



SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

RENTAL INFORMATION PACKET

Thank you for your interest in the Governor's Mansion Complex. There are several rental properties available for your special event. Below you will find information regarding rental procedure, rates, and regulations. Please do not hesitate to contact us with any additional questions. We look forward to working with you on your event.

RATES*

LACE HOUSE

Monday - Friday (9am-11pm)	\$ 2000.00
Saturday (9am-11pm)	\$ 3500.00

- RENTAL OF THE LACE HOUSE INCLUDES USE OF TEN 60" ROUNDS & 60 CHAIRS

GARDENS

Monday-Saturday (9am-11pm)	\$ 1000.00
----------------------------	------------

MANSION MALL

Monday-Saturday (9am-11pm)	\$ 500.00
----------------------------	-----------

** Civic Groups, Non-Profit Organizations & State Agencies Receive a 40% Discount on Rates*

** Due to the possibility of bad weather, the Mall and Gardens are **only** rented in conjunction with the Lace House.*

- To check for date availability, please contact Margaret Farish:
800 Richland Street, Columbia, SC 29201
mfarish@gov.sc.gov
phone: (803)737-2235
fax: (803)737-3860
- Mansion Staff will schedule a viewing of the property with you.
- A non-refundable \$500.00 security deposit is due upon completion of the contract and the deposit holds your date.
- A \$500.00 damage deposit and event information sheet is due 14 business days before your event. The damage deposit will be returned if not needed.
- **The remaining account balance is due 14 business days before your event.**

Initial: _____



SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

FACILITY USE RENTAL POLICY & AGREEMENT

Today's Date: _____

Event Date: _____

Name: _____

Address: _____

City/State/Zip: _____

Contact Information: Work: _____

Home: _____

Cell: _____

Fax: _____

E-mail: _____

Caterer's Name: _____

Phone: _____

Rental Co. (Tents, Etc): _____

Phone: _____

Area(s) Rented:

- Lace House
- Gardens
- Mall

**Total Fee
for Rental Due:** _____

By this agreement, _____, hereinafter referred to as the LEASEE, does contract with the State of South Carolina Governor's Mansion Commission, hereafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on _____ from the hours of _____ to _____. For the purpose of: _____ with _____ estimated number of guests.

Initial: _____

The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina. This includes compliance with all written and stated policies of the Governor's Mansion attached hereto. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said area at any time.

LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc) while on the premises.

LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.

LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or businesses under contract to the LESSEE.

LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR'S facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.

The Governor's Mansion Complex and facilities and grounds contained within are the property of the State of South Carolina. The Complex is operated and maintained for the purpose of housing the First Family and providing facilities for social and professional events hosted or sponsored by the Governor and First Lady. The facilities and grounds may also be leased to state agencies for the purpose of conducting meetings and social affairs relating to state government business. Additional uses for the facility, such as wedding receptions, teas, and luncheons are at the discretion of the First Family.

Permitted Uses

- 1) Any use of the Lace House property shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
- 2) Professional photography is not allowed on the Mansion Complex, unless it is at the time of your event, without the express approval of the Director of Events and Operations.
- 3) Proposed uses not clearly within the purview of the Governor's Mansion Usage Policy document shall be subject to the prior approval of the Director of Events and Operations.

Initial: _____

Rental Procedures and Fees

- 1) Application for use: requests for use of Governor's Mansion properties must be directed to the attention of Margaret Farish, 800 Richland Street, Columbia, South Carolina, 29201 (803) 737-2235.
- 2) At the time of application, the requesting Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the Event Request Form. (e.g. time of event, number of guests, name of caterer, representative responsible for payment of fees and damages, etc)
 - a) Charges incurred for all functions, except overtime, extra services, property damage, etc. will be billed within the State System to Leasing State Agencies.
 - b) The LESSEE signing the Request Form shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Properties occurring as a result of or during the use of facilities/grounds and for any personal injury which may occur during or as a result of such use.
 - c) The Complex and the Grounds are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

Rental Use and Regulations

- 1) Requests for any function construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Director of Events and Operations reserves the right to deny a reservation request for any reason the Director deems appropriate.
- 2) Smoking is not permitted in the Lace House or facilities. The porches and grounds are designated as smoking areas. Cigarettes and cigars should be properly disposed.
- 3) A Mansion employee shall be in attendance at all rental functions.
- 4) Any changes in plans must be approved by the Director of Events and Operations. She shall be advised of any extraordinary security measures deemed necessary.
- 5) In incidences where the guest list exceeds the interior capacity of the Lace House, a tent may be used. Use of a tent will be decided on a case by case basis by the Mansion Complex staff. Placement of tents on the Mansion Complex grounds must be decided by the Mansion Complex Horticulturist. The use of stakes to secure a tent is prohibited.
- 6) The event contact designee must provide the name, address, and telephone number of their intended caterer, and the caterer must meet the criteria requested. Lessee may use a caterer of their choosing with proof of sufficient liability insurance.
- 7) The event contact designee shall instruct the caterer to provide all personnel, food, drinks, linens, and ashtrays for the porches, coat racks, tableware, flowers, and extra furniture as needed. Personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by the caterer and supervised by the Governor's Mansion staff. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative. Caterer must remove all refuse at the end of the event.

Initial: _____

- 8) Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.
 - 9) If flowers are to be set on furniture, containers need to be dry and water-tight. All flowers must be removed after the function and may be stored in the prep area for retrieval the following business day.
 - 10) The service of all alcoholic beverages must be terminated by the caterer at least one hour prior to the vacating of the premises by the LESSEE.
 - 11) Items not permitted without permission of the Director of Events and Operations:
 - a. Amplified music
 - b. Colored Water
 - c. Rose petals, rice, confetti, birdseed, or litter of any sort
 - d. Throwing bird seed, rose petals, or litter of any sort (inside and outside)
 - e. Sparklers or Fireworks of any sort
 - f. Red wine (inside the Lace House)
 - g. Heavy tomato sauces (inside the Lace House)
 - h. Chocolate sauces (inside the Lace House)
 - i. Wax candles (inside the Lace House)
 - j. Tables/chairs set on grass areas.
 - 12) Items permitted:
 - a. Drip-less candles
 - b. Electric piano
 - c. Radios
 - 13) The LESSEE must adhere to stated maximum use capacities:
 - a. Lace House (basement)—200
 - b. Lace House (1st floor)—100
 - 14) Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Director of Events and Operations for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances.
 - 15) In the absence of a staff member, a preliminary inspection is to be made by the Governor's Mansion Security Detail. A final inspection of the premises is to be made by a member of the staff and the organization's representative to ensure that the facility is clean and in order.
 - 16) All children must be under the constant supervision of a parent or other responsible adult.
 - 17) No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages should be left, they will be disposed of immediately.
 - 18) All music must be turned off by 10:00 p.m. Sound levels are subject to the will of Mansion Security at all times.
 - 19) Mansion approved security will be obtained and is included in the rental of our properties.
 - 20) Neither the South Carolina Governor's Mansion Complex, nor its staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.
-

Initial: _____

By signing this document, it is implied that LESSEE has completely read the contents of this lease agreement and its policy and procedures, understands and agrees to the terms contained within.

Please make checks payable to the South Carolina Governor's Mansion. Include the date of the event on your check. Address all checks and correspondences to:

**Mansion Complex Rentals
c/o: South Carolina Governor's Mansion
800 Richland Street
Columbia, SC 29201**

**Contact Information: Margaret Farish
phone: (803) 737-2235
fax: (803) 737-3860
E-mail: mfarish@gov.sc.gov**

Signature of Lessee

Date

Name of Lessee (Please Print)

Signature of Mansion Complex Staff Member

Date

Initial: _____



SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

DIRECTIONS

From Greenville/Spartanburg:

Take I-26 to I-126 into Columbia. Go straight, and I-126 turns into either Elmwood Avenue or Huger Street. Bear left and take Elmwood Avenue. Turn right onto Lincoln Street. Cross over Calhoun Street. The front gates of the Mansion Complex will be further up the street on your right.

From Charleston:

Take I-26 to I-126 toward Columbia. Follow I-126 into Columbia. I-126 turns into either Elmwood Avenue or Huger Street. Bear left and take Elmwood Avenue. Turn right onto Lincoln Street. Cross over Calhoun Street. The front gates of the Mansion Complex will be further up on your right.

From Charlotte:

Take I-77 to I-277 toward Columbia. Stay on 277 until it ends, turning into Bull Street. Follow Bull Street, Turn right onto Elmwood Avenue. Go past Assembly Street and then make a left onto Lincoln Street. Cross over Calhoun Street and the front gates of the Mansion Complex will be further up on your right.

From Florence/Augusta:

Take I-20 (East or West) to I-26 East. Take I-26 to I-126 into Columbia (exit 108). Go straight, and I-126 turns into Elmwood Ave. or Huger Street. Bear left and take Elmwood Ave. Turn right onto Lincoln Street. Cross over Calhoun Street. The front gates of the Mansion Complex will be further up the street on your right.

***Parking for guests to the Governor's Mansion is available along
Lincoln and Gadsden Streets.***

Initial: _____



SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

RENTAL EVENT PLAN

Please send this form, with a damage deposit of \$500, 14 days prior to the event to:

Margaret Farish
Mansion Complex Rentals
800 Richland Street
Columbia, SC 29201

Event Date: _____

Event Start & End Time: _____

Lessee's Name: _____

Billing Address: _____

City/State/Zip: _____

Property Rented:

- Lace House
- Gardens
- Mall

Number of Guests Expected: _____

Expected Set-Up Hours: _____

Are you requesting amplified music? _____

If so, what type & hours of play? _____

**Mansion Staff Approval Signature: _____

Florist Name and Contact Information: _____

Catering Company and Contact Information: _____

Initial: _____