



## GENERAL FACILITY USAGE GUIDELINES

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1. The individual making the reservation must be 21 years old and is responsible for distributing all rental information to group members, caterers, rental companies, and any other outside individuals involved with the rental.
2. If any group intends to allow, distribute, or consume any form of alcoholic beverage, a non-refundable usage fee of \$50 must be submitted. Some facilities do not allow alcohol. Liquor is only allowed at our indoor facilities: Edisto Hall and, The Conference Center (James Island County Park), and Cypress Hall (Wannamaker County Park).
3. Facilities may not be rented for moneymaking ventures or functions that are advertised to the public. No on-site sale of tickets, food or beverages will be allowed. Fundraising events require a Special Event Application for approval.
4. The contracted party will not reassign the rental property, or sublet or grant any concession or license to use the property or any part of the property. Any assignment, subletting, concession, or license, whether by operation of law or otherwise, will be void and will, at CCPRC's option, terminate this contract.
5. **Payments and Cancellation:**
  - a) **Returned checks are subject to a fee of \$35.00.**
6. **50% refund (50% penalty) for all cancellations made prior to the reservation start date. 10% penalty to reschedule within 30 days of reservation date. Rescheduling within 30 days is allowed only one time. Second instance would result in cancellation and required 50% penalty.**
  - a) **Please allow up to 14 days to receive check refunds for cash/check payments.**
  - b) **If tickets were issued as part of the reservation, all tickets must be returned in order to receive any refund.**
7. Severe weather may dictate the cancellation of your rental and shall be determined by park staff. In the event your rental is canceled, you may reschedule or receive a full refund.
8. Use of paste, glue, nails, tacks, staples, or any other item that may mark walls, signs, beams, floors, ceilings, doors, or windows may not be used while decorating the premises. Use of confetti, glitter or water balloons is prohibited.
9. Each rental group is responsible for leaving the facility in a neat and orderly state as it was found prior to use. Food debris shall be disposed of properly and trash placed in the containers provided. **Groups serving oysters or shellfish must arrange for shell removal from park grounds.**
10. Group members are prohibited from interacting with wildlife, including but not limited to: feeding, leaving food out, harassing, touching, approaching or distressing.
11. Music and noise must be kept at reasonable levels as to not disrupt other facility patrons. Reasonable levels are to be determined by the manager on duty. Amplified sound is not allowed under most circumstances. The manager will review special requests on a case by case basis.
12. Groups that plan to use any special event equipment such as: beverage wagons, port-o-lets, tents, air castles, pony rides, or amusement rides must gain approval for each before the rental. Equipment that is brought for a group must be removed from the park immediately following the rental. Limited electrical outlets are available. Tent rentals provide no electricity and would require special arrangements (such as generators).
13. Groups using indoor facilities are responsible for set up of all tables and chairs. Park staff will break down tables and chairs. Tables and chairs are not provided for outdoor use.
14. CCPRC reserves the right to require contracted security for groups as it deems necessary. All fees associated with security services will be paid for by the rental group in addition to the facility rental charges.
15. Users are responsible for damage to or loss of facility property or equipment.
16. Volleyballs are provided with select facility rentals. (ID may be required to check out equipment.) Equipment must be returned at the conclusion of the event or a \$20 replacement fee will be assessed.
17. Vehicles must be parked in designated parking areas only. Driving up to the facility is not permitted except as approved by a manager.

18. Groups of 400 or more persons require special coordination with park operations and maintenance staffs.
  19. Facility rentals do not include waterpark admission fees or boat and bike rental fees.
  20. Facility rentals do not include gate admission fees. Groups have three options for handling gate fees.
    - a) **Admission paid by visitors at gate**
      - James Island County Park, Wannamaker County Park, Palmetto Islands County Park: \$2.00 per person.
      - Folly Beach County Park (fee is per vehicle):  
Jan- Feb: \$5, Mar, Mon-Fri: \$5, Sat-Sun: \$10, Apr: \$10, May-Labor Day, Mon-Fri: \$10, Sat-Sun & Holidays: \$15, Sept: \$10, Oct, Mon-Fri: \$5, Sat-Sun: \$10, Nov-Dec: \$5
    - b) **Advance Tickets** (purchased and distributed prior to the event)
      - James Island County Park, Wannamaker County Park, Palmetto Islands County Park: \$1.50 per person.
      - Folly Beach County Park (fee is per vehicle): \$7
    - c) **Invoice Tickets** (approved businesses only and distributed prior to the event): The organization will be billed the regular admission fee for each ticket collected on the day of their event.
- Group must distribute any advance / invoice admission tickets PRIOR TO the planned event.
- Groups may not distribute tickets at the park gatehouse.
  - GATEKEEPERS ARE NOT PERMITTED TO DISTRIBUTE TICKETS OR TALLY GUESTS.
- PARKING SPACES ARE NOT RESERVED FOR GROUP MEMBERS.
21. Between October 1 and January 20, light displays will be set up on and around Edisto Hall. Groups should not plan to utilize the front meadow at this facility during this time as the displays cannot be moved.

#### **TENT RENTALS (In addition to guidelines 1-20 listed above)**

1. Tent rentals can seat 48 people; but, the 20x20 tent can accommodate up to 75 people and the 20x30 tent, up to 100 people.
2. The tents do not have access to water, electricity, volleyball or horseshoes.
3. When rented as a stand-alone facility, the tent can only be rented for day use.

## **FACILITY SPECIFIC GUIDELINES**

### **WANNAMAHER COUNTY PARK, COOKER RENTAL AND JUMP CASTLE AREA**

#### **COOKER RENTAL (in addition to General Guidelines 1-20)**

1. The cooker may only be reserved in conjunction with a facility rental at Wannamaker County Park. To add a cooker to your facility reservation, please call (843) 795-4386.
2. Cooker will be delivered and set up by park staff and must remain in the designated area. Propane for the cooker will be provided. Cooking utensils are not provided.
3. Cooker is to be used for cooking only, not as a campfire.

#### **JUMP CASTLE AREA RENTAL (in addition to General Guidelines 1-20)**

1. Additional outside equipment (air castles, dunking booths, beverage wagons, amusement rides or pony rides) will not be allowed in area.
2. Alcohol is prohibited.
3. To ensure guest safety, the following jump castle rules must be followed:
  - Only ages 3-12 allowed to jump
  - There is a maximum # of users allowed at one time based on age and size of users. Maximum capacity at any one time will be determined by on-site staff
  - No shoes, gum, or sharp objects
  - No flips or rough-housing
  - No wet clothing

**FOLLY BEACH COUNTY PARK, PELICAN WATCH SHELTER (in addition to General Guidelines 1-20)**

1. All music must cease at 11:00pm in accordance with Folly Beach City Ordinance #9-2-7.
2. Beer and wine are permitted with the paid alcohol fee. Liquor is prohibited.
3. Shelter rentals do not include beach chair, umbrella or other equipment rental fees.
4. Shelter rentals do not include vehicle gate admission fees. See page 1, item #18 for handling gate fees.

**The City of Folly Beach has ordinances/rules that may apply to your group. Please read the following carefully.**

1. Glass bottles and cans are prohibited on the beachfront at all times.
2. No dogs are allowed on the beachfront from 10am until 6pm May 1<sup>st</sup> through September 30<sup>th</sup>. Pets are not allowed on the Pier at any time.
3. The City of Folly Beach prohibits fires on the beachfront at any time.
4. GLASS, STYROFOAM, AND PLASTIC are not allowed on the beach.

**JOHNS ISLAND COUNTY PARK RENTALS (In addition to General Guidelines 1-14)**

1. Events/rentals require a site visit with park staff prior to event date.
2. Location of tents or other equipment requiring stakes must be approved prior to set up.
3. The Renter and/or Vendors will be responsible for set-up and breakdown of rented items; all equipment brought in for a group must be removed from the grounds immediately following the rental.
4. Bathroom facilities, electricity, and water are available.
5. The site has limited lighting. After dark events may require the group to provide safety lighting for guests.
6. Parking is allowed in designated areas only. Buses, motor coaches and other oversized vehicles may not be allowed to access parts of this site due to roadway conditions and restrictions. Access for such vehicles must be approved and coordinated in advance.
7. Fires are prohibited.
8. Removal or destruction of natural resources and wildlife is strictly prohibited.
9. No fireworks, sparklers, confetti or cannons allowed.

**LAUREL HILL COUNTY PARK RENTAL (in addition to General Guidelines 1-14)**

1. Bathroom facilities, electricity, and water are not available on this site. The renter will need to make arrangements to provide drinking water and other amenities for guests.
2. Parking is allowed in designated areas only. Buses, motor coaches and other oversized vehicles may not be able to access this site due to entrance and roadway restrictions. Access for such vehicles must be approved and coordinated in advance.
3. Fires are permitted only in the fire rings provided. Arrangements should be made by groups to bring their own firewood.
4. Removal or destruction of natural resources and wildlife is strictly prohibited.

**OLD TOWNE CREEK COUNTY PARK RENTAL (in addition to General guidelines 1-14)**

1. Water and electrical outlets are available in specific areas. There are no bathroom facilities.
2. Certain structures (Rain Hut, Caretaker's House, Main House) are not to be accessed anytime during the rental.
3. Fires are prohibited.
4. A reasonable maximum sound level shall be determined for amplified sound using the City of Charleston's noise ordinance and monitored by park staff to ensure that the sound level is not exceeded.
5. Amplified sound must stop by 10:30 p.m.
6. An updated copy of events calendar including name and cell phone number of the staff point of contact for each event shall be provided to Wespanee neighborhood representative and the City of Charleston Director of Livability.
7. Off-duty police officers may be required for some events.
8. Payment in full is due upon making a reservation. If the contract date is seven months or more in advance, 50% deposit is due at the time of making the reservation and 50% balance is due six months prior to the contract date. If the balance is not paid in full by six months prior, the contract is subject to cancellation and the deposit forfeited.

**BULOW COUNTY PARK, LAKE HOUSE (in addition to General guidelines 1-14)**

1. Stiletto heels may not be worn inside the lake house to prevent damage to hardwood floors. Renter is responsible for any damages that occur to the flooring as a result.
2. Dumping of hot water or grease anywhere on the premises is prohibited.
3. Fireworks are not permitted.
4. Animals and pets are not permitted.
5. If there is a maintenance issue found upon arrival, please notify park staff immediately. Renter will not be reimbursed for issues after check-out.
6. A check-out check list will be provided.

**EVENT SPECIFIC (in addition to General Guidelines 1-14 and Bulow County Park guidelines 1-6):**

1. Candles must be placed in a votive or on a plate to avoid spill-over.
2. Group is responsible for set up and take down of all tables and chairs. 50 chairs, five 60" round tables and eight cocktail tables are provided.
3. Group may elect to bring in additional rentals (tables, chairs, etc.); the Renter and/or Vendors will be responsible for set-up and breakdown of the rented items.
4. Tent vendors may not use stakes to anchor tents.
5. Groups that plan to use any special event equipment such as: beverage wagons, air castles, dunking booths, pony rides, or amusement rides must gain approval for each before the rental. Any equipment that is brought in for a group must be removed from the grounds immediately following the rental. Limited electrical outlets are available.
6. The Lake House at Bulow does not offer catering or beverage services for functions. The renter will need to hire a properly licensed caterer or beverage service provider. All caterers and beverage service providers must be approved and will be required to receive an agreement with Charleston County Park & Recreation Commission to show proof of insurance and liability, consent to all policies, and agree to the catering contract.
7. Groups of 150 or more persons require special coordination with park operations and maintenance staffs.
8. Payment in full is due upon making a reservation. If the contract date is seven months or more in advance, 50% deposit is due at the time of making the reservation and 50% balance is due six months prior to the contract date. If the balance is not paid in full by six months prior, the contract is subject to cancellation and the deposit forfeited.

**MCLEOD PLANTATION HISTORIC SITE RENTAL (in addition to guidelines 1-14)**

1. Trash/food debris should be disposed of off-site. Groups must provide their own appropriate container to dispose of cigarette butts, if applicable.
2. Groups that plan to use a caterer or any special event equipment such as: tables, chairs, tents, beverage wagons, or portable restrooms must gain approval for each before the rental. The location of tents or other equipment that require stakes must be approved before setup.
3. The Renter and/or Vendors will be responsible for set-up and breakdown of the rented items; all equipment that is brought in for a group must be removed from the grounds immediately following the rental.
4. Groups in excess of 150 guests must provide a parking plan. No parking on streets or in the surrounding neighborhoods will be permitted.
5. A reasonable maximum sound level shall be determined for amplified sound using the City of Charleston's noise ordinance and monitored by park staff to ensure that the sound level is not exceeded. Amplified sound must stop by 10:00pm and guests must be off-premises by 10:30pm.

## ALCOHOL USAGE GUIDELINES (if applicable)

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If approved, your group is permitted beer, wine, and liquor at specified facilities in accordance with the following rules, regulations, and conditions:

1. Groups allowing, distributing, or consuming any form of alcoholic beverage are subject to a nonrefundable usage fee of \$50.
2. Allowance is valid only on the day requested and only for the hours that the facility is reserved. The Charleston County Park and Recreation Commission (CCPRC) reserves the right to revoke or cancel this agreement without prior notice for any purpose whatsoever.
3. Applicant assumes all risk and responsibility for regulating the consumption of alcohol. Applicant shall be prepared to provide transportation through a designated driver or service in the event that Applicant has reason to believe any person has consumed alcoholic beverages in excess of the legal limits and intends to operate a motor vehicle. Applicant acknowledges that its activities may be inspected at any time by CCPRC or any public authorities, including law enforcement authorities, to ensure compliance with all legal requirements.
4. The premises will be used in a safe manner, with all members of the above-named group complying with all the facility rules and regulations as established by CCPRC and all applicable laws of the State of South Carolina, including the Alcoholic Beverage Control Act. It shall be the obligation of the members of the above-named group to be aware of said rules, regulations and laws.
5. Alcohol shall be consumed only in the immediate area of the rented facility. Park rules and state laws regulate the service and consumption of alcoholic beverages. CCPRC reserves the right to remove or have removed from the park any person it deems objectionable. The group contact person is responsible for informing group members of alcoholic beverage application's rules, regulations and conditions. CCPRC assumes no responsibility for incidents that arise as a result of the consumption of alcoholic beverages.
6. The above-named group or individual assumes liability for all damages to CCPRC property caused by any member of the group whether accidental, willful or the result of carelessness or negligence.
7. CCPRC reserves the right to require security officers for groups consuming alcohol, the direct costs of which will be charged to the group.
8. If any member of the group fails to comply with the above stated guidelines, facility management reserves the right to terminate this agreement and facility rental without refund.
9. Serving alcoholic beverages to anyone under the age of 21 is strictly prohibited by South Carolina Law and CCPRC policy, rules and regulations. The Applicant shall ensure that no persons under 21 may have access to alcohol and shall require the presentation of valid identification and proof of ownership or retain an independent security agent to comply with this provision. Applicant shall not serve or provide any alcoholic beverages to any person who appears to be intoxicated or to have consumed an excess amount of alcohol.

By participating in or utilizing park programs and facilities the user agrees to abide by all payment schedules, park and program rules and guidelines, and agrees all others participating will also abide by such rules. Usage is subject to compliance with all laws and facility rules and the user consents to reasonable examinations and searches to ensure compliance. Failure to comply with the law or facility rules may result in refusal of admission or expulsion.