

EDISTO BEACH CIVIC CENTER FEE SCHEDULE

RENTAL TYPES	USAGE FEE	SECURITY DEPOSIT
CONVENTION	\$1,500	\$500
Convention or Retreat with break-out meetings, per day Includes use of Auditorium, Kitchen, Chairs, Tables and Meeting Rooms (Set up not included.) (Linen rental available.)		
EVENT	\$750	\$500
Wedding reception, Party, Auction, Bridal/Baby Shower, etc., per day Includes use of Auditorium, Kitchen, Chairs and Tables (Set up not included.) (Linen rental available.)		
SHORT EVENT	\$350	\$500
(5-hour maximum) Includes Auditorium, Chairs and Tables. Set up & cleanup included in 5 hr. rentals. *(If no prior events are scheduled, accommodations can be made with prior approval to have access to the facility for set-up prior to event.) (Linen rental available.)		
*LINEN RENTAL (available with any rental when round tables are used) (90" round tablecloth, white. Plus \$25 cleaning fee)	\$13	
MEETING ROOMS (8-hour maximum)	\$150	\$50
MEETING ROOMS (HOURLY)	\$25	\$25
KITCHEN USE (With "Meeting room" or "Short event" rental option as listed above) Kitchen does not include a stove	\$35	
OPTIONAL CLEANING FEES		
Auditorium and Kitchen only (Sweep and mop)	\$60	
Per Meeting room (sweep and mop)	\$25	
Bathrooms (All 4 bathrooms--Sweep, mop, empty trash & disinfect toilets)	\$150	
EXERCISE CLASSES Includes use of one Meeting Room. Custodial fees not included. Rooms must be cleaned and items removed after each use.	15%	

NOTES

- Per Day = Maximum 16 hours to include all set up for the event and all cleanup required of the renter.
- Short Event = Maximum 5 hours to include all set up for the event and all cleanup required of the renter.
- Fees do not include set-up assistance and custodial charges.
- Set-up assistance is available for \$20 per hour, per person utilized. The fee can be estimated at the time of rental, but can be reduced or raised by the facility Manager according to the circumstances at the time of the event.
- **If the renter is not willing to clean up, including putting away all used tables, chairs, etc., sweeping and mopping then the cleaning charge will apply to the rental.**

PAYMENT PROCEDURES

1. The security deposit is due and payable **within 7 business days after the reservation is approved and at least 5 business days prior to the event.** If the security deposit is not paid with the time prescribed, the reservation will be cancelled. The deposit will be refunded within 15 business days following the event subject to inspection of the facility.
2. All applicable usage fees must be paid no later than **3 business days** in advance of the event. **If payment is received at least 30 days in advance of the event, a personal check is accepted. If payment is made 30 days or less before the event, only a cashier's check, cash, or a money order will be accepted.** All checks must be made payable to **Town of Edisto Beach**, and mailed to **Town of Edisto Beach, Attn: Edisto Beach Events Coordinator, 2414 Murray Street, Edisto Island, SC 29438.** A copy of the approved **Facility Use Application** must be included with the payment. The application will be returned to you once approved via email.
3. Cancellations made up to 3 business days prior to the scheduled event will receive a 100% refund. Cancellations made with less than 3 business days' notice will receive a 50% refund.
4. The Town may require, as a condition of approval, that compensation be provided for additional custodial personnel or other staff members as deemed necessary for the proposed use of the facility.