

DOWNTOWN MARKET PAVLION RENTAL POLICIES

Requests for rentals should be made to the Downtown Orangeburg Revitalization Association (DORA) Executive Director. DORA reserves the right, on an individual basis, to refuse rental events deemed inappropriate to the facilities in general. Rental fees are subject to change without notice. **Rentals during specified black out dates will not be available.**

1. **Rentals:** Rentals are not valid until a rental contract has been signed by all parties and the required deposit has been made. To secure a rental date, a deposit of 50% of the rental fee and security deposit must be paid. The renter is not allowed to sublease the space.
2. **Hours of rental:** The event must end no later than 11:00 PM. Rental time must include set-up and clean up time. Failure to vacate by the appointed time will result in the loss of your security deposit plus any damages that may have been incurred, including extra clean up fees.
3. **Deposits and fees:** The rental fee and security deposit must be PAID IN FULL **ONE MONTH** prior to the event. Failure to pay the fees as charged will result in the cancellation of the event. A Security Deposit (equal to **25%** of the rental fee) will be added to the total fees of the scheduled event. The Security Deposit is **100% refundable IF** the facility is left in the same condition in which it was received, the cleanup guidelines are followed, the renter does not exceed the agreed upon rental period. Any charges in excess of the security deposit will be billed and become payable immediately upon receipt of the invoice. ***The refundable security deposit will be issued within two weeks after the event, considering any possible deductions for damages or other fees.*** Failure to vacate by the appointed time will result in additional fees.
4. **Cancellation:** DORA requires a 14-day cancellation notice for ALL rentals. DORA reserves the right to refuse the refund of any fees if 14-day notification requirement is not met. If a refund is approved, it will be processed within 14 days.
5. **Set-up and Decorations:** Glitter, confetti, sequins and sand are PROHIBITED. For wedding receptions rose petals, birdseed or bubbles may be used outside as the bride and groom leave. **Decorations, banners, or fliers may NOT be placed on walls/posts.** Candles must be dripleless; tealights and votives in containers are allowed. Decorating and delivery of rental equipment may not begin prior to your rental time. A separate rental time must be reserved, and rental fee paid for set-ups required the day before a scheduled event. Set-up times for caterers must be disclosed to help determine rental time and requirements needed for your rental. Early set-up requests will be handled on an individual basis. All decorations and rental equipment must be removed immediately following your event. DORA is not responsible for the removal or security of rental equipment. NO GLASS OF ANY KIND IS ALLOWED.
6. **Entertainment/Music:** The renter agrees to assume all costs arising from the use of patented, trademarked, franchised, or copyrighted materials, devices, processes, or dramatic rights used or incorporated into each event. The renter is responsible for any damages incurred to the facility by entertainers or their employees (including scratches on the floor, walls and damage to the grounds).
7. **Weapons & Explosives:** Possession and/or use of firearms, weapons, fireworks and explosives are prohibited.

8. **Tobacco Use:** Use of tobacco products is prohibited inside the pavilion and restroom facilities. It is your responsibility to inform your guests of this rule.
9. **Alcoholic Beverages:** An alcohol permit must be obtained to allow beer and wine to be served. Alcohol may only be served by a licensed restaurant, caterer, or vendor. No liquor will be allowed.
10. **Violations of Rules:** Any person violating the existing rules and regulations or constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice and expelled from the facility. Such violations can be subject to prosecution in accordance with state and local laws and ordinances.
11. **Right to Alter or End an Event:** DORA maintains the right to alter or end any event at anytime if it is determined necessary to assure the continued public safety, health and welfare of event participants, or the surrounding community. In the event a function is ended for cause, no refund will be made.
12. **Damages:** Damages for which the renter is responsible include, but are not limited to, scratches or other damage to floors, tables and chairs; damage to walls, brick, counters, fixtures and equipment, whether made by the renter, his or her employees, agents, or guests. DORA will determine whether any damage has occurred, and whether the damage is of the nature that the renter will be held responsible.
13. **Clean Up Responsibilities for Renter:** ALL items the applicant brings MUST be removed from the Downtown Market Pavilion after rental hours. Any items left longer than 24 hours after any event will become the property of DORA. DORA will NOT be responsible for any items brought on the property prior to the event rental time, during the rental time, or left after the ending event rental time. Please NOTE that this also applies to any vendors associated with the event. **NO GLASS CONTAINERS ARE PERMITTED ON THE PAVILION GROUNDS. ALL FOOD AND BEVERAGES MUST BE SERVED IN PAPER, PLASTIC, ALUMIMNUM OR STYROFOAM.**
 - Bag and tie all garbage and place in the dumpster, replace trash bags in all receptacles
 - Clean and wipe down the restrooms, sink, counters and tables
 - Floors must be swept and free of debris
 - All of the renter's property and decorations and other rental equipment must be removed immediately following the event
 - Mop up all liquid and food spills
 - All water faucets turned off
 - All lights and ceiling fans turned off
 - All doors closed and locked
 - Tables and chairs must be wiped with a mild detergent and returned to their original location
 - All trash outside the building or in the adjacent parking area must be removed

Failure to complete any of the above duties within the reservation time will result in the forfeit of all or a portion of the security deposit. Extra clean-up fees may apply. The decision of the DORA Executive Director is final. Therefore, it is important to plan time within your rental hours to perform these duties. The renter will not be allowed to stay beyond the rental time to complete the cleaning or removal of equipment.

14. **“Participant Admission Fee” Rental:** All rentals requiring a “participant admission fee” must obtain an additional permit or license, according to their charitable status. For charitable non-profit organizations a Admission Tax License must be acquired from the SC Department of Revenue. No individuals or private groups may charge admission fees to participants in advance, i.e. through ticket sales, etc. or “at the door” during the rental.
15. **Liability:** All events are required to provide liability insurance coverage. The applicant or, if applicable, the organization/sponsor holding the event shall maintain insurance in the amount of \$1,000,000 or more to cover the entire duration of the event. The applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and specifically identifying Downtown Orangeburg Revitalization Association as an additional insured. The Certificate of Insurance must be provided directly to DORA by the insurance company. DORA does not sell insurance. This type of insurance policy can, however, be acquired from most private insurance carriers. Your reservation will be cancelled if the Certificate of Insurance has not been received 30 days prior to the event.
16. **Parking:** Parking is available; however, it is NOT reserved for rentals. There are 60 spots in the public parking lot adjacent to the market, as well as the on-street parking.