



## The Warehouse at Vaughns Room Rental Policy

### Guidelines for Booking, Usage, and Payment

Thank you for choosing Warehouse at Vaughns for your event. Please review our policies below to ensure a smooth and enjoyable experience.

### Booking and Reservations

1. **Advance Booking:** All room rentals must be reserved at least 10 days in advance to allow for proper preparation and staffing. Last-minute inquiries may be accommodated based on availability, at the venue's discretion.
2. **Reservation Deposit:** A deposit of 40% of the total rental fee is required at the time of booking to secure your reservation. Deposits are refundable only if canceled at least 7 days prior to the event.
3. **Confirmation:** Your reservation is confirmed once we receive the deposit and a signed rental agreement. A digital or paper copy of the agreement will be provided within 48 hours of booking.

### Usage Guidelines

1. **Room Capacity:** Each room has a maximum capacity, which must not be exceeded for safety and comfort reasons:
  - The James Brown: 25 people
  - The Palmetto Porch: 45 people
  - The Vaughns' Room: 45 people
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2. **Setup and Cleanup:** Basic setup (e.g., tables, chairs) and cleanup are included in the rental fee. Renters are responsible for removing personal items and decorations post-event.
3. **Prohibited Activities:** Smoking, vaping, illegal activities, and the use of open flames (e.g., candles) are strictly prohibited. Confetti, glitter, and wall adhesives require prior approval to avoid damage.
4. **Food and Beverage:** All food and drinks must be purchased through Warehouse at Vaughn. Catering menu Menus is available; pre-orders are due 5 days before the event.
5. **Noise Levels:** Events must comply with local noise ordinances. Live music or amplified sound is permitted but must remain below 85 decibels, measurable by venue staff if needed.

6. **Event Space:** Use is limited to the rented room and designated restrooms. Other areas (e.g., patio, main bar) are not included unless specified in the rental agreement.
7. **Rental Duration:** Rentals require a 2-hour minimum and 4-hour maximum. Additional hours may be added at the hourly rate, subject to availability.
8. **Setup Time:** Renters may access the room 20 minutes prior to the start time for setup, free of charge. Earlier access incurs a \$25 fee per 30 minutes.

## Payment Terms

1. **Rental Fees:** Fees vary by room and duration; Full payment is due upon reservation.:
  - The James Brown: \$75.00 for 2 hours, \$35 per additional hour
  - The Palmetto Porch: \$150.00 for 2 hours, \$60 per additional hour
  - The Vaughns' Room: \$150.00 for 2 hours, \$60 per additional hour
2. **Refund Policy:** Full deposit is refundable with 7 days' notice. No refunds for cancellations within 48 hours.
3. **Damage Fees:** Renters are liable for damages beyond normal wear and tear.
4. **Additional Services**
  1. **Catering:** We offer customizable menus, including appetizers, entrees, and desserts. Dietary accommodations (e.g., vegetarian, gluten-free) are available with advance notice.
  2. **Decorations:** Tablecloths and basic centerpieces aren't provided. Renters may bring all decorations, subject to approval (see Prohibited Activities).
  3. **Equipment:** large TVs and a Bluetooth sound system are available for \$25 each per event. Book these at least 5 days in advance.
  4. **Staffing:** Staff can be requested at \$20/hour per person.

## Contact Information

- **Inquiries and Bookings:** Reach us at 864-202-4994 or email [reservation@adghospitality.com](mailto:reservation@adghospitality.com)
- Our team responds within 24 hours, Monday–Saturday.