

THE CYPRESS CENTER
COMMONS AREA RENTAL POLICY

Effective December 5, 2011

Thank you for your interest in The Cypress Center Commons area. The Commons Area is available for a variety of events from public meetings to wedding receptions. The facility is an open area with a courtyard atmosphere, including planters in three corners and a fountain in one of the planters.

Availability: Monday through Friday – 5:00 PM until 12:00 Midnight
Saturday and Sunday – 8:00 AM until 12:00 Midnight
Room rental entitles renter use of the area on the day of event.

Capacity: Total Seating: Up to 300
Total Room Capacity: 800

Reservation of Facility: To reserve the Commons Area, contact The Zone staff at (803) 435-5200. The Zone staff will provide you with available dates and rates. Once you secure your event with the deposit a designated Zone staff member will aid you in the coordination of the event. Our staff will help you with determining all contract specifics of your rental.

Smoking: Clarendon Health System is a smoke-free facility, therefore, the Cypress Center is a Non-Smoking Facility. There is no smoking allowed inside the building or on the grounds of the campus. If there is evidence that there was smoking inside the building, the deposit will not be refunded and an additional \$200 will be charged for cleaning.

Guarantee: The Zone staff must be notified with the number of guests and provided the set-up specifics for your event no less than ten (10) days prior to the function. The arrangement of the room must also be determined and approved (10) days prior to the function.

Charges and Billing: The rental fee is due ten (10) days prior to the event. If an event extends beyond 12:00 midnight, an additional \$50.00 an hour will be charged to the renter. Cash, check, Visa or MasterCard are accepted for payment. Payments are received at The Zone.

Checks should be made payable to
The Zone

Payments can be mailed to the attention of:
The Zone – Cypress Center Rental
50 Hospital Street, Suite 5
Manning, SC 29102
Phone: (803) 435-5200

Deposit: A \$100.00 security deposit is required to secure your date and time for the Commons Area. Please see policy on cancellation of your event. Your deposit will be forfeited if the facility is damaged after the event.

*Deposit may be forfeited if trash, decorations, flowers, or other materials are left in the Cypress Center commons area, kitchen or on the grounds.

A designated Zone staff member will conduct a walk through before and after the event. In the case of any damage, the renter is responsible for the cost of repairs.

Furnishing/Rental Options: Renters have two choices when considering our space. Each level of rental price also includes a pull down viewing screen, two large trash cans with liners and basic housekeeping services (light sweeping and mopping).

Level One: Rental price of the Commons Area is \$575 which includes set up of one of the following choices:

- Choice A: Up to 20 tables (round or rectangular) with up to 200 chairs
- Choice B: Auditorium seating arrangement using up to 274 chairs, up to 4 tables
- Choice C: Use of the space and catering area, no chairs, up to 8 tables

All three choices in level one include up to four staging pieces, if requested.

Level Two: Rental price of the Commons Area is \$650 which includes set up of

- Any combination of available round (up to 19) and/or rectangular (up to 23) tables with chairs
- Any number of available staging (up to 10 pieces) necessary for the event

Rental charges are in addition to the \$100 security deposit.

Equipment/Personnel listed below available for an additional fee.

- Each additional table, if available-\$10.00
(Round table height from the floor- 28.5" & 60" diameter;)
(Rectangle table height from the floor – 29" & 8' x 3' size)
- Additional chairs, if available–8 chairs for \$10.00
- Additional staging-\$10.00 per 4 x 8 section (10 available)
- Portable Podium with speaker and cordless microphone-\$50.00

If additional maintenance or security services/personnel for decorations, lights, etc., are requested by the renter, prices will be determined per event and discussed for approval with the renter.

Alcoholic Beverages: The Cypress Center does not furnish alcoholic beverages. When tickets are sold for admission or if there will be a cash bar at the event, it is the responsibility of the person or business booking the function to procure a license to serve alcohol. The license may be procured through the South Carolina Alcohol and Drug Commission. The number to call is (803) 898-5864. Request an ABL 900, which is a temporary permit. Allow a minimum of three weeks to procure the license. Documentation must be given to The Zone staff 24 hours prior to the event to confirm that the license has been approved and received from the appropriate agency. A license is not required in other situations (i.e. wedding receptions). The serving of alcohol is permitted only in the Commons Area.

Indemnification: All persons renting the Commons Area shall indemnify Clarendon Health System against any claim or loss arising from the renter's use of the facility, including acts of the renter's guests or invitees. In the event a cause of action is filed against the Hospital, the renter shall pay all costs of defending the claim incurred by the Hospital including attorney's fees and court cost.

Decorations: No decorations or displays, including flowers, other table pieces, tablecloths, ladders, extension cords or any other type of decorations are provided for your event. Decorations and displays may not be attached to the walls, floors, windows, or ceiling with nails, tape, staples, or any other substance.

No lights may be placed on the trees inside the planters.

No one is allowed inside the planters.

No materials should be left in or around the Cypress Center.

Entertainment: We do not book entertainment for any private function. Please let The Zone staff know what type of entertainment you have planned and any special needs for space or power. No fireworks of any kind are allowed inside the building. No artificial smoke is to be used. No pyrotechnics are allowed in the building.

Food & Beverages: The catering area is available from which caterers may serve. The area available has a sink, ice maker, cooler and counter space. The renter is expected to collect and remove all trash. Renter should remove all table clothes and other decorations at the end of the event. All food items are to be removed from the service area. If you experience any equipment failure, report to maintenance or housekeeping immediately.

Parking: Parking will be allowed only in designated parking areas and is not allowed on the grass.

YOUR SECURITY DEPOSIT WILL BE FORFEITED IF VEHICLES ARE DRIVEN ON THE LAWN.

Cancellation: If the event is cancelled 180 days prior to the secured date, a renter will be refunded the full deposit of \$100.00. If the event is cancelled 90 days prior to the secured date, a renter will be refunded half of the deposit, or \$50.00. If the event is cancelled within 90 days of the scheduled event date there will be no refund returned to the renter.

We reserve the right to refuse rental of this facility for any reason at any time.

I have read and hereby agree to the foregoing items.

_____ **Print responsible party name**

_____ **Type of Event**

_____ **Responsible party signature/date**

_____ **Date of Event**

Contact information of responsible party:

Address: _____

Phone number: _____ cell/work/home

Approval and review with renter by _____

**The Zone Staff and Date
Cypress Center Catering Area**

The catering area has been provided for your convenience. It is imperative that we treat the area in a manner that will provide a pleasant, safe working environment for those who use it. Below you will find a list of items that we request that you would adhere to during your visit with us. Thank you for your attention into this matter.

- I. An ice machine, coolers, counter space, sinks and electrical outlets have been provided for you. There are to be no other electrical heat sources used in this room. There is not additional electrical current available and plugging in extra equipment will cause a shortage and pose a fire hazard. No hot plates, popcorn makers or other heating elements are allowed.
- II. All food that is placed in the coolers must be removed from the unit before leaving. Any food spills that occurred during the course of the event should be cleaned up prior to leaving.
- III. Food or food containers are not to be stored in the ice machine. This ice is for human consumption and should not have any outside foreign containers stored in the unit.
- IV. All counter tops are to be thoroughly wiped down after use. All trash and food items are to be collected and removed from the property after the event.
- V. The sink is to be emptied, washed and rinsed out after use, and the lights turned off prior to leaving.
- VI. Any mechanical problems noted with the equipment should be reported immediately to the Zone Event Staff at your function.
- VII. All items stored in the drawers or unlocked cabinets should be removed. We are not responsible for any equipment or supplies that you fail to remove from the facility.

We hope that you will enjoy your event at the Cypress Center. Please contact us if you should need any additional items or have any questions.

Your signature acknowledges you are aware of our catering area policy. Signature may be secured from the caterer or the responsible party (renter) for the event. In the event the policy is not adhered to, the renter forfeits the deposit fee.

Print name

Signature of responsible party

Caterer signature, if necessary