be named as an "additional insured" and the policy endorsed to require that the Town be provided thirty (30) days written notice in the event of coverage modification or cancellation.
 2. A certificate of insurance will be provided to the Town ten (10) days prior to the beginning date of the event permitted herein. **Failure to provide this will result in cancellation and forfeiture of deposit.**
 3. Additional limits may be required to address special or unusual hazards.
 - LESSEE AGREES UPON DIRECTION OF THE TOWN TO IMMEDIATELY CEASE ACTIVITY IN THE EVENT OF INSURANCE CANCELLATION UNTIL PROOF OF COVERAGE SATISFACTORY TO THE TOWN IS RESUBMITTED.

- LESSEE AGREES TO PROTECT, DEFEND, INDEMNIFY, AND HOLD THE TOWN, ITS OFFICERS, EMPLOYEES AND AGENTS FREE AND HARMLESS FROM AND AGAINST ANY AND ALL LOSSES, PENALTIES, DAMAGES, SETTLEMENTS, COSTS, CHARGES, PROFESSIONAL FEES, INCLUDING BUT NOT LIMITED TO ATTORNEYS FEES AND OTHER EXPENSES AND LIABILITIES OF EVERY KIND AND CHARACTER ARISING OUT OF THE USE OF THE TOWN'S FACILITIES BY THE LESSEE, ITS OFFICERS, AGENTS, SUB-CONTRACTORS, EMPLOYEES, AND/OR INVITEES.
- LESSEE AGREES AND UNDERSTANDS THAT THE TOWN MAY REVOKE AND TERMINATE THIS AGREEMENT UPON A FINDING BY THE TOWN THAT LESSEE'S USE OF THE FACILITY IS DETRIMENTAL TO THE SAFETY, WELFARE, HEALTH OR BEST INTERESTS OF THE CITIZENS OF THE TOWN OF RIDGELAND.
- LESSEE UNDERSTANDS THAT VENDORS, PERSONS, OR BUSINESSES PARTICIPATING IN THE EVENT OR PROVIDING PAID SERVICES TO THE ORGANIZER OF THE EVENT ARE REQUIRED TO PURCHASE A TOWN OF RIDGELAND BUSINESS LICENSE. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT EACH PERSON OR BUSINESS IS IN COMPLIANCE WITH THE BUSINESS LICENSE ORDINANCE. ANY QUESTIONS REGARDING THIS REQUIREMENT SHOULD BE DIRECTED TO THE TOWN BUSINESS LICENSE OFFICE AT 843-726-7502.

APPLICANT SIGNATURE _____ DATE _____

ALCOHOLIC BEVERAGES REQUESTED: YES _____ NO _____

APPROVED: _____ DISAPPROVED: _____ CONDITIONS:

REASON FOR DISAPPROVAL:

FACILITY MANAGER SIGNATURE

APPROVED: _____ DISAPPROVED: _____ CONDITIONS:

REASON FOR DISAPPROVAL:

TOWN MANAGER SIGNATURE

APPROVED: _____ DISAPPROVED _____ CONDITIONS:

REASON FOR DISAPPROVAL:

RIDGELAND POLICE DEPARTMENT OFFICER SIGNATURE

EVENT PLANNER

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

EQUIPMENT RENTAL

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

CATERER

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

DJ

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

ENTERTAINMENT

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

PHOTOGRAPHER

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____

CONTACT NAME _____

TELEPHONE _____ CONTRACT VALUE \$ _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

VIDEOGRAPHER

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____

CONTACT NAME _____

TELEPHONE _____ CONTRACT VALUE \$ _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

FLORIST

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____

CONTACT NAME _____

TELEPHONE _____ CONTRACT VALUE \$ _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

Lakeside Community Center: Post Rental Checklist

(Customers are responsible for returning building to pre rental condition.)

- Kitchen clean & returned to pre rental condition (for kitchen rentals only):

(Counters clean & sanitized, floor swept & mopped. Kitchen items returned.)

Staff Comments: _____

- Rental space clean & returned to pre rental condition:

*(Tables wiped, chairs arranged, floor swept & mopped, **all event items removed from space.**)*

Staff Comments: _____

- Bathroom clean & returned to pre rental condition:

(Check floor for excessive dirt & trash, ensure toilets are not clogged.)

Staff Comments: _____

- All trash accumulated by event has been disposed of properly:

(All trash placed in trash bags and hauled off.)

Staff Comments: _____

- Condition of walls inside Rental Space / Bathroom:

(No physical damage inflicted on surface of walls & doors. No damage to paint, fixtures, wood or windows, mirrors)

Staff Comments: _____

Customer Comments: _____

Customer Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Notes: