



TOWN OF YEMASSEE

101 Town Circle· P.O. Box 577

Yemassee, SC 29945

1-843-589-2565 Telephone

1-843-589-4305 Fax

Home of the Annual Shrimp Festival



Community Center Rental & Usage Rules & Regulations

10 Mixon Street, Yemassee, SC 29945 * (843) 589-2565

The Yemassee Community Center is a non-smoking community facility and is available to anyone that lives or works within the Town of Yemassee and surrounding areas. The Yemassee Community Center may be used by any person, company, or corporation located within the Town limits for entertainment, recreation, wedding receptions, family receptions or project of community interest.

Reservations:

- All reservations must be made at the Yemassee Municipal Complex with the Town Clerk or their designee.
- Reservations must be made at least ten (10) days in advance and no earlier than ten (10) months in advance.
- Reservations will be on a first come first serve basis.
- The deposit must be paid to reserve a date.
- The Town Clerk's Office shall be notified of any reservation that is to be cancelled.
- Cancellations made ten (10) days prior to the rental period are allowed.
- No refunds of the fee paid shall be made for any cancellation after that time.
- Deposits will be returned if the building is cleaned and picked-up after your event.
- Keys for access to the building must be arranged for with the Town Clerk's Office.

Rental & Deposit Fees:

All renters of the Yemassee Community Center will be required to make a deposit of \$100 refundable and \$125 rental fee for the building.

- The Security Deposit (\$100) is due at the time the application is submitted.
- The remaining \$125 (Rental Fee) is due no later than fifteen (15) days prior to the event.



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- A reservation shall only be secured after a rental agreement has been signed and the deposit received by Town Staff.

Activities & Supervision:

- Any fundraising activity must receive permission to do so from the Town of Yemassee.
- Music is permitted inside the Yemassee Community Center only, and shall not be played in a loud fashion that can be heard outside by neighboring residents. Persons in violation of this may be subjected to a citation from the Yemassee Police Department for Violation of Town Ordinance.
- Decorations are permitted however no decorations shall be hung from light fixtures.
- Decorating and removal of decorations must be accomplished within the time period reserved and shown on the rental agreement.
- Smoking is strictly prohibited inside the Yemassee Community Center
- Animals (with the exception of Service Animals) are not allowed in the Yemassee Community Center.
- The facility must be cleaned, locked and vacated by 11:00PM.
- The person in charge of the event must be 18 years of age or older for events that are non-alcoholic activities.
- For activities that include alcohol, the person in charge must have attained the age of 21.
- No sale, admission fee, donation, contribution or other charge shall be collected when intoxicating liquor or fermented malt beverages are consumed.
- At any event considered a youth activity, intoxicating liquor or fermented malt beverages are not permitted.
- It shall be the responsibility of the renter to obtain any necessary permits or licenses required and to abide by all state laws, as well as any town ordinances, resolutions and policies.
- It shall be the responsibility of the renter to ensure that the size of the group assembling does not exceed the maximum occupancy of 75 persons as dictated by the Hampton County Fire Marshall.
- A Town of Yemassee Police Officer or any other Town of Yemassee employee shall have the right to enter the premises at any time.
- The Town of Yemassee is not responsible for any articles left, lost or stolen on the rented premises.



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- The Town of Yemassee shall not be liable for any injuries, death or property damage arising out of the use of the Yemassee Community Center and the renter agrees to hold the Town harmless.

Clean-Up & Lock-Up:

Activities must be over and the facility cleaned, vacated and locked by 11PM. It shall be the responsibility of the Renter to clean the facility as follows:

- Wipe, clean & dry all tables, chairs, counters and appliances so they are clean.
- Gather garbage from the interior cans and take out to the Trash cans located outside the building.
- Sweep the floors.
- All food must be removed
- Refrigerator must be wiped down.
- Stove top, oven and counter top must be wiped down.
- All decorations are to be removed.
- All lights are to be turned off.
- All doors should be closed and properly locked.
- When you are finished, the building should look clean for the next group that has it reserved.
- The renter agrees to pay for additional damages from misuse or failure to properly lock the building and/or additional time required to clean and/or restore the facility.
- Charges will first be deducted from the deposit.
- If all of the above mentioned are taken care of the deposit will be returned to the renter within the week following your event.

Community Center User Instructions:

- Unlock and Lock entrance doors with the provided key.
- Please clean up any spills in oven.
- Broom and cleaning supplies are located in the closet near the bathrooms.
- Please take your garbage from your event to the roll carts located outside. The small containers should be left inside the building.
- The renter is responsible for providing your own plates, tablecloths, cups, silverware and utensils for serving.
- You are also responsible for bringing garbage bags, dish soap, towels, etc. for clean-up.



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RETURN KEY TO TOWN CLERK'S OFFICE THE MONDAY FOLLOWING YOUR EVENT. If key is not returned the cost of another will be debited from your deposit.

Please remit application and fees to:

Town of Yemassee
Attn: Town Clerk
P.O. Box 577
Yemassee, SC 29945-0577



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Deposit on File Date: _____	Paid in Full Date: _____
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This rental agreement is made and entered into by and between the Town of Yemassee, and _____ referred to as "Renter". The facility known as the Yemassee Community Center shall be rented to the renter by the Town of Yemassee on _____, 20____, from the time period from 8:00AM to 11:00PM on said date. The renter hereby agrees to pay the Town of Yemassee the established and aforementioned rental fee and deposit at the time of the application. The established rental fee is set at \$125.00 and the Security Deposit is set at \$100.00. The Security Deposit is refundable in accordance with the Community Center Rules & Regulations. The renter agrees to abide by all the rules and regulations as described in this document and the Community Center Rental and Usage Rules & Regulations document and accepts the conditions as written.

***I (renter) have received a copy of the Community Center Rental and Usage Rules & Regulations, I will abide by all rules and regulations and I also understand that the Town of Yemassee is not responsible for any lost, damaged or stolen personal property or personal injuries that occur during this event.**

Renter: _____ Date: _____

Address: _____

Phone Number: _____

Office Use Only:

Sign only after deposit and rental fee have been received by the Town Clerk or their designee of the Town of Yemassee.

Signature of Town Employee

Date

Purpose:

1. Nature of Event: _____
2. Will the use of the center involve any type of fundraising? _____
3. Will Alcohol Be Served? Yes No (Circle One)
4. Approximate Size of Group (May not exceed 75 per Fire Marshall)

*If alcohol is being served, contract holder must be age 21 or older.