

## **TOWN OF ST. GEORGE KLAUBER BUILDING FACILITIES OPERATING AND RENTAL POLICIES AND PROCEDURES**

The Klauber Building facility located at 225 N Parler Avenue is available for rent by the public for special events. Included are the second floor Main Hall, the first floor museum and the Bryant Courtyard. Warming kitchens are available on both floors.

The administrative office for the Klauber Building facilities is located in St. George Town Hall at 305 Ridge Street, St. George, South Carolina 29477.

Guests using the second floor Main Hall may enter by the front door, the Bryant Courtyard stairs or the rear door where an elevator is available. Handicap guests should use front door and inside ramp to reach the elevator.

**Please read the following policies carefully and observe them fully.**

**1. Reservations:** Reservations for the use of the Klauber Building facilities shall be made on a first-come, first-serve basis. Reservations may be made up to twelve (12) months in advance. Requests for reservations must be made through St. George Town Hall, 305 Ridge Street St. George, South Carolina 29477. Reservation information is also available by telephone at 843-563-3032. Reservations are not valid until a completed reservation form and all necessary information is submitted and a deposit fee equal to the damage/key deposit is received by the Town. The total anticipated rental fee must be paid at least two (2) weeks before the event. Rent for unanticipated additional hours or days (provided there is availability) will be due the last working day before the event. Keys may also be picked up the last working day before the event and returned the working day after the event.

**2. Damage/Key Deposit Fee:** The damage/key deposit fee is refundable within two (2) weeks after the event only if the facility and equipment are left undamaged and all keys are returned, or if the reservation is cancelled sixty (60) days prior to the event. The lessee is responsible for any damage to the facility or equipment during the rental period. The lessee may be charged an additional amount for repair, replacement, or major cleaning if costs are higher than the deposit fee amount.

**3. Hours Available and Rental Fees:** Rental hours for the Klauber Building facilities including the second floor Main Hall and the Bryant Courtyard shall be by the day (twenty-four (24) hour continuous period from 2:00 a.m. to 2:00 a.m.). The first floor museum area may not be rented during Visitor Center business hours. All events must end by 1 a.m. The Klauber Building facilities will be locked and secured at 2:00 a.m. Additional rental time by the day or hour, as indicated in Paragraph 1 above, may be available provided the additional hours do not conflict with a next day or subsequent rental. Any additional, hourly rental time will also involve additional costs for the Town Attendant(s)'s additional hours. **See the rental agreement for the exact costs of rental.**

**4. Smoking:** Smoking is not allowed on the Klauber Building facilities property, including within the Klauber Building facilities, the Bryant Courtyard and the parking area to the rear of the Klauber Building.

**5. Capacity:** The second floor Main Hall has a capacity of 140 persons for seated meals and conferences. Other events may accommodate up to 315 persons.

**6. Security of Town Property/Town Attendant:** A town employee or another Town designated person will be present at all events to oversee the Klauber Building facilities and to lock and secure the Klauber Building facilities after the event. For all events exceeding six (6) hours in duration, the lessee shall pay an additional hourly rate for those hours in excess of six (6) hours for the Town Attendant required under this **Section 6**. Further, at the lessee's expense, for events with 200 guests or more a **second** such Town attendant will be required, beginning thirty (30) minutes prior to the event and through 2 a.m. at the end of the event, the full costs of which shall be the responsibility of the lessee. **See the rental agreement for the exact costs of rental.**

**7. Parking:** Parking is available on Parler Avenue, on near-by side streets and at the rear of the Klauber Building.

**8. Catering Provisions:** Lessees may use the warming kitchens. The first floor kitchen has limited space and appliances. Dishes, utensils, pots, tablecloths, etc. are not provided. The lessee is responsible for the cleaning of the kitchen.

**9. Town Equipment and Furnishings:** Electrical outlets are placed throughout the Klauber Building facilities. In order to protect and preserve the flooring in the Klauber Building facilities, it is required that the Lessee use the Town's tables and chairs, if tables and chairs are to be used by the Lessee. The Lessee is not allowed to use tables and chairs in the Klauber Building from any source other than the Town, unless a unique chair or table is desired and has been pre-approved in writing by the Town following a visual inspection being conducted by the Town.

**10. Open Access:** The Town of St. George reserves the right to open and unfettered access at all times to all space occupied by the lessee.

**11. Liability:** The lessee is responsible for any damage or breakage to any portion of the Klauber Building facilities, equipment and furnishings and agrees to repair/replace in full any damage done to them during the contract time by event participants. The lessee also agrees to hold harmless the Town of St. George in any way for accident or injury which may occur to a participant. The lessee shall also indemnify, hold harmless and defend the Town from and against any and all claims, actions, damages, liability and expense, including, but not limited to, attorney's and other professional fees, in connection with loss of life, personal injury and/or damage to property arising from or out of the occupancy or use by the lessee of the Klauber Building facilities or any part thereof, occasioned wholly or in part by any act or omission of the lessee, its officers, agents, contractors, employees or invitees.

**12. Sign and Decoration Placement:** No nails, tacks, chemicals, paints, toxic materials, tape, glue, tacky substances, or other adhesive materials may be used on the walls or other surfaces of the Klauber Building facilities.

**13. Sublease Prohibited:** The lessee shall not assign or sublet the Klauber Building facilities without written consent of the Town.

**14. Lessee's Responsibilities:** The lessee or his/her/its designee must be present during preparation, the event and clean-up times. A cleanup checklist will be provided. A designated Town official or employee will address any problems or concerns with the lessee. Facility clean-up and removal of lessee's personal properties are the responsibility of the lessee. All of lessee's personal properties must be removed immediately after the event. The Town is responsible for moving the Town's furnishings and equipment and routine cleaning.

The lessee is responsible for assisting any disabled person attending the event.

Ramps and doorways may not be blocked at any time in case of emergency evacuations.

**15. Special Requirements:** As determined by the Town, requests to use the Klauber Building facilities for unusual events may require the approval of the Fire Marshall.

**16. ADA Compliance:** The lessee warrants that it is in compliance with the Americans with Disabilities Act (P.L. 101-336), and that the lessee will in the carrying out the requirements of this lease, comply in all aspects with the provisions of the Act and its implementing regulations.

**17. Museum Displays:** The first floor museum houses many important local artifacts. To avoid damaging the displays, they **may not** be moved. Doing so will result in the **forfeiture** of the **Damage Deposit Fee**.

**18. Alcohol:** Alcoholic beverages may be served inside the Klauber Building facilities, including the second floor Main Hall, first floor museum and the Bryant Courtyard. Alcoholic drinks may not be taken out of the Klauber Building facilities for consumption. The lessee must: (i) show proof of liability insurance with a special events alcohol clause, (ii) secure a caterer who has the requisite insurance and show proof of such insurance to the Town, or (iii) in the absence of providing proof as indicated in (i) or (ii) above, state that no alcohol will be served. If alcohol is to be sold, the lessee must obtain the appropriate license.

*Lessee's initials as to Paragraph 18*

**Alcohol will be served and proof of insurance**

**Has been provided \_\_\_\_\_ (Lessee's initials)**

**Alcohol will not be served \_\_\_\_\_ (Lessee's initials)**

**IN WITNESS WHEREOF**, Lessor and Lessee have caused this Lease to be executed as of the day and year first above written.

**LESSEE:**

\_\_\_\_\_  
Name (print)\_\_\_\_\_

**LESSOR:**

Town of St. George

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## KLAUBER BUILDING FACILITIES RENTAL AGREEMENT

Date(s) of Event \_\_\_\_\_ Number of Guests \_\_\_\_\_

Type of Event \_\_\_\_\_

Lessee \_\_\_\_\_

Refund Deposit to \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number Home \_\_\_\_\_ Work \_\_\_\_\_

Event Opening Time \_\_\_\_\_ Closing Time \_\_\_\_\_

Caterer \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Attach Setup Instructions**

**\*\*IMPORTANT: Deposit and/or rental fees are forfeited when events are cancelled less than sixty (60) days prior to scheduled event.**

		<b>Klauber Building Facility*</b>	<b>2<sup>nd</sup> Floor Main Hall Only</b>	<b>1<sup>st</sup> Floor Museum &amp; Bryant Courtyard Only*</b>	<b>Total</b>
<b>FEES:</b> Per day	Sun- Thurs	\$400.00	\$250.00	\$175.00	_____
	Fri-Sat	\$600.00	\$400.00	\$275.00	_____
	<b>Cost to use building the day before to set up</b>			<b>\$150.00</b>	_____

**If the facilities are rented for two consecutive days for events a 20% discount will be offered.**

Damage/Key Deposit Fee (**in cash**, refundable if no damage and keys returned) \$200

Other charges (extra facilities hours \_\_\_\_\_ @ \$65.00 per hour) \_\_\_\_\_

(extra personnel hours \_\_\_\_\_ @ \$15.00 per hour) \_\_\_\_\_

1<sup>st</sup> Town Attendant's hours in excess of six (6) hours subject to the extra personnel hourly rate

All 2<sup>nd</sup> Town Attendant's hours subject to the extra personnel hourly rate

**Total Due** \_\_\_\_\_

**Less Deposit** \_\_\_\_\_

**Balance Due (no later than \_\_\_\_\_)**

**\*First Floor Museum and Bryant Courtyard are not available Mon-Fri until after 5 p.m.**

Lessee agrees to indemnify the Town of St. George and hold the Town of St. George harmless from all damages, injuries, liabilities, losses and expenses incurred by any person or party in any way from the lessee's use or rental of the Klauber Building facilities, equipment and furnishings. Lessee also releases the Town of St. George from all damages, injuries, liabilities, losses and expenses incurred by the lessee in any way from its use or rental of the Klauber Building facilities, equipment and furnishings. We agree to all the conditions and terms listed in the attached Operating and Rental Policies and Procedures.

Signature of Lessee \_\_\_\_\_ Date \_\_\_\_\_

Accepted by Town of St. George \_\_\_\_\_ Date \_\_\_\_\_

Refund date (or explanation for no refund) \_\_\_\_\_

Town contact \_\_\_\_\_ Phone Number \_\_\_\_\_

## Klauber Building Sign In and Cleaning Check List

**Lessee and Attendant must sign off on the following times listed below.**

Event Date \_\_\_\_\_

Attendant Arrival Time \_\_\_\_\_ Attendant Departure Time \_\_\_\_\_

Event Start Time \_\_\_\_\_ Facility Closing Time \_\_\_\_\_

As noted in your contract you should have an attendant present 30 minutes prior to your event and until the closing of the facility. For all events exceeding six (6) hours in duration, the lessee shall pay an additional hourly rate for those hours in excess of six (6) hours for the Town Attendant the extra personnel hourly rate is \$15.00 per hour. This can be taken from the deposit if the check list is completed with no damages to the facility. If the deposit is kept due to damages or not cleaning the money will be billed to the contract holder.

- **Please print and sign below that the times above are true and accurate in order to process hours of payment after the event.**

**Lessee Name** \_\_\_\_\_

**Attendant Name** \_\_\_\_\_

### Attendant only

Attendant will check the facility following each reservation to ensure compliance.

- No nails, tacks, chemicals, paints, toxic materials, tape, glue, tacky substances, or other adhesive materials may be used on the walls or other surfaces of the Klauber Building facilities.
- Kitchen counters ARE wiped clean
- Refrigerator IS wiped clean. NO food left behind!
- Microwave and warming oven MUST be wiped clean. Be sure no items are left behind
- ALL wooden floors MUST be swept using the dust mop. Floors must be mopped if any spillage occurs
- Bathroom MUST be cleaned and disinfected. Be sure toilets are flushed and no running water.
- Tables and chairs ARE wiped clean.
- Trash cans ARE emptied, and placed in cans outside the building. New bags ARE put back in the indoor cans.
- ALL trash outside building or in the parking area MUST be picked up
- Turn off ALL lights.
- ALL doors MUST be closed completely and locked.
- Keys and this form MUST be returned the next business morning to town hall.

I, \_\_\_\_\_ have inspected the above and have found that the lessee  
Shall / Shall Not receive their deposit.

Notes: \_\_\_\_\_  
\_\_\_\_\_

Date of Inspection \_\_\_\_\_ Time of Inspection \_\_\_\_\_  
Returned to: \_\_\_\_\_ Time Returned \_\_\_\_\_