CHARLESTON COUNTY PARKS

GENERAL FACILITY USAGE RULES

Charleston County Parks are family-friendly facilities, and we expect all guests to behave accordingly. 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.

The Charleston County Park & Recreation Commission has Agency Rules and Regulations that establish uniform procedures for the administration of activities within all parks and facilities. In addition to the established agency rules, the rules set forth below also govern (park name).

Uneven surfaces, potentially hazardous wildlife, and weather extremes are part of the natural environment. Be prepared and stay aware.

1. The permit-holder must be at least 21 years old and is responsible for distributing all rental information & rules to group members, caterers, rental companies, and any other outside individuals involved with the rental. Visit CharlestonCountyParks.com for park-specific rules.
2. If any group intends to allow, distribute, or consume any form of alcoholic beverage, proof of **Liquor Liability Insurance** coverage in the amount of $1 million, listing Charleston County Park & Recreation Commission (861 Riverland Dr, Charleston SC 29412) as an additional insured, must be submitted to customerservice@ccprc.com at least 3 days prior to the reservation date. Some facilities do not allow alcohol. Liquor is only allowed at our indoor facilities: Edisto Hall and the Ashley Center (James Island County Park), Cypress Hall (Wannamaker County Park), and the Lakehouse at Bulow. See Alcohol Use Guidelines section for more information and instructions.
3. In addition to the rental fee, a security deposit is required to reserve select facilities:
    a. The Pelican Watch Pavilion ($500)
    b. The Lakehouse at Bulow ($500)
    c. Cypress Hall ($250)
    d. Edisto Hall ($250)
    e. The Ashley Center ($150)
4. If no damage occurs and no rules are violated, CCPRC shall refund the security deposit to the original form of payment within 14 days after the rental.
5. Fireworks, drones, and other dangerous projectiles are prohibited.
6. Firearms are not allowed inside of buildings on park property.
7. Facilities may not be rented for moneymaking ventures or functions that are advertised to the public without expressed consent from CCPRC. No on-site sale of tickets, food or beverages will be allowed without approval from Park Management. Fundraising events require an approved Special Event Application.
8. The permit-holder 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.
9. **Payments and Cancellation**:
    a. **Returned checks are subject to a fee of $35.00.**
    b. **50% refund (50% penalty) for all cancellations made up to the day prior to the event. 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. No refunds or reschedules allowed on or after the day of the event.

c. **Please allow up to 14 days to receive check refunds for cash/check payments.**

10. 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 and water balloons and the release of balloons is prohibited. Damages caused by the use of prohibited items may result in the forfeiture of the security deposit.

11. 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. Dumping grease anywhere on the premises is prohibited. **Groups serving oysters or shellfish must arrange for shell removal from park grounds.**

12. Event setup, breakdown, and clean-up must occur within the rental hours specified in the permit.

13. Group members are prohibited from feeding, harassing, destroying or removing plants, animals, or artifacts.

14. Amplified sound and music must be kept at low volume and free of explicit lyrics. The manager on duty will determine reasonable levels and will review special requests on a case-by-case basis.

15. The permit holder must gain approval from Park Management prior to the event for special event equipment such as beverage wagons, port-o-lets, tents, air castles, pony rides or amusement rides. 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).

16. 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. 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 permit holder in addition to the facility rental charges.

17. The permit-holder is responsible for damage to or loss of facility property or equipment.

18. Groups requesting to exceed the capacity of their rental facility require advanced approval and coordination with park staff.

19. Park in designated areas only. Driving up to the facility is not permitted except as approved by a manager. PARKING SPACES ARE NOT RESERVED FOR GROUP MEMBERS.

20. Severe weather or other unforeseen circumstances 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.

21. 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.

22. Facility rentals include front gate admission fees on the day of the event. Facility rentals do not include waterpark admission fees or fees for other park amenities. Amenities and event schedules are subject to change, and closures of these attractions are not grounds for a waiver of cancellation fees.,

23. Between October 1 and January 31, 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 General Rules 1-23 listed above)

1. The 20x20 tents can accommodate up to 75 people, and the 20x30 tent can accommodate up to 100 people. Tents 16x16 can accommodate up to 30 people.
2. The tents do not have access to water, electricity, or volleyball courts.

FACILITY SPECIFIC RULES

FOLLY BEACH COUNTY PARK, PELICAN WATCH PAVILION (in addition to General Rules 1-22)

1. Events must cease at 10:00 PM in accordance with Folly Beach City Ordinances for music and lighting.
2. Beer and wine are permitted with proof of Liquor Liability Insurance coverage. Liquor is prohibited.
3. Shelter rentals do not include beach chair, umbrella or other equipment rental fees.

4. If you plan to utilize the beachfront, you will need to visit https://www.cityoffollybeach.com/events-on-the-beach-wedding to fill out an event form with the City of Folly Beach. This form must be approved before use of the beach front with a group larger than 25 people. Folly Beach, SC

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

1. Alcohol and smoking are prohibited on the beachfront at all times.
2. No dogs are allowed on the beachfront from 10am until 6pm May 1st through September 30th.
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 EVENT RENTALS (In addition to General Rules 1-22)

1. Event 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 permit-holder 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. The site has limited lighting. Evening events may require the group to provide safety lighting for guests.
5. 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.
6. Fires are prohibited.
7. Severe weather or other unforeseen circumstances may dictate the cancellation of your rental and shall be determined by park staff. In the event your rental is canceled, park staff and permit-holder may discuss any available options.

LAUREL HILL COUNTY PARK RENTALS (in addition to General Rules 1-20)

1. Bathroom facilities, electricity, and water are not available on this site. If desired, the permit-holder 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.
4. Severe weather or other unforeseen circumstances may dictate the cancellation of your rental and shall be determined by park staff. In the event your rental is canceled, park staff and permit-holder may discuss any available options.

THE LAKEHOUSE AT BULOW (in addition to General Rules 1-20)

1. Gatherings of 13 people or more are considered an event and must pay applicable event fee.
2. Check-in is after 4:00 PM. Check-out is by 10:00 AM.
3. Rental equipment may only be delivered after guests check-in.
4. Dumping of hot water or grease anywhere on the premises is prohibited.
5. Animals and pets are not permitted.
6. If there is a maintenance issue found upon arrival, please notify park staff immediately. The permit-holder will not be reimbursed for issues after check-out.
7. A check-out check list will be provided.

EVENT SPECIFIC (in addition to General Rules 1-21 and The Lakehouse at Bulow Rules 1-7):

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.
3. Group may elect to bring in additional rentals (tables, chairs, etc.); the permit-holder 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.

MCLEOD PLANTATION HISTORIC SITE RENTAL (in addition to Rules 1-20)

1. Trash/food debris should be disposed of off-site.
2. The location of tents or other equipment that require stakes must be approved before setup.
3. The permit-holder 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.

ALCOHOL USAGE GUIDELINES (if applicable)

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

1. If your group intends to allow, distribute, or consume any form of alcoholic beverage, proof of **Liquor Liability Insurance** coverage in the amount of $1 million, listing Charleston County Park & Recreation Commission (861 Riverland Dr, Charleston SC 29412) as an additional insured, must be submitted to customerservice@ccprc.com at least 3 days prior to the reservation date.
2. Once proof of insurance is received, your group is permitted to have beer, wine, and liquor at specified facilities in accordance with the following rules, regulations, and conditions. If proof of insurance is not procured, your group will not be allowed to have alcohol within the park grounds.
3. If your group is found to have alcohol without proof of insurance, the event will be cancelled without refund of the shelter rental cost.
4. The permit-holder is responsible for informing group members of alcoholic beverage rules, regulations and conditions.
5. 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 privilege without prior notice for any purpose whatsoever.
6. Permit-holder assumes all risk and responsibility for regulating the consumption of alcohol. Permit-holder shall be prepared to provide transportation through a designated driver or service in the event that Permit-holder has reason to believe any person has consumed alcoholic beverages in excess of the legal limits and intends to operate a motor vehicle. Permit-holder 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.
7. The premises will be used in a safe manner, with all members of your 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 permit-holder to be aware of said rules, regulations and laws.
8. 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 permit-holder 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.
9. The permit-holder assumes liability for all damages to CCPRC property caused by any member of your group whether accidental, willful or the result of carelessness or negligence.
10. CCPRC reserves the right to require security officers for groups consuming alcohol, the direct costs of which will be charged to your group.
11. If any member of your group fails to comply with the above stated guidelines, facility management reserves the right to terminate this agreement and facility rental without refund.
12. Serving alcoholic beverages to anyone under the age of 21 is strictly prohibited by South Carolina Law and CCPRC policy, rules and regulations. The permit-holder 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. Permit-holder 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.