



... AT ...  
**ARSENAL HILL**  
 ...

| LACE HOUSE RATES               | Monday – Thursday | Friday & Sunday | Saturday      |
|--------------------------------|-------------------|-----------------|---------------|
| <b>PEAK SEASON FULL DAY</b>    | \$2,200           | \$3,200         | \$4,500       |
| <b>REGULAR SEASON FULL DAY</b> | \$1,900           | \$2,700         | \$3,900       |
| <b>PEAK SEASON HALF DAY</b>    | \$1,300           | \$1,700         | NOT AVAILABLE |
| <b>REGULAR SEASON HALF DAY</b> | \$1,100           | \$1,400         | NOT AVAILABLE |

- **PEAK SEASON MONTHS:** March, April, May, June, September, October, and November
- **REGULAR SEASON MONTHS:** January, February, July, August, and December
- A ONE-HOUR EARLY ARRIVAL RENTAL is available for **\$200.00**
- **FULL DAY: 14 hours (9am – 11 pm)** including set up, event, and tear down
- Weddings are **FULL DAY** rentals only
- **HALF DAY: 7 continuous hours** including set up, event, and tear down
- HALF DAY RENTALS Thursday-Sunday can only be booked **90 days prior**
- **Holiday rentals will be subject to venue’s discretion and may include additional rental fee**
- There is a **15% service fee**, if a LESSEE wants to change their event date
- For events with over 225 guests and alcohol being served, there will be an additional **\$350 security fee** (covers having an additional officer from Bureau of Protective Services present for event)
- Any LESSEE who rents the facilities for a full day can receive a **30%** discount on an additional rental in the same year including a rehearsal dinner or a \$300 three-hour portrait session at the Lace House

The following venues may be added to the Lace House at Arsenal Hill rental at rates listed below.

|                          |            |
|--------------------------|------------|
| <b>WEDDING GARDEN</b>    | \$850.00   |
| <b>ARBOR GARDEN</b>      | \$850.00   |
| <b>MANSION MALL</b>      | \$900.00   |
| <b>MEMORIAL GARDEN *</b> | \$1,100.00 |

\* For the \$1,100 Memorial Garden rental, \$700 is payable directly to the Garden Club of South Carolina. This payment is due at least 60 days prior to event with rental balance and is non-refundable.

To reserve your date, a **non-refundable security deposit and signed contract** are needed.

The security deposit is \$2,000 or full rental (whichever is less) and will be deducted from the rental balance. The balance of the rental fee, \$500.00 damage deposit check, and completed rental EVENT PLAN is due no less than 60 days prior to event.

After the event, if there are no damages, the damage deposit check **will be shredded**.

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

## VENUES AT ARSENAL HILL RENTAL AGREEMENT

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

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

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

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

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### VENUE(S) AT ARSENAL HILL RENTED:

Lace House: \_\_\_\_\_  
Wedding Garden: \_\_\_\_\_  
Arbor Garden: \_\_\_\_\_  
Mansion Mall: \_\_\_\_\_  
Memorial Garden: \_\_\_\_\_

RENTAL PURPOSE (such as wedding, meeting, birthday, shower, etc.): \_\_\_\_\_

If wedding, will ceremony be on site? \_\_\_\_\_ Ceremony Location: \_\_\_\_\_

If wedding, Couples' names: \_\_\_\_\_ & \_\_\_\_\_

RENTAL TYPE - PEAK: \_\_\_\_\_ REGULAR: \_\_\_\_\_ GUEST COUNT: \_\_\_\_\_

Will alcohol be served? – Yes: \_\_\_\_\_ No: \_\_\_\_\_ (If yes & guest count exceeds 225, a \$350 security fee will apply)

RENTAL DAY - Saturday: \_\_\_\_\_ Friday OR Sunday: \_\_\_\_\_ Monday-Thursday: \_\_\_\_\_

RENTAL HOURS - Full day rental is 9 am – 11 pm. If half day rental, venue access time: \_\_\_\_\_ - \_\_\_\_\_.

**Tear down must be completed within the conclusion of the rental hours.** If tear down is not completed, half of the damage deposit will be forfeited for the first hour and the entire deposit forfeited if over an hour after rental concludes. For example, with a full day rental, if tear down ends at 11:45pm, \$250 of the damage deposit will be lost. If tear down is not complete by 12 am, the entire damage deposit will be lost. **This includes the departure of all vendors.**

Total Rental Fee: \_\_\_\_\_

Less Security Deposit: \_\_\_\_\_ Security deposit is due with signed contract to secure date.

Rental Balance : \_\_\_\_\_

Balance, \$500 damage deposit, and event plan are **due two months prior to event** on or before: \_\_\_\_\_. A cancellation request must be made in writing and all payments that have been received are **non-refundable**.

**If LESSEE fails to submit rental balance, damage deposit, and/or event plan by due date, rental may be subject to cancellation.**

By this agreement, \_\_\_\_\_, hereinafter referred to as the LESSEE, does contract with the SCPRT, hereinafter referred to as the LESSOR, for use of the Lace House and Mansion Complex grounds designated above on \_\_\_\_\_ with \_\_\_\_\_ estimated number of guests.

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

## RENTAL USE AND PROCEDURES:

*The Governor's Mansion Complex 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 business meetings, wedding receptions, teas, and luncheons are at the discretion of the First Family.*

### Use:

- The premises shall be used in a safe manner, respecting the integrity, physical and logistical limitations of the property. The LESSEE is responsible for complying with all contract rules, municipal ordinances, and South Carolina laws. 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.**
- 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 permitted use.
- 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 deemed appropriate.
- Any changes in plans must be approved by the Lace House Manager. She shall be advised of any additional security measures deemed necessary.
- 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.
- 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 (e.g. time of event, estimated number of guests, representative responsible for payment of fees and damages).

### Procedures:

- Mansion Complex personnel reserve the right to have full access to all areas at any time.
- 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.
- 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 vendors 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.
- LESSEE and LESEE's vendors must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, and liquor) while on the premises.
- LESSEE expressly agrees to pay the rental fees set forth based on the hours of use. The LESSEE signing this rental agreement shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Complex Properties occurring as a result of or during the use of facilitates/grounds and for any personal injury which may occur during or as a result of such use.

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

**Rental Rules: Not adhering to these, will result in loss of a portion or all of damage deposit.**

1. The \$500 damage deposit and completed RENTAL EVENT PLAN are **due at least 60 days prior to the event.** If there are no damages to the complex and regulations are followed, the \$500 damage deposit, **will be shredded.** If there are damages, you will be notified.
2. Bureau of Protective Services Law Enforcement Officer may be present during events. A Lace House employee will be in attendance of all rental functions.
3. **All music MUST end by 10:00 pm** in accordance with local ordinance.
4. For weddings, a one hour ceremony rehearsal will be scheduled and timing will be sensitive to any other events occurring. If rehearsal is taking place on the day of another event, please be respectful of those clients, refrain from entering the house, and limit the rehearsal to wedding party only.
5. If you are having a full day event, please be aware if there is a wedding the day after your event, you will be asked for a suitable time for a one hour ceremony rehearsal to take place during your rental.
6. A walk thru is **required** 90 days prior to your event and day of contact/planner must attend.
7. LESSEE, guests, and vendors must adhere to elevator and dumbwaiter weight limits. LESSOR will NOT be responsible if dumbwaiter or elevator stop working during an event due to exceeding weight limits.
8. All children must be under the constant supervision of a parent or other responsible adult. Children should NOT be on elevator without adult supervision. LESSEE is responsible for any damages incurred by guests including guests' children.
9. Smoking is **NOT** permitted in the Lace House or on the grounds. To smoke, you must go outside complex gates. **Full damage deposit will be forfeited if anyone smokes inside the gates of property.**
10. No furniture or objects belonging to the Governor's Mansion Complex should be moved without the prior approval of the Lace House Manager or designee.
11. Nothing is to be affixed to interior or exterior walls, including nails or **command hooks.** Special care must be used when working with florist wire not to damage any woodwork. Any floral containers being placed on furniture need to be dry and watertight.
12. **The following items are not permitted.**
  - Firearms
  - Fireworks of any sort and free standing candles
  - Rice, confetti, birdseed, or litter of any sort
13. Rose petals and sparklers may be allowed if requested in writing. However, all cleanup is the responsibility of the LESSEE.
14. All florals (including any garlands or wreaths), decorations and equipment placed on premises, inside or outside must be removed within the rental period. Any items left behind may be disposed of due to lack of storage space. The staff is not responsible for any loss or damage of items that are brought on the premises before, during, or after the function.
15. **ALL vendor deliveries and pick-ups (cake, lighting, rentals, etc.) must be done within the rental period unless requested in writing and pre-arranged with the Lace House Manager or designee.** Delivery 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. Water barrels must be emptied at the street not in the landscaping.
16. Pets are not allowed on complex without written consent of Lace House Manager or designee.
17. Lace House may use photography of set up and event for marketing purposes.
18. Parking is limited to designated areas. The State of South Carolina and state employees 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.
19. Maximum parking capacity behind the Lace House is 7 vehicles plus catering truck.
20. **LESSEE must include the name of APPROVED caterer and bartender (if applicable) in the event plan submitted at least 60 days prior to the event.**

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

## GENERAL CATERING AND BARTENDING POLICIES:

- All caterers and bartenders used must be on the approved list. There is a 10% fee with a maximum cap of \$450 per event.
- All caterers and bartenders must adhere to the policies of this contract to remain on the approved list.
- Caterers and bartenders are required to schedule a walk-through with the Lace House Manager at least 30 days prior to event. Current license and insurance requirements and a signed general policy form must be on file.
- **Caterer and bartender should check in with onsite Lace House team when arriving & before leaving premises.**
- 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.
- Bartenders will NOT serve any shots. Bar service should not last longer than four hours.
- The service of alcoholic beverages must conclude when LESSEE vacates the premises and no later than 10 pm.
- Caterer shall provide all supplies except trash bags.
- If the deep fryer in the main level kitchen is used, the caterer is responsible for supplying 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 removed from the complex.
- Discarding of ice must be done in a sink or on street outside gates, **not on landscaping.**
- At the conclusion of an event, all food and beverage shall be removed from the Lace House and grounds. The waste may be put in the blue dumpster behind the Lace House.
- **Caterer is responsible for all trash being collected from Lace House & grounds, including loose trash such as bottles.** All large gray trash cans should be emptied into dumpster via trash bags. After all large gray trash cans are emptied; the trash cans should be rinsed and returned to the back porch by kitchen door.
- **Unless prior arrangements are made in writing with the Lace House Manager or designee, the caterer is responsible for the set up and tear down of the tables and chairs provided with the Lace House rental as well as any additional tables and chairs rented by caterer or LESSEE.**
- Caterer shall leave kitchens including appliance interiors in same condition they found them, cleaning any spills.
- Caterers and bartenders must adhere to the regulations of the Lace House rental contract, including NO SMOKING in the Lace House or inside the gates of the SC Governor's Mansion Complex grounds.
- **Tear down MUST be completed before rental period expires to prevent LESSEE from losing damage deposit.**

## CATERER AND BARTENDING REQUIREMENTS: Proof must be provided 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:
  - General Liability
    - Per occurrence - \$1,000,000
    - Aggregate - \$2,000,000
  - Liquor liability (if applicable)
    - Per occurrence - \$1,000,000
  - Automobile liability (to include any auto, or scheduled autos, hired autos, and non-owned autos)
    - Combined single limit - \$500,000
  - Workers Compensation – (if you regularly employ four or more employees)
    - For each accident - \$100,000
    - Disease – per employee - \$100,000
    - Disease policy limit - \$500,000

## LACE HOUSE INVENTORY OF TABLES AND CHAIRS THAT MAY BE USED WITH RENTAL:

- (100) gold chiavari chairs
- (10) 60" round tables and (5) 36" round cocktail tables
- (2) 6' and (2) 8' banquet tables

Lace House inventory may be used inside house, on patio and Mansion Mall. Inventory may **NOT** be used in gardens.

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

## Coronavirus/COVID-19

### ***Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19:***

Lessee acknowledges and voluntarily agrees to assume all risks associated with COVID-19 and accepts sole responsibility for any injury to Lessee, or any of Lessee's guests, vendors, or agents, including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind, that Lessee, Lessee's guests, vendors, and agents may experience or incur in connection with Lessee's rental of the Lace House and Gardens at the Governor's Mansion Complex. Lessee agrees to release, covenant not to sue, discharge, and hold harmless the Lace House, Governor's Mansion, SC Department of Parks, Recreation & Tourism, the State of South Carolina and employees, agents and representatives of each organization of and from any claims related to COVID-19, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Lessee further agrees to indemnify and hold harmless the Lace House, Governor's Mansion, SC Department of Parks, Recreation & Tourism, the State of South Carolina and employees, agents and representatives of each organization from any claim that may arise in anyway relating to COVID-19 and in connection with Lessee's rental of the Lace House and Gardens at the Governor's Mansion Complex. Lessee understands and agrees that this release includes any claim based on the actions, omissions, or negligence of the Lace House, Governor's Mansion, SC Department of Parks, Recreation & Tourism, the State of South Carolina and employees, agents and representatives of each organization, whether a COVID-19 infection occurs before, during, or after Lessee's rental of the Lace House and Gardens at the South Carolina Governor's Mansion Complex.

Lessee further understands and agrees that the continued presence of the COVID-19 disease does not constitute an Unforeseen Act of God as referenced herein. If the Lace House, City of Columbia, County of Richland, State of South Carolina, or United States Government enacts governmental action that effectively prohibits use of the Lace House and Gardens at the Governor's Mansion Complex during Lessee's rental date, such as a mandatory stay-at-home order or prohibits groups of 10 or more persons ("Governmental Restrictions"), Lace House staff will work with the Lessee to determine an alternate date for the event. If Governmental Restrictions are enacted and an alternate date is not feasible for Lessee's event upon determination of Lessee or Lace House staff, Lessee shall be entitled to a refund of amounts paid to SC Governor's Mansion in connection with Lessee's rental of the Lace House and Gardens at Governor's Mansion Complex.

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 Department of Parks, Recreation & Tourism (SCPRT).  
Include the event date on check.**

Mail all correspondence to:

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

Contact Information:

Phone: 803-737-2235 / E-mail: [lacehouse@scprt.com](mailto:lacehouse@scprt.com)

\_\_\_\_\_ I am aware that I must use an approved Lace House caterer and if applicable approved bartender.

\_\_\_\_\_  
Signature of LESSEE

\_\_\_\_\_  
Date

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

**HOW DID YOU FIND OUT ABOUT THE LACE HOUSE AT ARSENAL HILL?** Please check all that apply.

\_\_\_\_\_ Lace House Website

\_\_\_\_\_ The Knot

\_\_\_\_\_ Wedding Wire

\_\_\_\_\_ Social Media, if so, what platform:

\_\_\_\_\_

\_\_\_\_\_ Word of Mouth

\_\_\_\_\_ Bridal Show

Other: \_\_\_\_\_

Section below to be completed by Lace House at Arsenal Hill Manager or Designee.

\_\_\_\_\_  
Signature of Lace House at Arsenal Hill Manager or Designee

\_\_\_\_\_  
Date

**FOR LACE HOUSE OFFICE USE:**

Contract #: \_\_\_\_\_

Security Deposit Received: \_\_\_\_\_

Rental Balance Received: \_\_\_\_\_

\$500.00 Damage Deposit Received: \_\_\_\_\_

Event Plan Received: \_\_\_\_\_