

## SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX RENTAL RATES

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### **LACE HOUSE Rental:**

Sunday – Thursday	(9:00 am – 11:00 pm)	\$1,700.00
Friday	(9:00 am – 11:00 pm)	\$2,000.00
Saturday	(9:00 am – 11:00 pm)	\$3,700.00

**BRIDAL PORTRAIT Session** at the Lace House: \$250.00

PORTRAIT sessions provide 3 hours of access to the Lace House for getting dressed in the Bridal Suite as well as photography inside the house and outside in the gardens.

The **WEDDING GARDEN** may be added to the Lace House rental for an additional fee of:

Monday - Sunday \$650.00

\* The **MEMORIAL GARDEN** may be added to the Lace House rental for an additional fee of:

Monday – Sunday \$1,100.00

\* For the \$1,100 Memorial Garden rental, \$700 is payable directly to the Garden Club of South Carolina. This payment is non-refundable.

The **MANSION MALL** may be added to the rental of the Lace House for an additional fee of:

Monday - Sunday \$1000.00

Any Lessee who rents the facilities for a ceremony or reception can receive a **20%** discount on a rental for a rehearsal dinner the previous day or a bridal portrait session.

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- To check for date availability, please contact Karen Hedgecock -  
Email: [khedgecock@scprt.com](mailto:khedgecock@scprt.com) / Phone: 803-737-2235 / Fax: 803-737-3860
  - A **non-refundable \$750.00 rental deposit** is due upon completion of the contract and the deposit holds your date. The rental deposit will be deducted from the final balance.
  - The balance of the rental fee is due no less than 45 calendar days prior to event.
  - A separate \$500.00 damage deposit check, and the completed RENTAL EVENT PLAN is due 30 calendar days before your event. The damage deposit check will be returned if not needed.

Thank you for your interest in the Governor's Mansion Complex. Please do not hesitate to contact us with any questions. We look forward to working with you on your event.

Initial: \_\_\_\_\_

**SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX  
FACILITY USE AND RENTAL AGREEMENT**

Today's Date: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

**CONTACT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Home: \_\_\_\_\_ Email: \_\_\_\_\_

**Please put an asterisk by preferred contact method.**

**VENUE(S) RENTED:**

- Lace house
- Jenny Sanford Wedding Garden
- Memorial Garden
- Mansion Mall

**Total Rental Fee Due:** \_\_\_\_\_

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By this agreement, \_\_\_\_\_, hereinafter referred to as the LESSEE, does contract with the SCPRT, 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, including municipal regulations and ordinances. This includes compliance with all written and stated policies provided herein. 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 Complex personnel reserve the right to have full access to said areas 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, fountain, 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 business 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.

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*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 Gentleman. 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. Proposed uses not clearly within the purview of this agreement shall be subject to the prior approval of the Lace House Manager. The Lace House Manager has the sole and exclusive authority to determine what is a permitted use.

### **Rental Procedures and Fees:**

1. Requests for use of the Governor's Mansion complex must be directed to the attention of Karen Hedgecock at **803-737-2235** or **khedgecock@scprt.com**.
2. At the time of application, the Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the **FACILITY USE AND RENTAL AGREEMENT** Form (e.g. time of event, estimated number of guests, representative responsible for payment of fees and damages, etc.)
  - a) The LESSEE signing the FACILITY USE RENTAL POLICY AND AGREEMENT 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.
  - b) The areas being rented on the Governor's Mansion Complex are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

Initial: \_\_\_\_\_

## Rental Use and Regulations:

1. Requests for any functions 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 Lace House Manager reserves the right to deny a reservation request for any reason she deems appropriate.
2. The damage deposit check of \$500 and the completed RENTAL EVENT FORM are due at least 30 calendar days prior to the event.
3. After the event, an inspection will be made by the Lace House Manager. All areas of the Governor's Mansion complex will be inspected to determine if any damages have been made. If no damages, the \$500 damage deposit will be shredded or returned to the Lessee within 30 days.
4. Any changes in plans must be approved by the Lace House Manager. She shall be advised of any extraordinary security measures deemed necessary.
5. A one hour ceremony rehearsal will be scheduled based on availability of the facility and can be confirmed 90 days prior to event.
6. A Lace House employee shall be in attendance of all rental functions.
7. Governor's Mansion security staff will be on call at all times during the event.
8. All children must be under the constant supervision of a parent or other responsible adult.
9. Smoking is not permitted in the Lace House or grounds.
10. 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.
11. 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.
12. If flowers are to be set up on furniture, containers need to be dry and water-tight. All flowers must be removed at end of the function.
13. No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages are left, they will be disposed of immediately.
14. Items not permitted without permission of the Lace House Manager:
  - a. Rose petals, rice, confetti, birdseed, or litter of any sort
  - b. Sparklers or fireworks of any sort
  - c. Free standing candles
  - d. Tables/chairs set on grass areas
  - e. Firearms
15. Neither the South Carolina Governor's Mansion Complex staff nor the Lace House staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, after, during, or after the function.
16. Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Lace House Manager for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances. The State of South Carolina, the South Carolina Governor's Mansion Complex staff, and the Lace House staff assume no responsibility for any loss, theft or damage to vehicles or personal property that occurs as a result of parking within these parking areas or anywhere on the grounds of the Governor's Mansion Complex.
17. Delivery, placement and pick up of any tent/s must be approved by the Lace House Manager. The use of stakes to secure a tent is prohibited and will result in loss of damage deposit.
18. All music must end by 10:00 pm in accordance with county ordinance.
19. Lessor shall not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, government orders, or any other force majeure event. Lessee expressly agrees that the Lace House Manager shall have the sole and exclusive right to determine incidents of force majeure.
20. Lessee must provide name of approved caterer 45 prior to event. Caterer must provide proof of license and insurance requirements 30 days prior to event and adhere to the following policies.

Initial: \_\_\_\_\_

**GENERAL CATERING AND BARTENDING POLICIES:**

- All caterers and bartenders of contract rentals must be on the approved list.
- Caterers and bartenders must schedule a walk-through with the Lace House Manager at least 30 days prior to event. Proof of license and insurance requirements can be provided at this time with a signed general policy form.
- Unless prior arrangements are made with the Lace House manager, the caterer is responsible for the set up and tear down of the tables and chairs provided with the Lace House rental. Caterer is also responsible for the set up and tear down of any additional tables and chairs rented by caterer or Lessee.
- If the deep fryer is used on the main level kitchen, the caterer is responsible for supplying the oil for the fryer and it must be cleaned prior to catering staff leaving the Lace House. The grease from the fryer must be removed from the deep fryer and disposed of properly.
- The service of all alcoholic beverages must be terminated at least one half hour prior to the Lessee vacating the premises and no later than 10:30 pm.
- At the conclusion of an event, all food and alcohol shall be removed from the Lace House and grounds. The waste may be put in the blue dumpster behind the Lace House.
- Caterer shall leave the kitchens in the same condition as they found them. Any spills should be cleaned up, including in appliances.
- Caterer must supply trash bags. Caterer is responsible for all trash being collected from Lace House & grounds. All 5 large gray trash cans should be emptied into dumpster via trash bags. After all 5 large gray trash cans are emptied, the trash cans should be rinsed and returned to the back porch by kitchen door.
- Caterers and bartenders must adhere to the regulations of the Lace House rental contract, including NO SMOKING in the Lace House or on the SC Governor’s Mansion Complex grounds.
- Caterer and bartender should check in with an onsite Lace House staff member before leaving the premises.

**CATERER AND BARTENDING REQUIREMENTS:** Proof must be provided 30 days prior to event.

1. Current State of South Carolina Retail License
2. Current City of Columbia Business License
3. State of South Carolina DHEC Certificate (Grade A Rating required)
4. Proof of Insurance covering:
  - a. General Liability
    - i. Per occurrence - \$1,000,000
    - ii. Aggregate - \$2,000,000
  - b. Liquor liability (if applicable)
    - i. Per occurrence - \$1,000,000
  - c. Automobile liability (to include any auto, or scheduled autos, hired autos, and non-owned autos)
    - i. Combined single limit - \$500,000
  - d. Workers Compensation – (if you regularly employ four or more employees)
    - i. For each accident - \$100,000
    - ii. Disease – per employee - \$100,000
    - iii. Disease policy limit - \$500,000

Initial: \_\_\_\_\_

*By signing this document, it is implied that LESSEE has completely read the contents of this rental contract agreement and its policy and procedures, understands and agrees to the terms contained within. No part of the rental agreement or terms and conditions may be altered without agreement by both parties, nor may it be transferred or sublet by the LESSEE.*

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

South Carolina Governor's Mansion Complex  
ATTN: LACE HOUSE  
800 Richland Street  
Columbia, SC 29201

Contact Information: Karen Hedgecock  
Phone: 803-737-2235 / Fax: 803-737-3860  
E-mail: [khedgecock@scprt.com](mailto:khedgecock@scprt.com)

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Lessee (Please Print)

Section below to be completed by Lace House Manager or Representative.

\_\_\_\_\_  
Signature of Lace House Manager or Representative

\_\_\_\_\_  
Date

# SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX RENTAL EVENT PLAN

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**Please send this form, with a damage deposit check of \$500 payable to South Carolina Governor's Mansion, at least 30 calendar days prior to the event to:**

South Carolina Governor's Mansion Complex  
ATTN: LACE HOUSE  
800 Richland Street / Columbia, SC 29201

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EVENT DATE: \_\_\_\_\_ Bridal Party Arrival Time: \_\_\_\_\_  
If arrival time changes, call Lace House Manager at (803) 737-2235 at least 48 hours prior to event.

Lessee's Name: \_\_\_\_\_

Ceremony Time: \_\_\_\_\_ Ceremony Location: \_\_\_\_\_

Bride's Send-Off Time: \_\_\_\_\_ Reception End Time: \_\_\_\_\_

**VENUE(S) RENTED:**

- Lace house
- Jenny Sanford Wedding Garden
- Memorial Garden
- Mansion Mall

Number of Expected Guests: \_\_\_\_\_ Wedding Planner, if applicable: \_\_\_\_\_

Entertainment Name: \_\_\_\_\_ Are you having amplified music? \_\_\_\_\_

Caterer Name: \_\_\_\_\_

Florist Name: \_\_\_\_\_

Photographer Name: \_\_\_\_\_

Any Additional Vendors: \_\_\_\_\_

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## **SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX DIRECTIONS**

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### **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-26 into Columbia. I-26 turns into either Elmwood Avenue or Huger Street. Bear left and take Elmwood Avenue. Turn right 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 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.

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