

# EVENT GUIDELINES

- Amenities included in the space rental prices are: a hospitality manager to guide you through the event process, work with your vendors and be onsite throughout your event, use of the Courtyard, Event Lawn, Prefunction Atrium, Small Dining, Main Hall, restaurant style catering kitchen, 125 off-street parking spaces.
- Extras available for an additional charge include: tables and chairs with custom floorplan and setup, kitchen appliances and AV capabilities.
- Rental is for a total of 10 hours for event setup, event time and event breakdown between the hours of 9am and 12am.
- Your date will be held for one week as a courtesy. A \$1000 non-refundable deposit is required to book the date. All remaining charges are due 30 days in advance of your event date with a detailed event timeline and a list of all vendors.
- Clients can choose from our preferred catering list for all catering and non-alcoholic beverage service or use a caterer of their choice (with certain qualifications). All alcoholic beverage service is required to be provided by our bartending partner.
- We suggest, but do not require, an event coordinator for our clients. If a coordinator is not used, we will require one contact for all event related details.
- We require the use of security officers for any event of over 100 people serving alcohol.



## LOW SEASON RATES

JANUARY, FEBRUARY, JULY,  
AUGUST, SEPTEMBER, DECEMBER

WEEKDAY \$2,000

WEEKEND \$4,000



## HIGH SEASON RATES

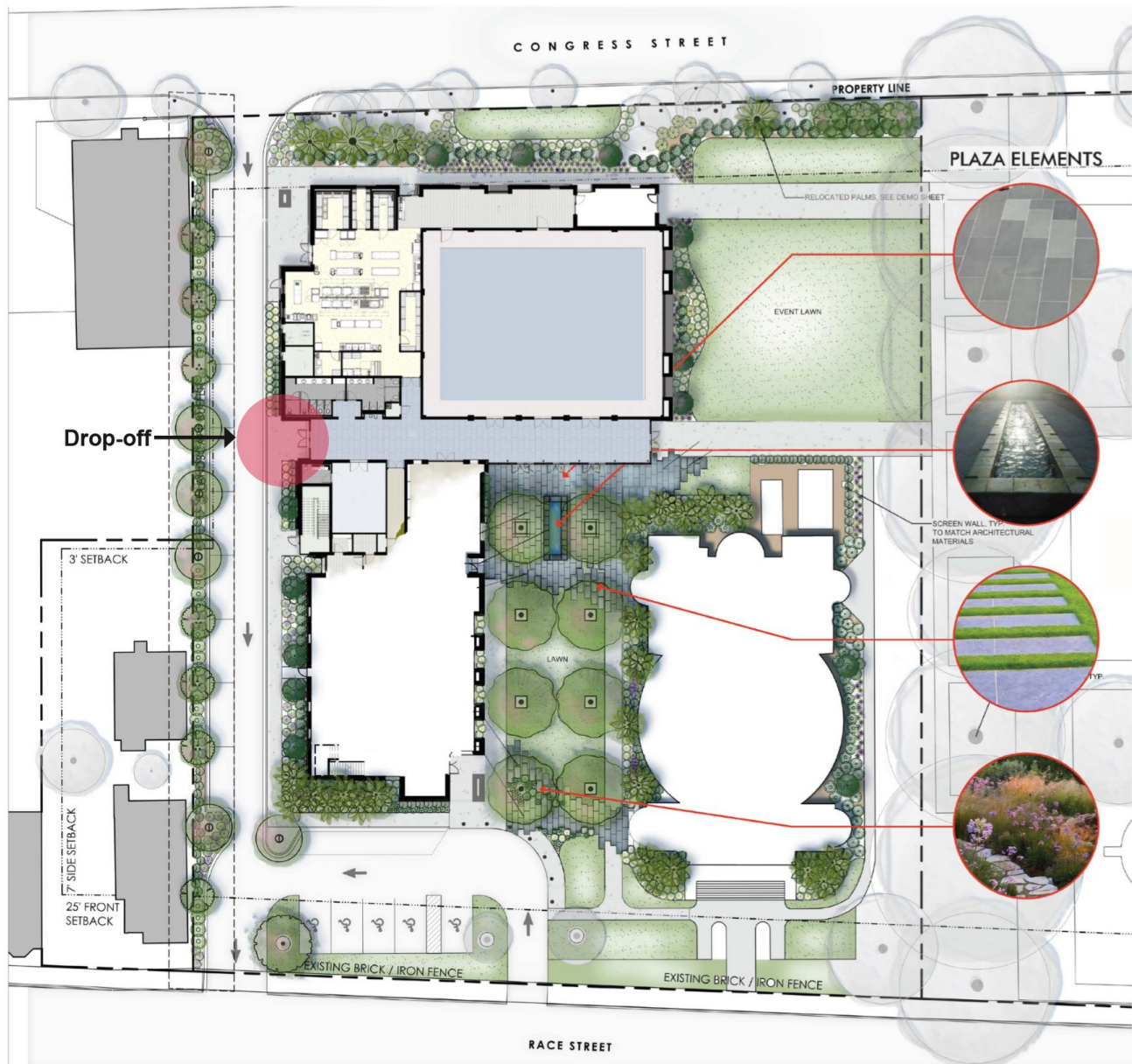
MARCH, APRIL, MAY  
JUNE, OCTOBER, NOVEMBER

WEEKDAY \$3,000

WEEKEND \$5,000

# BOOKINGS AVAILABLE SEPTEMBER 2021

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We invite you to work with Charleston's best vendors.

## CATERING

Clients can choose from our preferred catering list for all catering and non-alcoholic beverage services or use a caterer of their choice (with certain qualifications).

### **Cru Catering**

Jenna Locke | 843.534.2433 | [jenna@crucatering.com](mailto:jenna@crucatering.com)

### **Duvall Catering & Events**

Amanda McCarthy | 843.763.9222 | [amanda@duvallevents.com](mailto:amanda@duvallevents.com)

### **Hamby Catering**

Candice Wigfield | 843.571.3103 | [candice@hambycatering.com](mailto:candice@hambycatering.com)

### **Salthouse Catering**

Tanya Gurrieri | 843.577.7847 | [tanya@salthousecatering.com](mailto:tanya@salthousecatering.com)

## BARTENDING

All alcoholic beverage service is required to be provided by our bartending partner. Packages are priced per person for a 3-hour event. See our Bar Guide for more information.

### **Spike Bartending Partner**

Grace LaBounty | 843.766.3366 ext. 224 | [grace@snyderevents.com](mailto:grace@snyderevents.com)

## LIGHTING, AUDIO, AND PRODUCTION

PDA has been our event production consultant throughout construction and is the most knowledgeable about our building specifications.

### **PDA, Production Design Associates**

Chuck Huggins | 843.554.3466 | [chuck@pdastage.com](mailto:chuck@pdastage.com)

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