

*The perfect place for your special occasion!*



UNIQUELY LOCATED ON THE SC STATE FARMERS MARKET CAMPUS

## RENTAL PACKAGE

We are delighted that you have selected, or are considering, The Phillips Market Center for your next special event. Our professional staff looks forward to working with you throughout the entire process of your event. We are dedicated to providing you and your guests with excellent service and ambiance.

Before anything begins, The Phillips Market Center staff is sure to communicate the policies of our venue to ensure that everything goes smoothly at your event.

The following pages summarize the important information that all event planners should understand and acknowledge to ensure that there is no confusion pertaining to the parameters of your event, and your responsibilities.

Our marketing coordinator or event intern will work with you every step of the way to ensure that your event is successful.

Thank you in advance for your interest in The Phillips Market Center —  
We look forward to hosting your next private event!

Sincerely,

The PMC Team

117 Ballard Court, West Columbia, SC 29212

PHILLIPSMARKETCENTER.COM



# RENTAL RESERVATION REQUEST FORM

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_

Marquee Sign Wording: \_\_\_\_\_

Requested Dates: \_\_\_\_\_

|                        |   |   |
|------------------------|---|---|
| <b>Hours of Event:</b> | <b>Hours reserving center</b><br>_____ to _____<br><i>This time includes set up, clean up, and the event itself</i> | <b>Hours event is being held</b><br>_____ to _____<br><i>What time will your event be held?</i> |
|------------------------|---|---|

Number of Participants: \_\_\_\_\_

Space Requested:     Full Auditorium     Half Auditorium     Board Room     Kitchen     Patio

Will alcohol be served?     Yes     No

Is Audio Visual needed?     Yes     No

Will a caterer be used?     Yes     No

Security Deposit Return Recipient & Address: \_\_\_\_\_

\_\_\_\_\_

**Special Requests:**

# RENTAL RATES

| <b>FULL AUDITORIUM RATES</b>                                     |                      |   |
|--|----------------------|---|
| 3,600 sq. ft. – 230 guest capacity                               |                      |   |
| <b>Refundable Security Deposit – \$300 due at time of rental</b> |                      |   |
| <b>Building Access</b>   | <b>Weekday Rates</b> | <b>Weekend Rates</b><br><i>Begins after 4 pm Friday</i> |
| 4 hours  | \$700                | \$1,000   |
| 8 hours  | \$1,300              | \$2,000   |
| Additional Hours   | \$200 / hour         |   |

| <b>HALF AUDITORIUM RATES</b>                                     |                      |   |
|--|----------------------|---|
| 1,800 sq. ft. – 75 guest capacity                                |                      |   |
| <b>Refundable Security Deposit – \$300 due at time of rental</b> |                      |   |
| <b>Building Access</b>   | <b>Weekday Rates</b> | <b>Weekend Rates</b><br><i>Begins after 4 pm Friday</i> |
| 4 hours  | \$450                | \$800   |
| 8 hours  | \$800                | \$1,600   |
| Additional Hours   | \$200 / hour         |   |

| <b>BOARD ROOM RATES</b>  |                      |   |
|--|----------------------|---|
| Smaller Meetings – 16–20 guest capacity                          |                      |   |
| <b>Refundable Security Deposit – \$100 due at time of rental</b> |                      |   |
| <b>Building Access</b>   | <b>Weekday Rates</b> | <b>Weekend Rates</b><br><i>Begins after 4 pm Friday</i> |
| 4 hours  | \$200                | \$400   |
| 8 hours  | \$400                | \$700   |
| Additional Hours   | \$100 / hour         |   |

| <b>KITCHEN RATES</b>                |                      |   |
|-------------------------------------|----------------------|---|
| <b>Full Kitchen with Appliances</b> |                      |   |
| <b>Building Access</b>              | <b>Weekday Rates</b> | <b>Weekend Rates</b><br><i>Begins after 4 pm Friday</i> |
| 4 hours                             | \$350                | \$500   |
| 8 hours                             | \$600                | \$800   |

# ADDITIONAL COSTS

| <b>TABLE &amp; CHAIRS</b> |           |
|---------------------------|-----------|
| Black Banquet Chairs      | \$2 each  |
| 5' Round Tables           | \$5 each  |
| 6' Rectangular Tables     | \$5 each  |
| 8' Rectangular Tables     | \$5 each  |
| High-Top Cocktail Tables  | \$12 each |

| <b>LINEN OPTIONS</b>                        |           |
|---|-----------|
| 120" Black/White/Burlap Round Tablecloths   | \$25 each |
| 8' Black/White/Burlap Rectangle Tablecloths | \$20 each |
| 60" White Table Linen Toppers               |           |
| Black Cocktail Tablecloths                  | \$6 each  |
| White Plastic Round Tablecloths             | \$5 each  |
| White Chair Linens                          | \$6 each  |

| <b>KITCHEN ADDITIONS</b>  |           |
|---|-----------|
| Warmers   | \$50 each |
| Coffee<br><i>Includes Coffee, Creamer,<br/>Sugar, &amp; Carafes</i> | \$8 / pot |

| <b>AUDIO VISUAL</b>  |       |
|--|-------|
| Podium   | FREE  |
| Microphones<br>Podium Mic & Two Handheld   | FREE  |
| A/V Package<br><i>Includes Podium, 2 Stage Sections,<br/>Laptop, &amp; 4 Projector Screens</i> | \$150 |
| Board Room A/V Package<br><i>Includes Laptop, TV with HDMI</i>                                 | \$50  |
| 55" LCD, HD, Mobile Television   | \$50  |

| <b>ADDITIONAL FEES</b> |              |
|------------------------|--------------|
| Alcohol Fee            | \$200        |
| Patio Heaters          | \$100 each   |
| Extra hours            | \$200 / hour |

| <b>ALL RENTALS INCLUDE</b>                   |                                |
|--|--------------------------------|
| <b>150 Black Banquet Chairs</b>              | <b>4 6' Rectangular Tables</b> |
| <b>15 5' Round Tables</b>                    | <b>2 8' Rectangular Tables</b> |
| <b>Outdoor Patio &amp; Lobby Utilization</b> |                                |



# BUILDING RENTAL POLICIES

## 1. Reservations & Payments

1.1 Rental rates are established at the time a date is requested. Contracted event times include set-up and clean-up times. 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.

## 2. Event Use Policies

- 2.1 The capacity of our facility is a **maximum of 250 guests** in the full auditorium by fire marshal standards. Our half auditorium accommodates **100 guests**.
- 2.2 The renter is responsible for removing any trash or debris from any areas used, indoors or outdoors, and placing them in our dumpster located on site. Floors also must be cleaned (swept or vacuumed) after event, if needed. Cleaning must be taken care of and all guests and hired personnel **MUST** be out of the facility **NO LATER** than the contracted "end" time. If renter exceeds contracted hours, renter will be charged additional hour(s), deducted from the security deposit. If total additional hours charges exceed the security deposit amount, renter will be invoiced.
- 2.3 All evening events must be scheduled to end no later than 10:30 pm in order to allow renter to clean up and for closure of the site by 11:00 pm. **If the facility is still in use after 11:00 pm, renter's security deposit will be forfeited.**
- 2.4 Renter agrees to describe event accurately. If it is found that the renter has used the facility for any reason other than described, renter will forfeit all fees paid.

## 3. Alcohol

- 3.1 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.
- 3.2 The renter must abide by all alcoholic beverage control laws and regulations. If selling alcohol, temporary alcohol permits will 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.**
- 3.3 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 given.

## 4. Parking

- 4.1 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 6 am – 6 pm, 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).

**According to the Clean Indoor Act of 1990, Smoking is prohibited in the Phillips Market Center. Smoking is not permitted within 25 feet of any door or operating window.**

**No exotic (male or female) dancers are permitted in the Phillips Market Center.**

**NO CONCEALABLE WEAPONS ALLOWED (Sect 16-23-420, SC State Law).**

Initials: \_\_\_\_\_



# RENTAL CONTRACT

**Purpose:** This Phillips Market Center User Contract is intended for licensing the Phillips Market Center space for use by a private party for the purpose of: \_\_\_\_\_.

**Parties:** By and between the South Carolina Department of Agriculture and it's Licensee.

**Dates:** This Agreement allows the Licensee to use the Phillips Market Center property indicated above for the date(s) \_\_\_\_\_.

**Time:** The event will be scheduled from \_\_\_\_\_ to \_\_\_\_\_.

**1.1 Space to be used** – The area subject to this Agreement is located at the Phillips Market Center at the South Carolina State Farmers Market located at 117 Ballard Court, West Columbia, SC 29172. Licensee specifically requests to use the following space(s) at the Market Center for the event specified above:

- Full Auditorium
- Board Room
- Kitchen
- Half Auditorium
- Patio

**1.2 Security Deposit** – Licensee shall provide a security deposit in the correct amount at the time of the event reservation. Deposit will be refunded within 15 business days after event end if no damages or additional clean-up fees are required to restore the facility back to its normal condition. Licensee is responsible for all guests and their actions. Security deposit may be forfeited or reduced for all, but not limited to, the following reasons: Failure to clean after your event, use of glitter, confetti, tape, and other unapproved décor items, for false fire alarms, or occupying facility after contracted end time or 12am midnight.

**1.3 Cost & Payment** – Based upon the scheduled use of the Market Center property as listed above, the total rental fee due from Licensee is: \$\_\_\_\_\_ with a \$\_\_\_\_\_ deposit. Full payment for use of the Market Center is required **thirty (30) days** prior to the event. Payment is due by credit card (4% processing fee will apply), certified check, or cash. **Personal checks will not be accepted.**

**1.4 General Condition & Damages to the Facility** – Licensee agrees to leave the Market Center premises and its surrounding areas in a clean and safe condition. Licensee shall be responsible for any damage or breakage to the Phillips Market Center, including but not limited to, equipment and furniture, during the licensed period. Licensee agrees to pay in full for any damage done to the facility.

**1.5 Compliance** – Licensee agrees to abide by all SCDA market rules and regulations, a copy of which shall be made available upon request to Licensee. Furthermore, Licensee agrees to abide by all Market Center rules and regulations, Market Center alcohol policies and requirements, as well as all state laws and county ordinances.

**1.6 Decorations** – All decorations must be approved in advance with the event coordinator. No types of chemicals, paints, toxic materials, tape, push pins, or glue are to be used or affixed on tables, walls, floors or doors of the Conference Center (inside or outside). For weddings, receptions and parties: no rice, confetti, glitter, sequins, jewels, or birdseed may be used. Anything involving open flames, including but not limited to, sparklers, fireworks, and candles are prohibited.

**Initials:** \_\_\_\_\_



# RENTAL CONTRACT

**1.7 Cancellation** – Should you choose to cancel your event, all payments made, including the security deposit, are **non-refundable**. All cancellations must be submitted to The Phillips Market Center in writing. The Phillips Market Center has the right to terminate any contract if Licensee fails to meet or violates any terms of the contract.

**1.8 Security** – Licensee understands that no security is provided, however, depending on the type of event, security may be required at their own expense (if deemed necessary by the Phillips Market Center). Renter will be notified if this cost is necessary. If the Licensee does not wish to move forward, the security deposit will be returned in full and this contract shall be null and void.

**1.9 Indemnification** – In consideration for use of the facilities and equipment of the Market Center, Licensee on behalf of all heirs, personal representative(s) and assigns, shall indemnify and hold harmless the Market Center, the SC Department of Agriculture, its officers, agents, employees, representatives, and executors and all others acting on their behalf from and against any and all claims, responsibilities, or liabilities for any accident, injury, loss of any kind, expense (including reasonable attorney fees) or claims for injury or damages including those caused by passive or negligent acts or omissions of the Market Center, the SC Department of Agriculture, its officers, employees, representatives, and executors and all others acting on their behalf arising out of or in any way connected with the performance of this Agreement.

**IN WITNESS WHEREOF**, the parties have executed this

Phillips Market Center User Contract Agreement as of the date first written above.

Licensee: \_\_\_\_\_

Date: \_\_\_\_\_

Licensor: \_\_\_\_\_

Date: \_\_\_\_\_



# ALCOHOLIC BEVERAGE AGREEMENT

Event Date: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Function: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**Applicant agrees to the following terms if alcohol is to be served at his/her event held at the Phillips Market Center:**

- All functions that include the use of alcoholic beverages require approval of this alcohol beverage agreement by a Market Center representative.
- The sale of alcohol must be approved by the City of West Columbia. The city reserves the right to prohibit alcohol sales. If selling alcohol at the event, applicant must provide a copy of a valid alcohol permit from the SC Department of Revenue to the Phillips Market Center at least 2 weeks prior to the event date.
- This agreement is valid only on the date(s) requested and only for the hours the facility is reserved.
- The Licensee agrees to prohibit the consumption of alcohol by minors during the event.
- All alcoholic beverages must remain in the immediate rental location of the Phillips Market Center.
- Licensee is responsible for monitoring and assuring the proper conduct of all persons attending their event, for informing group members of the Alcoholic Beverage Agreement rules, regulations and conditions, and for immediately restoring the Phillips Market Center property in the event of damage. **The Phillips Market Center assumes no responsibility for incidents that arise as a result of the consumption of alcoholic beverages.**
- If any member of your group fails to comply with the above stated guidelines, the Phillips Market Center reserves the right to terminate all agreements between the licensee and licensor without a refund.
- In consideration for being able to use the facilities and equipment of the Phillips Market Center, the South Carolina Department of Agriculture, its officers, agents, employees, representatives, and executors and all others acting on their behalf from and against any and all claims for injury or damages including those caused by passive or negligent acts or omissions of The Phillips Market Center, the SCDA, its officers, employees, representatives, and executors and all others acting on their behalf from and against any and all claims, responsibilities, or liabilities for any accident, injury, loss of any kind, expense (including reasonable attorney fees) or claims for injury or damages including those caused by passive or negligent acts or omissions of the Phillips Market Center, the SCDA, its officers, employees, representatives, and executors and all others acting on their behalf arising out of or in any way connected with the performance of this agreement.

*\*\* No application will be accepted without a signature. Please complete, sign and return this agreement. \*\**

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

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





# KITCHEN RENTAL POLICIES

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

With your rental, the kitchen will be used for **PREPARATION ONLY**. This preparation rental includes use of the following:

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

**Please note that our kitchen prep fee includes use of a caterer.**

If you would like rental of more than the above items (such as cooking equipment), please refer to page 3 for pricing and the following for restrictions:

- Cooking equipment must be used by a DHEC approved caterer.
- All caterers 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.
- Counter tops 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 will be forfeited and additional costs may be invoiced.

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

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



# PHOTO RELEASE FORM

**Date of Event** \_\_\_\_\_

I, \_\_\_\_\_ (*print name*), grant permission to The Phillips Market Center and its agents and employees the irrevocable and unrestricted right to reproduce the photographs taken of me, or members of my event, for the purpose of publication, promotion, illustration, advertising, or in any medium. I hereby release The Phillips Market Center and its legal representatives for all claims and liability relating to said images. I waive my right to any compensation.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**COMPLETE THIS PACKET AND RETURN TO:**  
Phillips Market Center • 117 Ballard Court • West Columbia, SC 29172  
803-737-4630 • 803-737-0638 • [pmcevents@scda.sc.gov](mailto:pmcevents@scda.sc.gov)