



200 South Garnett St.  
Henderson, NC 27536  
984-295-0097

**Welcome to Southern Charm Event Center! Thank you for choosing us for your special occasion. We are located in downtown Henderson, NC. We look forward to working with you! Below is a checklist of items needed for a completed rental agreement packet.**

- ✓ Review and Sign Rental Agreement.
- ✓ Pay rental deposit (non-refundable to be applied to the Rental Fee) of **\$300** at the time the Rental Agreement is signed.
- ✓ At least 1 week prior to the event, pay the remaining balance of the Rental Fees.
- ✓ Provide Caterer with Facility Use Rules and Regulations (if applicable).
- ✓ Arrange for Security Services with Professional Security Organization (if applicable).

***NOTE: Available dates are on a first come, first served basis. You are not guaranteed a specific date or time unless the application has been approved AND a deposit has been paid. It is the responsibility of the applicant to adhere to the schedule set forth above or as required by this Rental Agreement. Southern Charm will not contact the applicant to remind him/her of the due dates of payments or other requirements under the terms of this agreement.***

#### **What is included in the rental?**

- 160 White Chiavari Chairs; 18 Bar Height Chairs
- 20 Round (60in) Tables
- 10 Cocktail (32in) Tables
- 15 6ft Rectangle Tables
- 10 5ft Rectangle Tables
- 5 8ft Rectangle Tables
- Access to Kitchen (Refrigerators, Freezers, Warmer, Ice)

#### **Securing Reservation**

- To secure a reservation, the applicant must be at least 21 years of age. The person who signs the rental agreement will be considered the “Responsible Party” for the event.
- A reservation deposit of \$300 is expected at the time the Rental Agreement is signed. This deposit is non-refundable and will be used toward the total Rental Fee.

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

## Southern Charm Facility Use Agreement

Name of Applicant (s) \_\_\_\_\_

Applicant Address \_\_\_\_\_

Telephone \_\_\_\_\_ (SMS acceptable) Email Address \_\_\_\_\_

Type of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Est. Guests \_\_\_\_\_

Arrival Time (include set-up/decoration time): \_\_\_\_\_

Please note: Time for decorating/setting up must be consecutive with the event time. *If you would like Southern Charm staff to set up tables/chairs for your event, there is a set-up fee that is based on the number of guests expected to attend event (See below).*

Departure Time: \_\_\_\_\_

Please note: Cleaning Team will arrive at Departure time listed to begin thoroughly cleaning facility.

*You are only guaranteed the time that you list above. Please speak with your decorator to ensure that you capture all of the time that you need as you will only be guaranteed the time you list above.*

Do you want alcoholic beverages sold at this event? Yes  No

**Please Note: OUTSIDE ALCOHOL IS NOT ALLOWED TO BE BROUGHT INTO THE VENUE. ALSO, ALCOHOL WILL NOT BE PERMITTED AT AN EVENT HELD FOR A MINOR.**

If yes, please indicate the timeframe you would like alcohol to be sold to guests below:

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Facility Use Fee Schedule		
<i>Please check items and provide further details in last column</i>		
Base Rate (6 Hours or Less)	\$575	Required
Per Hour Rate Use Over 6 Hours	\$50	
Cleaning/Damage Fee	\$150 (\$75 refundable)	Required
Setup Fee (Set up tables & chairs)	\$50 for under 100 guests \$100 for 100 guests or more	
Kitchen Fee (Only Required if Cooking)	\$150	
Bar Fee	\$25 per hour per bartender	
Bridal Suite (Located Behind Venue)	\$250	
Rehearsal (Day Prior starting at 6p)	\$300	
White Throne Chair (s)	\$75 for 1 Chair	
	\$125 for 2 Chairs	
360 Photo Booth (if selected, enter timeframe)	\$175 for 2 Hours	
	\$300 for 4 Hours	
White or Black Linens (For Round Tables Only)	\$10 per linen	

## Facility Rules

*Please initial at each blank to indicate that you have read and understand  
Rental Agreement terms.*

1. The applicant is responsible for supervising the activities at the facility and ensuring that all attendees abide by the Facility Rules set forth in this Rental Agreement. \_\_\_\_\_
2. Children must be under the supervision of an adult at all times. \_\_\_\_\_
3. The applicant and attendees must comply with and abide by all laws and ordinances that may apply to the use of this facility. \_\_\_\_\_
4. The applicant will not sublease or assign the use of the facility to any other person or organization. Any sublease or assignment made will be invalid and will result in the forfeiture of the right to use the facility in the future.  
\_\_\_\_\_
5. The applicant will be held liable for any damages or losses inside or outside the facility; This may result in the loss of the cleaning/damage refundable amount. Legal action may be pursued if not paid. \_\_\_\_\_
6. No decorations are to be nailed, pinned, glued or stapled to the walls, furnishings, windows, or floors of the facility unless approved by management. \_\_\_\_\_
7. The facility must be left in the same condition as it was found. This includes returning tables, chairs, and other furnishings to the location where it was during arrival. \_\_\_\_\_
8. Use of candles is allowed on cakes; however, candles as decorations must be either floating, or contained within a protective barrier. \_\_\_\_\_
9. Use of bubbles and bubble machines are strictly prohibited. \_\_\_\_\_
10. Smoking is prohibited in the facility. Any evidence of smoking inside this facility may result in a fine of \$250.  
\_\_\_\_\_
11. Firearms are prohibited. Possession of a firearm by the applicant or anyone on the premises during the time the facility is rented could result in the cancellation of the event and forfeiture of rental fees. \_\_\_\_\_
12. Fires and pyrotechnics are prohibited within the facility. \_\_\_\_\_
13. Only non-profit organizations and those who have been given permission by management will be allowed to charge admission or sell tickets in advance for an event. \_\_\_\_\_
14. The applicant is responsible for cleaning any and all debris in the front patio area. \_\_\_\_\_
15. Alcohol (Beer, Wine, Champagne, Liquor) **is not** allowed to be brought into the facility by the applicant or guests. Violation of this rule will cause the event to be immediately shut down and prevent future rental opportunities. \_\_\_\_\_
16. The applicant will be charged for every hour over the allotted scheduled time; This fee may be taken from the cleaning/damage fee. \_\_\_\_\_
17. Security cameras are located inside the common areas and outside the front and side entrance of the venue.  
\_\_\_\_\_
18. Keyless Entry will be utilized for entry. A specific PIN # will be provided to the applicant that will be valid for use only based on the arrival and end time as listed in the application. \_\_\_\_\_

### Security (if applicable)

19. Security is required for events where alcohol will be served by a licensed security officer, off-duty police officer, or sheriff, unless approval is given by management, which will be based on the type of event and number of guests expected. See Appendix A for options for security. \_\_\_\_\_
20. If at any time during the event the security officers on duty witness any criminal or malicious acts, or if the Rules and Regulations set forth in the Rental Agreement are broken, the security officers on duty reserve the right to shut down the event. \_\_\_\_\_

**Liability**

- 21. The person or organization to which this Rental Agreement is issued shall be liable for any loss, damage, or injury sustained by any person(s) during the time the facility is leased. \_\_\_\_\_
- 22. Occupancy beyond the posted capacity is prohibited. The applicant is responsible for fire code compliance. \_\_\_\_\_
- 23. The applicant assumes all risk of personal injury, illness or death arising out of or resulting from consumption of food items provided by the applicant or any outside individuals or organizations. \_\_\_\_\_
- 24. Southern Charm does not assume responsibility for loss or damage to any property placed on the premises by the applicant or their associates, nor for personal injury which may occur during the use of the facility. Furthermore, the Southern Charm assumes no responsibility for items left by the applicant in or around the facility. \_\_\_\_\_
- 25. Parking for the facility will be public parking spaces around the event center; Southern Charm assumes no responsibility for damage to vehicles or items from vehicles. \_\_\_\_\_

**Rules for Caterers (if applicable)**

- 26. The applicant must provide a copy of this agreement to any and all hired Caterers. \_\_\_\_\_
- 27. The applicant will be held responsible for ensuring that caterers adhere to the Facility Use Rules. \_\_\_\_\_
- 28. The applicant is responsible for Caterers' access to the facility. \_\_\_\_\_
- 29. Catering staff must be neat/clean in appearance. \_\_\_\_\_
- 30. Caterers are responsible for removing all trash from the kitchen area and any other areas in which food is served. \_\_\_\_\_
- 31. No food or drinks are to be left in the refrigerators at Southern Charm. \_\_\_\_\_
- 32. All appliances are to be left clean and turned off. \_\_\_\_\_
- 33. Upon completion of food service, Caterers should remove equipment, food, etc. into vehicles. Caterers should complete the clean-up before the end time listed in this agreement. \_\_\_\_\_
- 34. Floors in the kitchen and food service areas are to be swept and all trash is to be removed. \_\_\_\_\_

**Cancellation & Default**

- 35. The applicant forfeits all monies paid beyond rental deposit if they fail to cancel more than 30 days in advance of the event date. \_\_\_\_\_
- 36. Southern Charm reserves the right to cancel an approved request or revoke the right of the use of the facility to any group or individual where it is deemed necessary for the concern of the health, safety, and welfare of the applicant, guests, or the general public. \_\_\_\_\_
- 37. In cases of event cancellation or postponement due to inclement weather, or other situation(s) beyond your control, Southern Charm will work with the applicant to secure the next available date for use of the facility. \_\_\_\_\_
- 38. Each event requires a new Rental Agreement. \_\_\_\_\_

By signing this agreement, the applicant acknowledges that he/she has read and understands the terms set forth in this Rental Agreement, and that he/she assumes the role of "Responsible Party".

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Southern Charm Representative \_\_\_\_\_ Date: \_\_\_\_\_

## Cleaning Checklist

- All visible trash cleared from floors
- Tables and Chairs returned to location upon arrival
- Kitchen cleaned and all appliances turned off
- All decorations/personal items removed
- Drinks & food removed
- Trash and debris picked up from grounds surrounding venue
- Trash removed from bathrooms
- All trash taken out and placed in the trash bins behind the venue
- All doors locked and secured (Make sure front doors are locked and exit from the side door location)
- Lights turned off (“Main Switch,” “Row” lights, and “Kitchen” lights)

***NOTE: A copy of this cleaning checklist will be located at the venue. If the venue is not left in satisfactory condition by completing the items above, management has the right to keep the full deposit (\$150) and deny the applicant for future events.***

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

Southern Charm Representative \_\_\_\_\_

Date: \_\_\_\_\_

<p><b><u>Caterers</u></b>  <b>Whut A Wing &amp; More</b>          Marcus Lemay          252-767-5027</p> <p><b>Ragland's Food Service</b>          252-767-5954          Darry Ragland  <a href="mailto:darryragland71@gmail.com">darryragland71@gmail.com</a></p> <p><b>Kamarias Kreations</b>          Facebook: Kamarias Kreations          919-450-5779  <i>*Charcuterie Boards</i></p> <p><b>Buff With Us</b>          Kenyatta Jones Campbell          919-819-7265          campbell928@gmail.com</p> <p><b>Kimmie Dee's Catering</b>          252-820-5411</p> <p><b>Hursey's Catering</b>          336-264-0164</p> <p><b><u>Local Restaurants Catering</u></b>  <b>Georges of Henderson</b>          210 N Garnett St.          252-492-0090  <a href="http://georgesofhenderson.com">georgesofhenderson.com</a></p> <p><b>Smithfield's Chicken 'N BarBQ</b>          100 Exchange St.          252-492-3655</p> <p><b>Jersey Mikes</b>          997 S. Beckford Dr.          252-598-1040  <a href="http://jerseymikes.com">jerseymikes.com</a></p>	<p><b><u>Photographers/Videographers</u></b>  <b>June's Touch Photography and Events</b>          Willeesha Watkins          252-431-4314</p> <p><b>Capturing The Moments LLC</b>          Shawn B Photography &amp; Visuals          Photographer/Videographer          919-939-1980  <a href="http://capturingthemomentsllc.com">capturingthemomentsllc.com</a></p> <p><b>Something Blue</b>          Matt &amp; Crystal Marsh          919-339-3809  <a href="http://www.ichoosesomethingblue.com">www.ichoosesomethingblue.com</a></p> <p><b>Quincy Hargrove</b>          Facebook: Quincy Hargrove</p> <p><b>Envisioned By You Photography, LLC</b>  <a href="mailto:ebyphoto@outlook.com">ebyphoto@outlook.com</a>  <a href="http://www.envisionedbyyou.com">www.envisionedbyyou.com</a></p> <p><b>Alan Parker</b>  <b>Facebook: Alan Parker</b>          919-943-2616          *Videographer</p> <p><b>Lens of Legends</b>          919-691-6966  <a href="mailto:lensoflegends@gmail.com">lensoflegends@gmail.com</a></p>	<p><b><u>Event Decorators</u></b>  <b>June's Touch Photography and Events</b>          Willeesha Watkins          252-431-4314</p> <p><b>Visions of Elegance Designs</b>          Lorena Brown          Facebook: Visions of Elegance Designs          919-397-4282</p> <p><b>Budget Event Planner</b>          Brenda Howell          252-432-4794</p> <p><b>Epitome of Excellence</b>          Thomas &amp; Bernika Henderson          252-739-0864  <a href="mailto:eoedesigns21@gmail.com">eoedesigns21@gmail.com</a></p> <p><b>Her Creations</b>          Owner: Rose Boyd          864-398-6004  <a href="http://hercreationsllc.business.site">hercreationsllc.business.site</a></p> <p><b>Moments and Memories</b>          Deborah Terry          919-339-8502  <a href="mailto:moments.memories.eventplanning@gmail.com">moments.memories.eventplanning@gmail.com</a></p>
<p><b><u>360 Photo Booth Rentals</u></b>  <b>Southern Charm Event Center</b>          984-295-0097</p> <p><b>Around The World 360</b>          252-762-5018  <a href="http://www.atw360photo.com">www.atw360photo.com</a></p>	<p><b><u>Servers</u></b>          Heavenly Hands          252-767-1942  <a href="mailto:Shargrove1933@yahoo.com">Shargrove1933@yahoo.com</a></p>	<p><b><u>Transportation Services</u></b>  <b>Exquisite Transportation Services</b>          Tonya R. Williams          919-609-1246          *Party Bus, Charter, Airport, Celebrity, Private, and Group Transportation</p>

<p><b>The Snap Bar</b>  Dionne 252-767-5773  LaRissa 919-482-1080  <a href="http://www.thesnapbar.info">www.thesnapbar.info</a></p>		
<p><b>DJs</b>  <b>DJ In\$trumental</b>  Randall Bullock  Phone: 252-226-2022</p> <p><b>DJ Dirt Road</b>  Dirt Road ENT  Phone: 252-204-4605</p> <p><b>DJ Robin Chante</b>  Facebook: Robin Davenport  Phone: 336-254-4176</p> <p><b>Andrew Evans</b>  ABE Entertainment  252-657-8685</p> <p><b>DJ Kool Keem</b>  Phone: 252-433-7591  IG: @djkeem252</p> <p><b>DJ Maniac</b>  Derrick "Maine Maine" Hawkins  252-767-2797</p> <p><b>Tytraveon Roberts</b>  252-217-7090</p> <p><b>DJ Beans</b>  919-853-5338</p> <p><b>DJ Vibe</b>  Tonya R. Williams  919-609-1246</p> <p><b>Hispanic DJ:</b>  <b>Sonido Sabrosito</b>  919-632-0345</p>	<p><b>Security Services</b>  <b>Vance County Sherriff's Office</b>  156 Church St. #4  Henderson, NC 27536  252-738-2200</p> <p><b>UMBR, LLC</b>  <b>Security Solutions</b>  919-866-2550</p>	

