

Town of Ravenel

Rental Agreement for Ravenel Hall

5700 Conners Street ♦ Ravenel, SC ♦ 29470

This AGREEMENT is made and entered into on _____ between the Town of Ravenel, SC (the “Lessor” or “Town”) and _____ (the “Lessee” or “Renter”).

The Lessor agrees to rent the property known as Ravenel Hall located at 5700 Conners Street in Ravenel, SC, and its parking and immediate premises (the “Facility”) to the Lessee on the date/s of _____, from the hours of **8:00 am to 10:00 pm**, for the total amount of \$ _____, with a security deposit in the amount of **\$400**, and subject to the adherence to the attached “Ravenel Hall Rules” document and the following terms and conditions:

- A) All lessees must be twenty-five (25) years of age.
- B) The Lessee agrees to use the Facility in a responsible manner and to abide by the rules as stated in the “Ravenel Hall Rules” document. The Lessee understands that **ANY** damage or violation of the rules as stated in the “Ravenel Hall Rules” document may result in the loss of part, or all, of the provided security deposit.
- C) Daily (8:00 am until 10:00 pm) Rental Rates are **\$500** for a Ravenel resident and **\$800** for a non-resident. All setup and clean-up must occur within this period.
- D) “Business/Group” hourly rentals are available for \$25/hour for a Ravenel resident and \$50/hour for a non-resident. These rentals require a three (3) hour minimum rental, are only for meetings that do not use the kitchen, and are available from Monday to Thursday only.
- E) ALL rentals require a **\$400 security deposit** in cash, check, credit card, or debit card, a copy of the Renter’s Driver’s License or State I.D., and current contact information.
- F) The security deposit is due at the time of reservation and is fully refundable only if the event is cancelled at least fifteen (15) days before the rental date. The full rental amount must be paid at least fifteen (15) days before the rental date.
- G) Should any problems arise with the Facility during the Lessee’s occupancy, the Lessee is to immediately contact the Town of **Ravenel Facilities Manager at (843) 889-8732**.
- H) Returned checks for deposit or rental fees will incur a \$35 processing fee and other costs as may be required to collect the rental amount. This may also result in the loss of the security deposit if it has not yet been returned.
- I) The Lessor will return the Lessee’s security deposit within fifteen (15) days of the rental period, only upon the completion of a satisfactory inspection of the Facility by the Town, following the rental period. This inspection will be conducted before any other rental of the Facility occurs.
- J) The Lessor, its designated officials, or police officers have the right to cancel any event found to be in violation of this Agreement or the rules as stated in the “Ravenel Hall Rules” document. A rental cancelled in this manner will result in the forfeiture of the Lessee’s security deposit and may result in the Lessee being banned from renting the Facility in the future.
- K) Lessor assumes no responsibility for any accident or injury incurred during the Lessee’s occupancy of the Facility and Lessee does hereby agree to indemnify and hold Lessor harmless from any and all claims resulting from the Lessee’s occupancy of the Facility.

I, _____, understand and agree to abide the above rental terms and conditions and the rules as stated on the “Ravenel Hall Rules” document, dated this day, _____.

The Town of Ravenel reserves the right to use Ravenel Hall for all Town-sponsored and Council-approved events and activities, including those activities that may not be allowed to be conducted by Renters.
The Town of Ravenel also reserves the right to refuse the renting of the Facility to any party for any reason.

Rental Date _____

- Kitchen Use
- Fireplace Use

Ravenel Hall Rules

Please initial next to each statement indicating that you understand the following:

- ___ #1 Ravenel Hall rental hours are from 8:00 a.m. until 10:00 p.m. There is no setup time or clean-up time. **The Hall is not available before 8:00 a.m. and the doors must be locked and the alarm set at 10:00 p.m.**
- ___ #2 Ravenel Hall renters must be twenty-five (25) years of age and provide a security deposit, Driver's License or State ID, and current contact information. The security deposit and balance can be paid in cash, check, credit card, or debit card. **ANY damage or unusual cleanup required to any appliance, furniture, building element or system, or the grounds at Ravenel Hall may result in the loss of the security deposit.**
- ___ #3 The Renter of Ravenel Hall is responsible for the behavior of all guests.
- ___ #4 There is no smoking inside Ravenel Hall.
- ___ #5 There is to be **NO** consumption of alcoholic beverages either within the Hall or on the premises, including the porch, parking lot, or nearby playground or athletic fields.
- ___ #6 No weapons are permitted inside Ravenel Hall.
- ___ #7 There are no animals, except service animals, permitted inside Ravenel Hall.
- ___ #8 Any violation of Ravenel, Charleston County, South Carolina, or Federal laws or ordinances will result in the immediate cancellation of the rental and forfeit of the security deposit. The Renter may also be banned from Renting Ravenel Hall in the future.
- ___ #9 There is a maximum of 300 people permitted inside Ravenel Hall. This is the maximum number of people and other health and safety restrictions may reduce this number.
- ___ #10 While the premises, porch, parking area, and nearby park facilities may be used by a Renter, **NO music is to be played or heard outside of the building.**
- ___ #11 There are no bounce houses, trampolines, slides, or waterplay features, allowed on Ravenel Hall premises or surrounding grounds.
- ___ #12 Only temporary decorations that do not harm the walls, floor, windows, mantle, ceiling, nor any other element of Ravenel Hall are allowed. No nails, screws, tacks, tape, glue, window or wall clings, staples, or other such fasteners are allowed. **ALL** decorations or parts thereof must be removed by the Renter after the rental.
- ___ #13 The Renter will wipe clean all tables and chairs used and return them to their original locations after the rental. Ravenel Hall furniture **MUST** remain inside the Hall.
- ___ #14 The Renter will clean kitchen appliances, plates, utensils, sinks, and counter surfaces used.
- ___ #15 The Renter will sweep the floor and clean any spills or unusual messes.
- ___ #16 **All garbage and refuse from kitchen, hall, and bathroom trashcans and the general premises shall be removed by the Renter. This may include broken balloons, paper goods, decorations, food, silly string, and other debris.**

(Renter Signature)

(Date)

By signing below, I hereby acknowledge that I have completely read and fully understand the Ravenel Hall Rules. Failure to comply with any rules can result in the loss of my security deposit.

Town of Ravenel

Rental Contact Page

Name of Renter: _____

Address: _____

Phone: _____

Alt Phone: _____

Email: _____

Facility: Ravenel Hall (5700 Conners Street)

Date of Rental: _____