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117 Ballard Court  
West Columbia, SC 29172  
803-737-4588  
phillipsmarketcenter.com

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## Building Rental Policies

### Reservations & Payments

Rental rates are established at the time a date is requested. A refundable security deposit is due at the time of reservation. The Rental Reservation Request form should be completely filled out and submitted along with the security deposit. Fees may be paid with a credit card, certified check or cash.

### Event Use Policies

Our recommended capacity of our facility is 200 guests in the full auditorium, 75 guests in the half auditorium. 250 maximum by fire marshal standards.

The renter is responsible for placing trash in receptacles, cleaning parking lots and any areas used outdoors. Floors also must be cleaned (swept or vacuumed) after event, if needed.

The renter, guests and other event service personnel **MUST** leave the building **NO LATER** than the contracted "end" time. Renter may be charged additional hour(s), deducted from the security deposit and may be invoiced for charges above the security deposit amount.

Renter agrees to describe event accurately. Renter may forfeit all fees paid if it is learned that any use other than the described event description is intended.

### Parking

If renter(s) plans to park anywhere besides designated parking spots, they **MUST** get this approved by event center staff. Certain areas are marked "no parking" for fire lane reasons for our consumer services lab adjacent to our building. No parking is permitted at the Consumer Services Lab between the hours of 6am-6pm, Monday – Friday. In addition, tents and other event equipment are not permitted in roadways surrounding the building (including but not limited to – back kitchen area and front circle).

### Alcohol

The renter must abide by all alcoholic beverage control laws and regulations. If selling alcohol, temporary alcohol permits may be required and may be obtained from the Department of Revenue at least two weeks prior to the event. **All bars are to be closed one-half hour prior to the scheduled end of the event.**

For all functions involving the use of alcohol the renter must sign a Market Center Alcohol Agreement. Please refer to the Alcoholic Beverage Agreement for complete details.

The Market Center staff and Lexington County Sheriff's Office has the authority to stop an event due to unacceptable behavior. If the event is stopped due to unacceptable behavior, no refunds will be allowed.

According to the Clean Indoor Act of 1990, Smoking is prohibited in the Phillips Market Center.  
No exotic (male or female) dancers are permitted in the Phillips Market Center.  
NO CONCEALABLE WEAPONS ALLOWED (Sect 16-23-420, SC State Law).

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Kitchen Rental Policies

The following policies **MUST** be followed with rental of the kitchen:

With standard rental of the kitchen, paying a \$250 fee with a \$150 deposit, the kitchen will be used for **PREPARTION ONLY**. This preparation rental includes use of the following:

- Preparation Tables
- Refrigerator and Freezer
- Ice Machine
- Washing/Sanitizing Sinks

If you would like rental of more than the above items (such as cooking equipment), there will be a \$500 rental fee with a \$150 deposit and additional restrictions:

- Cooking equipment must be used by someone on our preferred caterers list.
- If you would like to use someone that is not on this list, they must provide proof of DHEC certification and be approved by our staff.
- If using the kitchen equipment, you must have a full understanding prior to the event how each item works before using it.
- Deep Fryers: must provide your own grease and dispose of properly (not on site).

The following rules apply to everyone who rents the kitchen and will be held responsible to do so:

- Floors must be swept and mopped.
- Countertops cleaned and sanitized.
- All appliances used must be cleaned and emptied of any food, grease or water.
- Trash taken to dumpster and trash cans placed in original locations.

By signing this contract you understand that if any of the above policies are not followed, or if any damages are done, the deposit may be forfeited and additional costs may be invoiced.

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Licensor Signature: \_\_\_\_\_ Date: \_\_\_\_\_