



Island Park Room

A private meeting and event venue located in the heart of Daniel Island

Venue Terms & Conditions

Weekday Rates

Boardroom \$30 per hour – No Minimum

Island Park Room \$50 per hour – 3 hour minimum

Herb Studded Courtyard Rental \$100 per hour – No Minimum

Weeknight & Weekend Rates

Monday - Saturday 5 p.m. – 11 p.m.

All venues unavailable for Sunday rental

Boardroom Not Available

Island Park Room \$100 per hour – 3 hour minimum

Herb Studded Courtyard Rental \$100 per hour

Weekday Private Room Fee includes exclusive privacy in the Island Park Room or Conference room during the day Monday-Saturday. Tables and chairs are arranged according to number of guests and event. There is a private entrance on Island Park Drive and a back stairway entrance from our private parking lot for private, easy access. Guests may use the elevator or stairway to enter the Island Park Room.

Weeknight & Weekend Private Room Fee includes exclusive privacy in the Island Park Room. Tables and chairs are arranged according to number of guests and event.

Herb Studded Courtyard Rental

Entertain guests in our beautiful herb studded courtyard by beginning or ending your evening with a toast or roast. *This venue is only available after regular business hours and in conjunction with renting Laura Alberts or the Island Park Room.*

Time Overage: Rental cost includes use of the facility for pre-determined number of hours. If additional time is needed or used, an added fee of \$125 per hour will apply. Additional time must be approved prior to the event or the additional fees will automatically be charged. If the event dismisses before the time elapses, room fees still apply.

Client Initials: _____

Event Coordinator/Responsible Party: To ensure proper use and care of the venue, we require that the client appoint a qualified event coordinator to be responsible during the event. This person will also serve in the capacity of decision-maker on behalf of the client in making menu decisions, bar service, floral arrangements, entertainment, rental needs, etc.

The event coordinator is required to stay for the duration of the event. At the conclusion of the event, the Island Park Room venue staff and the event coordinator will do a final walk-thru of the facility to assess any possible damages or excessive cleanup that may have occurred during the event. (See Damage Fee Deposit) Please note, that the event coordinator or responsible party may not leave until the final walk-thru has been completed or the client will not receive the returned security deposit.

Two weeks prior to the event, the client and/or the event coordinator must correspond or meet with the venue manager to review event timeline, menus and details.

Client Initials: _____

Damage Fee Deposit: A deposit of \$250 is required for evening party events. The deposit is for damages beyond normal wear and tear and covers any excessive cleaning required. The deposit or portion thereof, may be refunded within a 30-day period after event.

Client Initials: _____

Multimedia Fees: 4ft screen \$50, 6ft screen \$70, Projector \$50, Conference phones \$50. Other equipment may be requested and a quote will be sent to you for approval prior to the meeting. Our staff person must turn projector on/off. You are responsible for your tech setup. We do not have staff on duty to setup equipment but can arrange a qualified a/v person upon request for \$50.

Client Initials: _____

Decorations: The Island Park Room is beautifully decorated with art by a local artist. Pictures may not be removed unless previously arranged. We do not allow any wall hangings/sticking anything to walls, windows or floors. We can consult with you to decorate the room for your event for an additional fee.

Client Initials: _____

Flowers: The Island Park Room does not provide any floral arrangements or centerpieces but will provide tea lights and fresh greens for a fee of \$25. Guests may use a local florist or consult with our in-house floral designer for a fresh centerpiece. The Island Park Room does not have space to arrange flowers. All floral arrangements must be in containers ready to display.

Client Initials: _____

Rentals: Additional 48x48 tables and tablecloths are \$14 each. If you need 6ft. or 8ft. tables and linen, we can place your order and arrange delivery with a rental

company. Any additional linen and/or table rentals fees will be approved prior to event.

Client Initials: _____

Music: DJs and all other types of musical entertainment are allowed in the venue and on the grounds but music must end at 11:00PM. It is up to the Event Coordinator and the band/DJ to determine power needs ahead of time and make arrangements for equipment delivery and set up.

Client Initials: _____

Beverages: Alcohol consumption is allowed at the facility but may not be served to minors or anyone appearing to be intoxicated. The South Carolina Alcohol Beverage and Control board requires that all alcohol 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 Island Park Room and Laura Alberts, LLC and its employees from any damages, costs or expenses, including reasonable attorney fees, which may arise as a result of consumption of alcoholic beverage by the client and any of the clients guests.

Client Initial: ____

Event Planner Initial: _____

Beverages contd.: Laura Alberts is the exclusive caterer for the Island Park Room. We will be happy to arrange pricing for an "Open bar" with a licensed and bonded bartending service. Otherwise, Laura Alberts has a beer and wine license and serves wine by the bottle from \$22-\$45+ per bottle for parties and dinners. We specialize in American Craft beer and can also provide lighter beer options upon request. Draught beer is provided by the glass \$5-\$7.

You may not provide or bring in wine/beer/alcohol on the premises.

Iced Tea/Soft drinks/Coffee/Hot Tea/Bottled water are price per person.

Food: Laura Alberts, Tasteful Options is the **exclusive caterer** for The Island Park Room. Menu options are customized to your palate, budget and type of event.

*Note: Any desserts/cake brought in to Laura Alberts will be charged a \$3pp plating fee.

Client Initials: _____

Cleaning Fee: \$75

Sweep/Mop/Clean restrooms/Change Linen/Garbage removal

Gratuity: Included in final invoice

Client Initials: _____

Island Park Room Rental Contract

Name:

Date of Event: Day of Event: Time: Start: End:

Type of Event:

Financially Responsible Person(s):

Address:

Phone: Email:

Credit Card Information: Name:

Type of Card: Visa Mastercard AmEx Discover

CC#: Exp. Date: Code:

Estimated Room Fee: If event ends before time requested, room fee will still be charged.
Any hours over the requested time will be charged following the event.

Estimated Food Charge: See Catering Proposal for Breakdown

Signature of cardholder:

Name(s) of Guest(s) of Honor: _____

Check List

Final Guest Count: Due two weeks prior to event. Date due:
Table setup:

Open Bar: Yes No Name of Bartending service:

Rentals needed: Yes No Rental Company:
Rental Contact:

A/V requirements: Screen: 4ft. 6ft. Projector Conf.Phone

Tea Lights and Fresh Greens: Yes No

Servers Required: 20 guests =2 servers, 30= 3 server, 40=4 servers, 50+ = 5 servers
Servers 20% gratuity

Client Initials: _____

Securing the Date

To secure a specific date, a \$250 refundable deposit is required. If the date is secured within 30 days of event date, the deposit is non-refundable.

Cancellation Policy

**Cancellation 30 days prior to event requires
Forfeiture of half of deposit.**

Cancellation 14 days prior to event is forfeiture of total deposit.

Final balance due upon receipt of invoice

Acceptance of Contract

The signature below acknowledges that Laura Alberts, Tasteful Options will provide catering services as detailed in the proposal above for the Island Park Room. Beverage and labor estimates may vary and will be detailed in final invoice.

The individual, agent or entity signing this contract, along with the event guests and any contracted vendors will hold Laura Alberts, LLC, The Island Park Room and all employees, individually and jointly and severally harmless for any loss, damage or injury to person or property resulting from the use, occupancy or possession of the premises.

I, _____ hereby
acknowledge that I have read the above rental contract and foregoing terms
and conditions and I agree to the terms and conditions the _____ day
of _____, 20_____.

Print Name(s) _____

Signature of Responsible Party (ies) _____

Date _____

Event Coordinator Information

Venue Capacity is 70 guests.

The facility is handicapped accessible.

Smoking inside the venue is prohibited.

Tables and chairs are available for client use and included in the rental.

No fireworks (including sparklers) may be used on the property.

If candles are required, they must be enclosed in glass-shaded holders or in votive.

Nails, staples and tape are not allowed when placing decorations.

The event coordinator is required to stay until the conclusion of the event to survey the venue and grounds for damages before leaving the property. Please note, if the event coordinator fails to checkout with the Island Park Room staff, the client will not receive the returned security deposit.

Event Coordinator Signature

Date

Client Initials: _____