

Magnolia Room

Rental Agreement

Lessee Information

Name(s): _____

Address: _____

E-Mail: _____

Phone Number: _____

E-Mail: _____

Phone Number: _____

Event Information

Event Date: _____

Event Time: _____

Event Type: _____

Main Contact for Event: _____

E-Mail: _____

Payment Information

Rental Fee: _____ Rental fee & cleaning fee equals your total investment cost.

Cleaning Fee: _____ To be paid directly to cleaning company. See contract for details.

Deposit: _____ Date Rec'd: _____ Method of Payment: Cash Credit Check # _____

Balance: _____ Due Date: _____ Method of Payment: Cash Credit Check # _____

Damage Deposit: Is due with final payment in a separate check. Please see contract for details

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Indemnification

I understand and accept the terms included in the Magnolia Room (M/R) rental policies. I understand these policies are subject to change at the discretion of the M/ R, with the exception of the fees agreed to on this date. I also agree to indemnify and hold harmless the M/ R, Laurel Creek LLC, all directors, officers, associates and employees of those groups from any and all liability, loss, cost and/or damage resulting in any way from my rental or use of the M/ R. I take full responsibility for all materials rented, provided by M/R or otherwise used on the M/ R property. Insurance certificates required from all vendors must be on file at least 2 weeks prior to the event. I take full responsibility for the behavior of my guests, invitees, subcontractors, vendors and hired personnel.

Initial: _____

Cancellation Policy

If the cancellation occurs more than 10 months before the date in question the presumption is that The M/ R can re-book the date. A refund of your deposit minus the cancellation fee of 5% of the contract or \$150.00 whichever is less will be refunded within 14 days after receiving cancellation letter/email.

If a lessee cancels the rental agreement less than 10 months prior to the reserved date, the fee is limited to your full deposit in addition to expenses reasonably incurred. If lessee cancels on or before 60 days of the reserved date the contract will be deemed in default until full payment of contract price is paid in full. Rescheduling a date will be handled in a case by case situation.

Initial: _____

Damage Deposit

A minimum damage deposit of \$400 is required for all functions at the M/ R. The fee is based on different circumstances such as size and type of event. The damage deposit will be refunded in full within four weeks following the event, provided that no damage or excessive clean-up is caused by your guests or your vendors to the building or any rented items that The M/ R has provided for your event. Should reparation exceed the damage fee, you will be billed for the excess due immediately.

The damage deposit will be used in part for any guidelines not followed in the checklist given out.

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Failure to Adhere

Any activity that would be deemed illegal or hold the M/ R & Laurel Creek Liable, we reserve the right to cancel said date. In the event that your agreement is terminated the M/ R & Laurel Creek shall not be held responsible for any direct, indirect, incidental or consequential damages resulting from such termination.

Initial: _____

Decorations

Decorations must be set up and taken down in the allotted rental time. There are no exceptions to this rule. **Nothing can be left in the building after your event.**

You are welcome to decorate as you wish; however, the M/ R asks that you do not tack, tape, staple or nail any surface. As a result of doing any of these things, we reserve the right to take your damage deposit.

- Glitter and confetti are not permitted.
- Flower petals and rice are difficult to clean up so if you decide to have them as part of your event we ask that you plan to clean these up at the end of your event. We are not responsible for cleaning this and in the event that petals and or rice are left, you may forfeit your damage deposit.
- Sparklers are permitted; however they need to be outside the facility.
- Balloons are permitted, however; if a balloon gets caught in the ceiling we reserve the right to deduct the expense from your damage deposit to remove it.
- Candles are welcome as long as the flame is contained within glass. Absolutely no tapered candles.
- If you decide to swag the ceiling with fabric you must get prior approval from a Magnolia Room representative prior to the event.
- Deliveries of floral and decorations can start as early as 9am the morning of your event.
- Your rental ends at midnight so please plan to have your vendors return to pick up their glassware and decorations.

Initial: _____

Ceremony Rehearsal

The only guarantee for a rehearsal the day prior is if you book a weekend rental. The M/ R will try to accommodate every requested rehearsal time. There are circumstances that may not allow you to do the rehearsal the day prior to the wedding. We try to accommodate a rehearsal time between Monday-Thursday the week of your wedding. Your rehearsal will be scheduled for one hour only. We will not confirm any rehearsal times until five weeks prior to the event. Food is not permitted in the building for the rehearsal. Failure to turn off all lights and A/C and Heat units may result in loss of damage deposit. All requests must be made via email so we have documentation on a confirmed date and time. No set up is allowed during this rehearsal

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Cleaning

The Magnolia Room has contracted Legacy Commercial Services to be our exclusive cleaning company. In order for us to be consistent with our expectations, there is no exception to this contract. They will clean the facility after your event as well as, set-up and breakdown all of M/R's tables & chairs included in your rental.

Legacy Commercial Services, Inc.

P.O. Box 5383

Lake Wylie, SC 29710

Jennifer Roe

(803)322-0577

www.legacycommercialserviceinc.com

Initial: _____

Rentals

The Magnolia Room has an exclusive contract with Party Reflections for all rentals. No other rental company will be allowed to come into the building at any time. The exceptions are as follows:

- All caterers are allowed to order anything they choose from any company they decide. **There are to be no rentals left behind for pick up.**
- Wedding/Event Planners are allowed to order anything they choose from any company they decide.
- Any Fundraiser/ Non-profit Organization that have a relationship/discount with another rental company, the Magnolia Room will honor that request. All drop off and pick up of rentals need to be approved by the Magnolia Room.
- **All exceptions outside of our exclusive contract with Party Reflections are up to the discretion of the Magnolia Room and must be brought to our attention and approved.** Outside rentals, if allowed by the guidelines stated above, must be delivered and removed from the Magnolia Room during the 9 am – 12 am rental period. No rentals may be left overnight.
- Approval is required for all tents. Due to multiple electrical and irrigation lines running through the M/ R, staking is prohibited unless otherwise approved by a representative of the M/ R.
- Any rental items for your event are the responsibility of the Lessee. The M/ R is not responsible for loss, theft, damages and/or injury to any and all rental items.

Initial: _____

Party Reflections (contact Lisa Hiner)

Magnolia Room Exclusive Account Representative

3412 Monroe Rd, Charlotte

(704) 332-8176/ lhiner@partyreflections.com

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Caterer Responsibilities

It is your responsibility to make sure the caterer understands their responsibilities while they work at the M/R. If you need any additional copies of the caterer's responsibilities please ask the M/R and we would be happy to provide that for you. All catering must be licensed and insured and need to provide proof of insurance and business licenses to the Magnolia Room no later than 30 days prior to the scheduled event. In the event that we do not receive proof of insurance, the Magnolia Room reserves the right to cancel the contracted date.

Requirements for Catering Insurance

1 million dollar liability with alcohol included

The Magnolia Room must be listed as an additional insured/ all policies must be emailed to lisa@magnoliaroom.com

All tables are to be free and clear of all trash.

The Magnolia Room does not supply any paper towels for the kitchen, soap, trash bags, cleaning supplies, etc.

There is no grilling or cooking allowed inside the building at any time. If your caterer decides to cook onsite and outside, this must be approved by a M/R representative.

Bar area needs to be cleared of any trash, including bottles, glass and alcohol.

There is to be no loading or unloading of any kind through the front doors. All loading or unloading should be done through the building's side door or rear entrance door. Failure to do so could result in loss of damage deposit.

Initial: _____

Appointments and Viewing the Magnolia Room

The Magnolia Room does not keep regular office hours. We are onsite only as needed. If you need to come in and view the Magnolia Room with a vendor or would like to show someone your event space, please let us know and we will be happy to schedule a time to have the building open for you. All requests to come in and view the ballroom can be made through

Email: info@magnoliaroom.com

Phone: (803)366-8226

Initial: _____

Package Details

Weekend Rental: You have the Ballroom from 9am-12am Friday/9am-12am Saturday & 7am-1pm Sunday. All items including rentals must be completely cleared from the ballroom by the end of your rental time on Sunday at 1pm

Daily Rental: You have the ballroom from 9am-12am on your contracted day. We cannot offer the opportunity to set-up the day prior or breakdown the day after. All items including rentals must be completely cleared from the building by the end of your rental time of 12am

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Additional Information

- Items belonging to the Magnolia Room may not be removed from the ballroom unless approved by a M/ R representative.
- We will not store items in any area before or after event. Unless approved by the M/ R.
- Animal are not permitted in the building (except service dogs).
- Gambling in any form is not allowed in the ballroom unless prior written approval from the Rock Hill Sherriff office is provided. The M/ R will need a copy of approval.
- Outdoor music is prohibited after 8pm.
- In compliance with the South Carolina Indoor clean Act SECTION 44-95-20; smoking is strictly prohibited.

Upon exiting, please take care of the following after the event.

- Turn off all lights.
- Turn off the heat or A/C on all units in the building.
- Ensure that the kitchen has been cleared and left in the same condition as found.
- **Inspect to ensure that all trash has been removed from the ballroom, bar and kitchen. All trash must be placed inside the dumpster, not along the side. All boxes must be collapsed and placed inside dumpster**
- **It is your responsibility to pick up copies of the Magnolia Room checklist explaining event responsibilities. Please schedule this pick prior to the event day to thoroughly read though content.**
- **Absolutely no personal loading or unloading of any kind through the front doors. If you or your vendors are found doing so we reserve the right to take your damage deposit.**

Initial: _____

Mark your Calendar

During your wedding process please mark your calendar for these important dates:

- If you hire a planner please inform us that we can talk to them on your behalf.
- 60 days prior to your event you must contact the cleaning company to set up payment with them as well as make floor plan arrangements.
- 45 days prior to the event you can make rehearsal arrangement by email only.
- 30 days prior to your event we should have received your caterer insurance. If they submitted it too early we may need further verification.
- 14 day prior to the event date we require final payment. **We do not notify you of final payment and will not invoice you.** Please mail final payment along with your damage deposit to address listed on last page.
- 7 days prior please review event checklist. Please schedule a pick up time if you haven't already done so.

Initial: _____

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Additional Information

The Magnolia Room reserves the right to change, adjust, or delete any rules and regulations in this rental agreement. The Magnolia Room reserves the right to close down any event which poses a threat to the safety of participants or the facility or violates any of the conditions stated within this agreement

I have read and agree with the terms and conditions of the entire contract.

Lessee:

Date:

Lessee:

Date:

Magnolia Room:

Date:

The Magnolia Room
4017 Laurel Creek Drive
Rock Hill, SC 29732
(803)366-8226
info@magnoliaroom.com
lisa@magnoliaroom.com
www.magnoliaroom.com