

Quarters K

SINCE 1937

1045 EVERGLADES | NORTH CHARLESTON, SC 29405
Lisa Reynolds • (843)308-4746 • lreynolds@northcharleston.org
Alex Pridgen • (843)308-4746 • apridgen@northcharleston.org

RATES:

Monday-Sunday: \$2000
Deposit: 50% of rental fee - due at signing
\$500 Damage Fee (to be returned after the event)
Make checks payable to the City of North Charleston

VENUE INCLUDES:

Tables and Chairs
Full Commercial Kitchen
Full Equip Bar Area
Restrooms (Upstairs and Downstairs)
ADA Compliant
Grounds surrounding Quarters K including the patio
Capacity: Sit Down Style 110, Cocktail - mingling inside 125 with the possibility of 200+/- Outside
(subject to change based on set-up requirements)
Furniture - Tables and chairs are provided for *inside* use only. Only cocktail tables may be used on the patio)

AUDIO/MUSIC:

Surround sound (inside and out with laptop hookup), ipod docking station, wireless microphone
It is the responsibility of the client to designate qualified personnel to manage the audio program.

RENTAL REGULATIONS:

Tables and chairs provided (inside use only)
Linens, tableware, glassware, decorations (Client's responsibility)
Events to end at 10:00 PM

BEVERAGE SERVICE:

Quarters K is equipped to a complete bar section. Alcohol may not be served to minors or anyone appearing too intoxicated. The South Carolina Alcohol Beverage and Control board requires that all alcohol must be supplied by a professional bar service with the necessary licenses and liability insurance. Upon signing this agreement, the client agrees to indemnify and hold harmless the City of North Charleston and employees of the city from any damages, costs or expenses, including reasonable attorney fees, which may arise as result of consumption of alcoholic beverages by the client and any of the client's guests.

VENDORS:

It is required that all pre-approved event coordinators, caterers and bar services provide the appropriate license and insurance documentations to the City of North Charleston prior to the final review. All vendors and service contractors are responsible for clean-up and removal of their equipment, food, bar supplies and garbage. (Per venue requirements)
Vendor loading area will be in the rear of the venue, they may not access the elevator for load-in, only by the outside stairs. After the load in is place then they will be required to park in the main parking area on Everglades.

PARKING FOR GUESTS:

There is no charge for parking, if the event is at its maximum there is the option of having passenger carts available at an additional cost. This will be determined per event and guest attendance.



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RENTAL AGREEMENT DATE / /

FOR OFFICE USE ONLY

| | | |
|------------------|----------------------------------|---------|
| AMOUNT DUE | AMOUNT PAID | BALANCE |
| RECEIPT NUMBER 1 | RECEIPT NUMBER 2 (IF APPLICABLE) | |

EVENT

| | | |
|----------------|-------|----------|
| | | |
| FUNCTION | | |
| NAME | | |
| STREET ADDRESS | | |
| CITY | STATE | ZIP CODE |
| TELEPHONE | | |

CONTACT PERSON

| | | |
|------------------|-----------------------|-----|
| | | |
| NAME | | |
| ADDRESS | | |
| CITY | STATE | ZIP |
| TELEPHONE (HOME) | TELEPHONE (WORK/CELL) | |

RENTAL INFORMATION

2. DATE(S) REQUESTED:
3. TIME REQUESTED (MUST INCLUDE SET UP TIME):
4. APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND:
5. EQUIPMENT NEEDED:
6. SPECIAL CONTRACT STIPULATIONS AND CHARGES:

PAYMENT INFORMATION

| | |
|---|------------------|
| | |
| TOTAL RENTAL CHARGE | |
| RENTAL DEPOSIT (BALANCE IS DUE 30 DAYS PRIOR TO RENTAL) | SECURITY DEPOSIT |

Your signature indicates that you have read and approved of the regulations and rental fees, along with general information regarding City of North Charleston facility rentals. Facility is to be left as found. Rental deposit is non-refundable. Security deposit is refundable if building is left in good condition.

Applicant's Signature: _____ Date: _____

Approved by: _____ Date: _____