



PLEASE READ AND INITIAL THE BOTTOM OF EACH PAGE.

Office Use Only	Office Use Only
<input type="checkbox"/> Paid in Full	<input type="checkbox"/> Caterer's biz lic/W-9
<input type="checkbox"/> Tech requested	<input type="checkbox"/> Bartender's Agreement
<input type="checkbox"/> Room layout provided	<input type="checkbox"/> Bartender's certification
<input type="checkbox"/> Sign photo provided	<input type="checkbox"/> Decorator Agreement
<input type="checkbox"/> Caterer's Agreement	<input type="checkbox"/> Security Confirmed
<input type="checkbox"/> Caterer's COI	<input type="checkbox"/> Refund given

APPLICATION & RENTAL AGREEMENT

Event Date _____

Event Start Time _____

Name _____

Organization _____

Type of Event _____

Est. Attendance _____

Street Address _____

City, State, Zip _____

Phone _____

Additional Phone _____

Email _____

Rooms

- Grand Ballroom Ballroom C Grand Meeting Rm. Meeting Room C
- Petite Ballroom Grand Salon Petite Meeting Rm. L & C Conference
- Ballroom A Salon A Meeting Room A Business Center
- Ballroom B Salon B Meeting Room B

Catering and Alcohol (Caterer's name does not have to be provided at the time of rental)

- Yes, we need the catering kitchen
- No, we will not use the catering kitchen

Caterer Name _____

- Yes, we have provided a current business license of the caterer
- Yes, we have provided current insurance information of the caterer

Regardless of whether food is being dropped off, picked up (including fast food and convenience restaurants), served by the caterer or out of a food truck, ANY FOOD PROVIDER must provide a current business / retail license or registration through the Secretary of State (SC) and Certificate of Liability Insurance at least two weeks prior to the event. ALL food must be provided by a vendor with these certifications.

- No, we do not plan to have alcohol
- Yes, we plan to have alcohol
- Yes, we plan to have red wine (\$200 corking fee is required).

Bartender Name _____

- Yes, we have provided training certification for the bartender
All alcohol must be served by a licensed bartender that provides their training certification.
- Yes, we plan to sell alcohol (You will be required to provide paperwork signed by the Chester County Sheriff's Office to receive a liquor license. Please start the process at least three months before your event to ensure that you receive your paperwork in time.)
- Yes, we have provided a copy of our liquor license (only if alcohol is being sold). License must be prominently posted at the event.

Security Policy

Security is required if your event serves and/or sells any alcohol. This includes champagne toasts. NO ALCOHOL is allowed to be served and/or consumed on site without security present. Event guests/attendees are not allowed to bring their own alcohol and all alcohol must be served by a bartender that has provided their training certification to Gateway Conference Center. If you have questions about alcohol on-site, please ask Gateway staff.

South Carolina’s fire marshal requires crowd managers be present at events exceeding 249 attendees. At least one manager must be on-site for every 250 attendees. Events not serving alcohol but exceed 249 attendees must have crowd managers on-site. You are required to inform Gateway Conference Center of the exact number of attendees expected.

Crowd management and/or security must be provided by off-duty Chester County Sheriff’s deputies. Complete a security request form online at <https://form.jotform.com/210056353821043> at least one month prior to your event to confirm the number of officers needed, amount of time security is required and the hourly rate. The Chester County Sheriff’s Office provides this service separately from the Gateway Conference Center, and the lessee will be required to sign an Agreement for such services. Prepayment of security services is required. **If your event serves alcohol and/or exceeds 249 attendees without the required security present, you will forfeit your deposit and may be subject to additional fines.**

I have read and understand the security policy, including alcohol and crowd management rules. _____

Officers confirmed with Chester County Sheriff’s Office on _____

Alcohol Liability Release Form

The Gateway Conference Center does not recommend or provide for the serving of alcohol at events held under lease of the property and DOES NOT ALLOW THE LESSEE TO PROVIDE FOR THE SERVING OF ALCOHOL AT THE EVENT UNLESS THIS LEGALLY BINDING RELEASE OF LIABILITY, AND ASSUMPTION OF RISK AGREEMENT IS SIGNED. Please read carefully before signing. I, the undersigned (Lessee) acknowledge that the serving of alcohol for my event carries potential risks and dangers beyond the control of The Gateway Conference Center. I also acknowledge that South Carolina does not allow the consumption of alcohol by anyone under 21 years of age. I, as the responsible party, assume all liability for myself and all event participants, invitees and other guests for any form of negligence that may arise from the consumption of alcohol by the event participants, invitees and other guests. I agree to hire a licensed bartender to serve all alcohol. I agree to hire the required security officers to have on-site while alcohol is being served. I agree that no alcohol will be served if officers are not on-site. I agree that I will not charge for alcohol without a liquor license. I hereby agree to indemnify, defend, release, and hold harmless The Gateway Conference Center, Chester County, past and present Chester County Council, its past and present agents and employees and affiliates (collectively “Releasees”) from all liability to me, my invitees/guests, my next of kin, my conservators, assigns, heirs, guardians or other legal representatives for any and all claims, demands, losses or damages, suits, fines, including court costs and attorneys’ fees, for any injury, death, or damaged property arising out of making available/serving alcohol at this event. I hereby waive all legal rights to pursue any form of legal action against Gateway Conference Center and the Releasees. I HAVE READ THIS AGREEMENT AND HAVE SIGNED IT FREELY. I FULLY UNDERSTAND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY TO THE GREATEST EXTENT OF THE LAW.

Signature of Lessee _____ Date: _____

Printed Name of Responsible Party _____

Payment Information

The Gateway Conference Center accepts payment in check, money order, debit card or credit card. The Gateway accepts Visa, MasterCard, and American Express. Checks and money orders must be written to Chester County. Payment is also accepted by credit card over the phone at 803.789.0014.

Cancellation / Rescheduling Refund Policy

91+ days prior to event	Full security deposit and full room rental will be refunded
90 – 60 days prior to event	½ of security deposit and full room rental will be refunded
59 – 45 days prior to event	½ of total room rental rate will be refunded
44 – 0 days prior to event	No refund

Please note: If you book a Saturday or Sunday date, keys and keycard need to be picked up from the Gateway Conference Center office on Friday afternoon before the close of business at 5 PM. Doors must be shut and locked, keys and keycard must be returned no later than 12 PM the next business day to the Gateway Center \$100 of the deposit will be forfeited. Keys / keycard can be dropped in the dropbox.

FORCE MAJEURE: Neither party shall be deemed to be in default of its obligations for termination if and so long as it is prevented from performing its obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado or other adverse weather conditions not reasonably anticipated, fire, unavoidable accidents or circumstances, pandemics, measures taken by any governmental authority in response to a pandemic, epidemics, other Act of God whether it be a natural or national disaster. Refunds will be considered under this provision and may be authorized following confirmation of the impossibility of performance or frustration of purpose.

Security Deposit Refund Policy

Security deposit will only be refunded if the terms of agreement on pages 6 – 10 are met.

Refund Information

Deposits paid by check or money order will receive their refunds by check within ten business days of cancellation/event’s end. Events occurring around a holiday may have a delayed refund. Lessees are responsible for informing Gateway Conference Center of any address changes for the refund or address on the rental form will be used. Deposits paid by credit card will be credited back to the card used for the deposit within the first seven business days after the event. Lessee is responsible for calling or stopping by the Gateway Conference Center with their credit card information. If credit card has been replaced or cancelled since making the deposit, Gateway Conference Center reserves the right to refund the deposit via check.

Who will receive the refund after the event or if event is cancelled?

Refunds from cancellations or deposit refunds after the event will be refunded back to the credit card they were received from or to the person listed on checks received. If the card used for deposit has been cancelled or payments were paid in cash, they will be paid to the person who signed the Terms of Agreement.

Name: _____

Address: _____

City, State, Zip: _____

Event Name / Renter: _____

Event Date: _____

All fees and remaining balance must be paid at least 90 days prior to the event.

	Room(s) Rented	Amount Due	Deposit Due	Date / Dates Rented	# Days / # Rented	Total Amount Due
<input type="checkbox"/>	Grand Ballroom (A, B & C)					
<input type="checkbox"/>	Petite Ballroom (A & B)					
<input type="checkbox"/>	Ballroom A					
<input type="checkbox"/>	Ballroom B					
<input type="checkbox"/>	Ballroom C					
<input type="checkbox"/>	Grand Salon (A & B)					
<input type="checkbox"/>	Salon A					
<input type="checkbox"/>	Salon B					
<input type="checkbox"/>	Grand Meeting Room					
<input type="checkbox"/>	Petite Meeting Room (A & B)					
<input type="checkbox"/>	Meeting Room A					
<input type="checkbox"/>	Meeting Room B					
<input type="checkbox"/>	Meeting Room C					
<input type="checkbox"/>	L & C Conference Room					
<input type="checkbox"/>	Business Center					
	ROOMS DUE					
<input type="checkbox"/>	Dance Floor (\$200)					
<input type="checkbox"/>	Sweetheart Table (\$7.50 ea.)					
<input type="checkbox"/>	Cocktail Tables (\$10 ea.)					
<input type="checkbox"/>	Smartboard					
	ADD ONS DUE					
	Technology Rented	Amount Due	# Days Rented	Date / Dates Rented	Number Rented	Total Amount Due
<input type="checkbox"/>	Ballroom A Projector					
<input type="checkbox"/>	Ballroom B Projector					
<input type="checkbox"/>	Ballroom C Projector					

<input type="checkbox"/>	Salon A Projector					
<input type="checkbox"/>	Salon B Projector					
<input type="checkbox"/>	Grand Meeting Rm Projector					
<input type="checkbox"/>	Meeting Room A Projector					
<input type="checkbox"/>	Meeting Room B Projector					
<input type="checkbox"/>	Meeting Room C Projector					
<input type="checkbox"/>	Podium					
<input type="checkbox"/>	Podium with Microphone					
<input type="checkbox"/>	Podium with Computer					
<input type="checkbox"/>	Handheld Microphone					
<input type="checkbox"/>	Lapel Microphone					
<input type="checkbox"/>	XLR Input					
<input type="checkbox"/>	A / V Rack					
<input type="checkbox"/>	Weekend Hourly A/V Tech					
<input type="checkbox"/>	Hourly A/V Tech					
<input type="checkbox"/>	Red Wine Fee (\$200)					
<input type="checkbox"/>	Stadium Speakers/ Spotlight					
<input type="checkbox"/>	Dressing Lounges (\$250)					
TOTAL DUE						

Additions	Total Due	Deposit Paid	Date Paid	Additional Fees Paid	Date Paid	Payment Type	Receipt #	Balance Due

CK= Check CH= Cash MO= Money Order VA= Visa MC= Mastercard AE= American Express DV= Discover

Cancellation, rescheduling or full payment must be received 91 days from event.

91 days from event: _____

Terms of Agreement

Lease / Damage Terms

1. The lessee agrees to abide by and follow any and all applicable rules and policies set out in the initialed pages of the rental form. Lessee also agrees to follow any and all applicable state and federal laws in relation to lessee's event.
2. Gateway Conference Center is a government facility owned by Chester County. As such, Chester County reserves the right to refuse any request.
3. The lessee herein agrees to indemnify and hold harmless the County of Chester and/or its agents or employees or servants, who shall for any reason become legally obligated to pay any sum of money for injuries or damages occurring during the period of this lease, against any and all claims or demands, or damages in any way arising from the lessee's use of the Gateway Conference Center, including but not limited, to the existence of event attendees on the Center's grounds. Indemnification is not limited and includes any liability or payment (including costs and attorney fees) by reason of any damages or bodily injury (including death) sustained by any person or persons or on account of damage to property including the loss of the use thereof arising out of or in connection with this agreement. This indemnification means that the lessee herein assumes full responsibility for the character, acts and conduct of all persons admitted to the premises or any portion of the said building who are on-site as a result of their rental/event including, but not limited to guests, vendors and rental party. This indemnification clause cannot be changed or modified in any way for any organization/group.
4. Each lessee (individual and/or organization) using the building is responsible for damages to the property and person(s) occurring during the time of their use by anyone at the facility as a result of that lessee's event. Multiple events may occur simultaneously.
5. The lessee and all person(s) using the facilities shall adhere strictly to the rules, regulations, and ordinances of the County of Chester and South Carolina Fire Department. If the event being held becomes such that the recommendation of the law enforcement officer is to decide the event must stop, then the persons using the building will stop the event and vacate the building.
6. The County of Chester retains the right and authority to cancel the lease or discontinue the lease or admission of other people to the building at such time that's in the best judgment of the County of Chester or its duly authorized representative, the conduct of the persons using the building appears to be present danger to the safety of other people or to the premises.
7. The within lease agreement shall not be assigned or sublet in any manner whatsoever unless written permission is gained from the County of Chester prior to the event.
8. Lessee should be aware that Gateway Conference Center is monitored by CCTV. If you are shown on camera breaking the Terms of Agreement you will be charged accordingly.
9. Lessee's should be cognizant of room capacities. Events that exceed the capacity of the room cannot be accommodated. Gateway Conference Center will NOT setup a room that exceeds room capacity. Lessees should not plan to use the building's common areas including lobbies and solarium to exceed seating.
10. No smoking in the building. Any damage caused by smoking will result in a forfeiture of deposit and may result in additional charges depending on the extent of the damages.
11. There may be other events occurring in the building during your event. The only way to have guaranteed, exclusive access to the building the day of your event is to rent the entire building.
12. The deposit of \$500 per room will ONLY be refunded if there are no damages to the building, furniture or kitchen equipment, no rules are broken by the persons using the facility and / or their guests and the premises are cleaned according to the refund policy and terms of agreement.

12. Any stains left on the carpet or furniture, particularly red/pink stains, that our cleaning crew is unable to remove will automatically result in a minimum \$250 fine which will be deducted from the deposit. This fine may be more than \$250 depending upon the size of the stain. Any gum or wax found in the carpet or furniture after your event will also result in a \$250 charge from your deposit.
13. Excessive stains left on the carpet or furniture will also result in a minimum \$250 fine which will be deducted from the deposit. Events which require excessive cleaning of food from carpeting, garbage bag drag stains, or any excessive mess such as large items on the floor, excessive glitter in the carpeting or stained chairs will also result in a minimum \$250 fine which will be deducted from the deposit.
14. All exterior doors must be shut and locked upon exit from the facility. If any door is left unlocked and/or open from an event lessee will automatically forfeit deposit. Lessee is responsible for checking every door that leads to the exterior before exiting.
15. Lessee should shut and lock their interior doors before exiting to ensure safety of their room. If rented rooms are left open and another event damages the space, original lessee will be held responsible for damage.
16. South Carolina fire marshal requires crowd management for any event exceeding 249 attendees. At least one crowd manager must be provided per 250 attendees. Crowd managers must be provided by the Chester County Sheriff's Office.

Initial _____

Food & Alcohol Terms

17. As part of the indemnification of the County of Chester, past and present Chester County Council, and/or past or present agents, employees or affiliates, user agrees not to serve or have available alcoholic beverages without hiring a licensed bartender and the recommended number of law enforcement / security officers. Officers must be within the County of Chester (a list can be obtained from the Sheriff's Office). The Chester County Sheriff's Office will recommend the number of officers needed and does require a separate Agreement to be executed. See page 2 for complete details on alcohol policy.
18. If alcohol is being sold, lessee is required to provide Host Liquor Liability insurance and/or liquor license. It is recommended that lessee obtains the liquor license at least one month prior to the event. Alcohol cannot be sold without a liquor license, which must be visible during the entirety of the event. Lessee is responsible for informing the Center if alcohol is being served and/or sold.
19. Alcohol is permitted in the building, but all requirements must be met with licensing, etc.
20. If red wine or red grape juice is served, there will be an additional \$200 non-refundable corking fee charged. Lessee will still be responsible for any damages caused by red wine and/or grape juice spillage. Anyone caught serving red wine or red grape juice without paying the \$200 corking fee will forfeit their deposit.
21. All food and trash shall be taken out of the building at the end of the event. All trash shall be bagged and placed inside the outdoor trash receptacle located at the rear of the facility. Lessee will forfeit part of their deposit for any trash left lying on the ground.
22. No food or beverages may be served from the lobby or common areas. Food must be served inside the lessee's rented space(s).
23. Guests may not serve their own alcohol. All alcohol must be served at the bar by the bartender.
24. No individual bottles of alcohol (excluding beer that was served by a bartender) are allowed outside of the bar. No kegs are allowed.

25. Bartender is responsible for checking ID's for under aged guests. The Gateway Conference Center, Chester County, past and present Chester County Council, past and present employees and agents, and affiliates will be held harmless in the event any underage guest is served.
26. Regardless of whether food is being dropped off, picked up (including fast food and convenience restaurants), served by the caterer or out of a food truck, ANY FOOD PROVIDER must provide a current business / retail license or registration through the Secretary of State (SC) and (current as of the event date) ACORD Certificate of Liability Insurance at least two weeks prior to the event. ALL food must be provided by a vendor with these certifications.
27. All large pieces of trash including food, programs, napkins, plates, rose petals, etc. must be swept / cleaned off the floor and disposed of with all trash or deposit will be deducted accordingly.
28. Trash is not to be dragged on the carpeting. Larger trash cans should be used to collect smaller bags to transport to the outside receptacle. Drag marks on the carpet will result in a deduction of security deposit.
29. Kitchens are to be swept and mopped. Warmers and chillers must be wiped out and nothing is to be left in the sinks, especially food. Any food found in the sinks or clogging the sinks will result in the caterer being banned and an automatic loss of deposit.
30. Every trash can in rented / used room(s) must be emptied and removed including the lobbies, kitchen and dressing rooms.
31. If ice scoop is missing after the event lessee will forfeit \$50 from deposit.

Initial _____

Event / Room Access Terms

31. Room configuration must be submitted and approved no later than 14 days prior to the event. Changes to the room configuration after drawn and approved configuration is received by Gateway Conference Center are the responsibility of the lessee. Gateway staff will not move furniture for lessee or provide additional furniture after room configuration has been received by Gateway staff. Dance floors are sized proportionally to room layouts. Portable dance floor sizes cannot be guaranteed.
32. If lessee insists upon changes to room configuration after drawn and approved configuration is received there is a charge of \$100 the first hour and \$50 per hour after that. The minimum charge will be \$100. Charges are deducted from deposit.
33. Rental time is from 8 AM to midnight the day of the rental. Lessees may be allowed to access the room(s) for setup **no earlier** than 3 PM the day prior to their rental date depending upon availability. Access to the rented room(s) prior to 8 AM on the rental date is NOT guaranteed and must be confirmed with Gateway Conference Center.
34. Access to rooms after 3 PM the day prior to rental is for setup/rehearsal only. Rehearsal dinners may not be held in the rented room(s) during this time. Any request for access before 3 PM will be refused anyone arriving before 3 PM will not be allowed entry to the building. All lessees and their vendors must make appointments to walk through the venue prior to their event. Walk throughs cannot exceed one hour, even if all parties are not present at the start of the appointment.
35. Lessee does not have access to the Center after 1 AM the night of the event. All cleanup is to be done immediately after the event. All events must end at midnight. Midnight to 1 AM is for cleanup only. Music must be off, guests must leave the building and no food or alcohol is to be served after midnight. Any event going over midnight will lose their deposit and will be shut down.
36. Lessee will only use the room(s) rented. Lessee is not allowed to use the lobbies and/or solarium as part of their event. All food / beverages must be located inside the rented room(s).

38. Public areas such as parking lots, solarium, lobby and bathrooms are not to be blocked. Other events may be occurring at the same time as lessee's event and blocking common areas from use will result in a loss of deposit.
39. Keys / keycard must be either returned via the outside dropbox or given to Gateway Conference Center staff no later than 12 PM the first business day after the event. Any key or keycard not returned will result in a \$100 forfeiture of deposit.
40. Lessee's will receive one room layout per rented day. If you require additional room turnovers, you will need to rent the room for additional days.

Initial _____

Decorating / Delivery Terms

40. Dependent upon room(s) availability, deliveries such as stage, furniture, etc. can be delivered to the room(s) rented before 3 PM if no other event has rented the room the day prior to the lessee's event. It is the lessee's responsibility to confirm this availability. Lessee is also responsible for making sure all décor/furniture from outside sources is taken off-site the day of the event, unless Gateway Conference Center has indicated it may remain overnight.
41. The Gateway Conference Center is not responsible for the correctness of lessee's deliveries. Lessee is responsible for delivered goods and decorations. Lessee does hereby acknowledge that the Center has other guests / events in the building at various times each day and cannot be held responsible for correctness, damages, or disappearance of delivered goods.
42. To ensure correctness of deliveries lessee is advised to have all deliveries made when someone from the event is available on site.
43. The Gateway Conference Center is not responsible for any items left in the building after the lessee's event. Please make sure that all items brought into the building are taken out at the end of the lessee's event.
44. If the Gateway Conference Center has approved leaving items in the building for a secondary vendor to pick up such as stage, furniture, etc. then vendor must pick up items no later than 11 AM on the date Gateway Conference Center has indicated (most commonly the first business day after the event).
45. Gateway Conference Center is not responsible for the setup or breakdown of any décor/furniture from outside vendors including, but not limited to, stage, tables, chairs, couches, etc.
46. Candles are permitted in the building but must be enclosed in a container. Fireworks (including sparklers) are prohibited. Smoke machines are also prohibited or devices causing fire and/or smoke are also prohibited.
47. Only the table(s) and chair(s) located in the lessee's rented rooms can be used at the lessee's event. The Center's furniture in common areas and dressing rooms shall not be moved or modified. All furniture, art, etc. must be undamaged and accounted for after the event or lessee will be responsible for replacement. **Moving the furniture in common areas will result in a deposit deduction of \$250, this includes couches, chairs, cocktail tables, makeup chairs in dressing rooms, high top chairs in front hallway, bistro chairs in front hallway and wooden lobby tables.**
48. Staples, tacks, tape, command strips, glue and / or paint on the furniture, walls, floors, and / or ceilings of the building are prohibited. Adhesives of any type on the dance floors are prohibited.
49. Lessee will not steam or iron tablecloths on the tables. Any warped table will result in a \$100 reduction from deposit.
50. Use of two dressing rooms (one set- located together) is included with the rental of Ballroom C, Petite or Grand Ballroom.

- 51. Lessees may be allowed to rent dressing rooms. First right of refusal is given to renters of Ballroom C, Petite or Grand Ballroom. Dressing rooms will not become available unless Grand Ballroom, Ballroom C or Petite Ballroom has been rented and lessee has declined to use additional dressing rooms.
- 52. Pipe and drape (and any decorations/furniture) must be free standing (not attached to walls, dance floor, doors, ceiling, etc.). Pipe and drape (and any decorations/furniture must not obscure exit signs or exit doors.
- 53. Lessee is responsible for making an appointment to pick up their key and do a final event walk through at least one business day prior to the event. Keys and keycard must be returned by 12 PM the first business day after the event.

Initial _____

Payment / Technology Terms

- 54. Advanced bookings (more than 90 days prior to the event) are required to pay the security deposit (\$500 per room) in full to secure the date. All advance bookings will be required to pay the room rental balance and any other fees in full at least 90 days prior to the event. Events booked less than 90 days of the event, must pay the security deposit, room rental rate and any other fees in full to save the date.
- 55. Room layout, catering information (current insurance, business license and DHEC rating), technology needs, and security information are all due no later than 14 days prior to the event.
- 56. Charging a fee for valet parking and / or selling tickets at the door is strictly prohibited unless lessee obtains prior written permission from the Gateway Conference Center management.
- 57. Lessee is responsible for payment of any technology used at the event. It is the responsibility of the lessee to contact the Center at least two weeks prior to the event to schedule technology. Technology fees must be paid before the event. Technology requests received less than 14 days prior to the event will be refused.
- 58. All technology including computers, projectors and televisions must be turned off before exiting.
- 59. Photos and text for the LED sign should be emailed at least seven days prior to the event to kimberly@choosgateway.com. Text and photo will be displayed on the LED sign the day of the event. Text and photos are not guaranteed and will only be displayed if the sign is in good working order and photo and text were received at least seven days prior to the event.
- 60. Each page of this form must be initialed signifying that the lessee has read and acknowledged the rules, regulations and fees noted on this signed page and throughout the entire rental form and amenities page. Terms of agreement must be initialed at each section.
- 61. Signing the terms of agreement and initialing each section signifies that the lessee has read and understands the rental policies and all fees detailed in the Terms of Agreement and on the initialed pages and will adhere to the fees, rules and guidelines set forward. The Terms of Agreement are subject to change without notice.
- 62. Lessee must be at least 18 years of age at the time of the deposit.

Initial _____

Signature of Responsible Party _____ **Date:** _____

Printed Name of Responsible Party _____

Gateway Table Sizes and Seating

5' Rounds (<i>limited availability</i>)	Holds 6 – 8 guests
6' Rounds	Holds 8 – 10 guests
6' Rectangles (<i>limited availability</i>)	Holds 6 – 8 guests
8' Rectangles	Holds 8 – 10 guests
4' rounds (<i>limited availability</i>)	Holds 2 – 4 guests
Banquet Chairs (chiavari chairs are not available)	
3' Cocktail Tables	

Layouts must be sent to the Gateway Conference Center on the provided diagrams at least two weeks prior to the event. Please check the numbers available for items noted as limited availability. Requests will be honored first come, first served.

Third-Party Vendors

If your event has third-party vendors selling items (food trucks, t-shirts, crafts, baked goods) they may be required to have a retail license. This retail license is available through the South Carolina Department of Revenue. The Department of Revenue often shows up to events featuring vendors and will fine anyone found to not have a retail license. Gateway Conference Center is not responsible for vendor licensing. Lessee should make third-party vendors aware of the state's licensing requirements and the possibility of fines. Vendors can visit the state's Department of Revenue website for more information.

Emergency Exits

Gateway Conference Center will not set up any room in a manner that blocks emergency exits or obstructs exit signs. If lessee moves furniture within the room, lessee is responsible for ensuring that emergency exits/routes are not blocked or obstructed and that exit signs are visible. This means that use of pipe and drape cannot block/cover doors or cover exit signs. Exit signs must be visible for the duration of any event. Exit routes and room capacities are clearly posted outside each room. Lessees take full responsibility for any blocked routes or obstructed signs. If fire alarm is pulled for any reason other than a fire or emergency, lessee will forfeit their deposit. The fire marshal has been known to stop by events and you may be fined for any infractions regarding obstructed exits. The fire marshal also has the ability to shut down any event deemed unsafe.

Room Measurements

Events that exceed the capacity of the room cannot be accommodated. Room capacities vary with types of setups from banquet to auditorium. Gateway Conference Center will NOT set up a room that exceeds room capacity. Lessees should not plan to use the building's common areas including lobbies and solarium to exceed rented room's seating capacity. Lessees should plan to meet with Gateway Conference Center to design a safe and comfortable room layout at least two weeks prior to the event. Room measurements are available online and upon request.

LED Sign

Photos and text for the LED sign are displayed at no charge. Photos should be emailed at least seven days prior to the event to kimberly@choosgateway.com. Photos should be high resolution. Text and photo will be displayed on the LED sign on the day of the event. Event info will only be displayed if the sign is in good working order and was received at least seven days prior to the event. Lessee is responsible for providing information to Gateway Conference Center. Displays on LED sign are not guaranteed.

Bride's Name _____

Groom's Name _____

Married Name _____

Ceremony Time _____

Event Name _____

Event Date/Time _____

Event Planning Prior to Event

Lessee, caterer, decorator, planner and any member of lessee’s party must make an appointment with the Gateway Conference Center for any walkthroughs prior to the event. Walkthroughs cannot exceed one hour. If members of the lessee’s party are late, the appointment must still end at the scheduled one hour mark. Appointments cannot exceed the Gateway Conference Center’s regular hours.

Day of Event

Point of Contact Day of Event _____

Contact Phone Number _____

Additional Point of Contact Day of Event _____

Contact Phone Number _____

I give permission for any of the following people to pick up the keys / cleaning checklist.

Gateway Conference Center will not make any changes to room layout made by anyone other than the person listed on page 1 as the lessee. If you would like someone else to be able to make changes, please list them below.

THIS SECTION IS TO BE COMPLETED WHEN PICKING UP KEY(S)

Sign for Cleaning Checklist

I received a copy of the cleaning checklist and will adhere to its rules and regulations.

Sign Here: _____

Keys

Keys and keycard can be picked up from the Gateway Conference Center office after 3 PM the day before the event. Lessees with weekend events must pick up their keys the Friday prior to their event.

Release of Keys

The person signing below will be held responsible for returning the keys and keycard either in person or via the outside drop box. A walkthrough may also be required.

I acknowledge that I, the below signed, picked up the following keys to The Gateway Conference Center and will be responsible for returning the keys the first business day after the event. Failure to return the key and/or keycard will result in a \$100 forfeiture of security deposit.

Keys Picked Up: _____

Sign Here: _____

Print Name Here: _____

GATEWAY CONFERENCE CENTER WEEKDAY (Sunday – Thursday) FACILITY RENTAL FEES

Rental rates are subject to change. Dates are not reserved until deposit of room is received. Security deposits are refundable if terms of agreement are met. All fees must be paid at least 90 days prior to the event. Security deposit of \$500 per room is in addition to the room rate.

Room Name	Square Footage	Rate Per Day 8 AM – 12 AM	Hourly Rate 4 hr. min.	Security Deposit	Total with Deposit
Grand Ballroom (A, B, C)	9,655 sq. ft.	\$4,800	N / A	\$500	\$5,300
Petite Ballroom (A & B)	5,140 sq. ft.	\$2,400	N / A	\$500	\$2,900
Grand Salon	2,852 sq. ft.	\$1,200	N / A	\$500	\$1,700
Grand Meeting	3,064 sq. ft.	\$1,350	N / A	\$500	\$1,850
Petite Meeting Room (A & B)	2,128 sq. ft.	\$1,260	N / A	\$500	\$1,760
Ballroom A	2,510 sq. ft.	\$1,300	N / A	\$500	\$1,800
Ballroom B	2,630 sq. ft.	\$1,300	N / A	\$500	\$1,800
Ballroom C	4,515 sq. ft.	\$2,400	N / A	\$500	\$2,900
Salon A	1,406 sq. ft.	\$700	\$204 / 4 hrs. \$255 / 5 hrs.	\$500	\$1,200
Salon B	1,446 sq. ft.	\$700	\$228 / 4 hrs. \$285 / 5 hrs.	\$500	\$1,200
Meeting Room A	1,073 sq. ft.	\$650	\$228 / 4 hrs. \$285 / 5 hrs.	\$500	\$1,150
Meeting Room B	1,055 sq. ft.	\$650	\$204 / 4 hrs. \$255 / 5 hrs.	\$500	\$1,150
Meeting Room C	936 sq. ft.	\$450	N / A	\$500	\$950
L & C Conference Room	396 sq. ft.	\$210	N / A	\$500	\$710
Business Center		\$210	N/A	\$500	\$710

- All rentals include the tables, chairs and one setup. Gateway Conference Center does not have any linens or décor.
- Dance floor is included at no charge with the rental of Grand Ballroom, Ballroom A, Ballroom B, Petite Ballroom, and Grand Salon. All other rentals must pay an additional \$200 for the dance floor.
- Rental of Grand Ballroom, Petite Ballroom, or Ballroom C combined along with the rental either the Grand Salon or Grand Meeting Room will result in 25% off additional room.
- Hourly rentals must be a minimum of four hours and cannot exceed five hours. Hourly rentals must be consecutive hours. Time rented includes the setup and cleanup of the room and caterer/decorator's access to the room. Any hourly rental caught exceeding their rental time will be charged the full price of the room. Hourly rentals will not be given access to the room the day before.
- Rental and technology availability and rates are subject to change. Please confirm current rates before booking.

GATEWAY CONFERENCE CENTER WEEKEND (Friday & Saturday) FACILITY RENTAL FEES

Rental rates are subject to change. Dates are not reserved until deposit of room is received. Security deposits are refundable if terms of agreement are met. All fees must be paid at least 90 days prior to the event. Security deposit of \$500 per room is in addition to the room rate.

Room Name	Square Footage	Rate Per Day 8 AM – 12 AM	Hourly Rate 4 hr. min.	Security Deposit	Total with Deposit
Grand Ballroom (A, B, C)	9,655 sq. ft.	\$6,000	N / A	\$500	\$6,500
Petite Ballroom (A & B)	5,140 sq. ft.	\$3,000	N / A	\$500	\$3,500
Grand Salon	2,852 sq. ft.	\$1,500	N / A	\$500	\$2,000
Grand Meeting	3,064 sq. ft.	\$1,688	N / A	\$500	\$2,188
Petite Meeting Room	2,128 sq. ft.	\$1,575	N / A	\$500	\$2,075
Ballroom A	2,510 sq. ft.	\$1,600	N / A	\$500	\$2,100
Ballroom B	2,630 sq. ft.	\$1,600	N / A	\$500	\$2,100
Ballroom C	4,515 sq. ft.	\$3,000	N / A	\$500	\$3,500
Salon A	1,406 sq. ft.	\$850	\$255 / 4 hrs. \$319 / 5 hrs.	\$500	\$1,350
Salon B	1,446 sq. ft.	\$850	\$285 / 4 hrs. \$356 / 5 hrs.	\$500	\$1,350
Meeting Room A	1,073 sq. ft.	\$825	\$285 / 4 hrs. \$356 / 5 hrs.	\$500	\$1,325
Meeting Room B	1,055 sq. ft.	\$825	\$255 / 4 hrs. \$319 / 5 hrs.	\$500	\$1,325
Meeting Room C	936 sq. ft.	\$563	N / A	\$500	\$1,063
L & C Conference Room	396 sq. ft.	\$263	N / A	\$500	\$763
Business Center		\$263	N/A	\$500	\$763

- All rentals include the tables, chairs and one setup. Gateway Conference Center does not have any linens or décor.
- Dance floor is included at no charge with the rental of Grand Ballroom, Ballroom A, Ballroom B, Petite Ballroom, and Grand Salon. All other rentals must pay an additional \$200 for the dance floor.
- Rental of Grand Ballroom, Petite Ballroom, or Ballroom C combined along with the rental either the Grand Salon or Grand Meeting Room will result in 25% off additional room.
- Hourly rentals must be a minimum of four hours and cannot exceed five hours. Hourly rentals must be consecutive hours. Time rented includes the setup and cleanup of the room and caterer/decorator's access to the room. Any hourly rental caught exceeding their rental time will be charged the full price of the room. Hourly rentals will not be given access to the room the day before.
- Rental and technology availability and rates are subject to change. Please confirm current rates before booking.

TECHNOLOGY INFORMATION AND FEES

All fees must be paid prior to the event date. The technology rates below, (except the weekend and hourly A/V tech), include one hour of technology setup. Basic technology can be handled at the Gateway Conference Center. Anything beyond a basic setup can be handled through XL Media Works at 803-329-3001. All AV needs must be communicated and paid for at least two weeks in advance. It is the responsibility of the lessee to confirm pricing. Technology not scheduled at least two weeks prior to lessee's event will not be provided. Lessee must bring the technology (laptop, iPod, etc.) being used at the event to any scheduled technology meetings. If technology was not tested at least 48 hours prior to event, lessee assumes responsibility for malfunctions. Lessee is responsible for troubleshooting any tech provided by the lessee, including, but not limited to laptop, Apple products, remote clicker, webcam, and Bluetooth devices. Gateway technology uses HDMI technology. Lessee is responsible for bringing any adapters needed. Technicians are not on-site day of the event. Gateway Conference Center is not responsible for equipment or software malfunctions the day of the event. Technology is limited in number and will be rented first come, first served.

Technology Type	Details	Number Available	Day Rate
Grand Ballroom Projectors & Screens	Ceiling Mounted (1 per ballroom)	3	\$100 ea.
Grand Salon Projectors & Screens	Ceiling Mounted (1 in Salon A, 1 in Salon B)	2	\$100 ea.
Grand Meeting Projector & Screen	Ceiling Mounted (1 per Meeting Room- 2 in Meeting Room A)	4	\$100 ea.
Podium with Microphone	Wood grain podium	2	\$25 ea.
Podium with Computer	Wood grain podium with built in	2	\$65 ea.
Handheld Microphone	Wireless	4	\$25 ea.
Lapel Microphone	Wireless	4	\$25 ea.
XLR Input / iPod Input	Input for additional microphones, instruments, iPod, etc.	1	\$25
A/V Rack	CD/DVD Player, 2 PC inputs, 2 wireless microphones, 16 channel audio mixer, video switcher / scaler, iPod input	1	\$125 ea.
Grand Ballroom Stadium Speakers & Spotlights	Only available with rental of Grand Ballroom	N/A	\$350
Ballroom C Stadium Speakers & Spotlights	Only available with rental of Ballroom C	1	\$150
Weekend Hourly A/V Tech	On-site, unscheduled technical assistance day of the event		\$150 hrly.
Hourly A/V Tech	On-site, scheduled technician the day of the event.		\$100 hrly.
Rental / Fee Type	Details	# Available	Day Rate
Sweetheart / Cake table	4' white plastic table	2	\$7.50 ea.
Cocktail tables	3' round cocktail tables	10	\$10 ea.
Mouthwash Dispensers	Silver mouthwash dispensers for restrooms	2	\$25 ea.
Red Wine Corking Fee	Any event serving red wine must pay a non-refundable fee.	N/A	\$200
Dressing Lounges (2)	Restrictions may apply. First priority given to lessees of Ballroom C, Grand & Petite Ballrooms	2	\$250

REFUND SCHEDULE & CANCELLATION

POST EVENT REFUND SCHEDULE (to be completed after the event)

Refund Date: _____ Event Date: _____

Lessee Name: _____

- Full refund approved Refund denied Refund transferred
 Partial refund approved \$ _____ *Partial Refund Amount*

Rental Condition / Refund Notes:

Total Deposit Paid	Total Room Fees Paid	Total Tech Fees Paid	Total to Refund	Date Refunded

Deposit Amount to Transfer	Room Fees to Transfer	Tech Fees to Transfer	Date Transferred	New Event Date

Refund issued to: _____

Street Address: _____

City, State, Zip: _____

Gateway Approval: _____ **Date:** _____

- Check required Deposit returned to credit card

Please note: _____

EVENT CANCELLATION (to be completed only if event is cancelled)

- Full refund approved Refund denied
 Partial refund approved Refund transferred
 \$ _____ *Partial Refund Amount* _____ Days from event

Cancellation Notes:

By signing below, I acknowledge that I have cancelled my event scheduled for _____. My signature confirms that the above information is correct and that as the renter I have the right to cancel this event. I also acknowledge that by cancelling this event I am making the date and room(s) originally rented available to another renter.

Sign Here: _____ Date: _____