



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. After approval, an invoice will be sent to the email address on the application within 24-48 hours.
- ✓ 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?

- Maximum Capacity Seating: 235
- 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 all parties have signed the Rental Agreement. 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: If you are still in the facility after the departure time, the additional hour fee will be taken from the cleaning/damage fee. *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 **(3hr minimum)**:

Start Time: _____ End Time: _____

Facility Use Fee Schedule		
<i>Please check items and provide further details in last column</i>		
Weekday Rate (Monday-Thursday)	\$75 per hour	
Weekend Base Rate (6 Hour Minimum) Friday-Sunday	\$575	
Per Hour Rate Use Over 6 Hours	\$50 per hour	
Full Day Rental (8am-12am)	\$950	
Cleaning/Damage Fee	\$150 (\$75 refundable if cleaning checklist is followed)	Required
Setup Fee (Setup & breakdown of tables & chairs)	\$100 for under 100 guests \$175 for 100 guests or more	
Bartender Fee (We will arrange a bartender if alcohol will be served)	\$25 per hour per bartender (3hr minimum)	
Bridal Suite (Located Behind Venue)	\$250	
Rehearsal (Day Prior starting at 6p)	\$300	
360 Photo Booth (if selected, enter timeframe)	\$100 per hour (2 hr minimum)	
Rental Coordinator on Site	\$20 per hour	

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 will 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 via text 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 cleaning fee (\$75) and deny the applicant for future events.

Applicant Signature _____
Southern Charm Representative _____

Date: _____
Date: _____

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

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

