



# venue rental

## CONTRACT

### Client Information:

Wedding date: \_\_\_\_\_

Client Name (Bride+Groom): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Wedding Information:

Ceremony Start Time: \_\_\_\_\_ Ceremony End Time: \_\_\_\_\_

Reception Start Time: \_\_\_\_\_ Reception End Time: \_\_\_\_\_

### Services:

Mariah's Banquet  Epic Ballroom  Trinity Room  Nigel Room  Edward's lounge

Collection Price: \_\_\_\_\_ Taxes: \_\_\_\_\_ Total: \_\_\_\_\_

Additional Services: \_\_\_\_\_

Grand Total: \_\_\_\_\_ Deposit: \_\_\_\_\_ Balance Due: \_\_\_\_\_



# venue rental

## CONTRACT

### Client Information:

Event date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information:

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Room(s): \_\_\_\_\_ Rates: \_\_\_\_\_

### Services:

*Mariah's banquet*  *Epic Ballroom*  *Trinity Room*  *Nigel Room*  *Edwards Lounge*

Collection Price: \_\_\_\_\_ Fees: \_\_\_\_\_ Total: \_\_\_\_\_

Additional Services: \_\_\_\_\_

Grand Total: \_\_\_\_\_ Deposit: \_\_\_\_\_ Balance Due: \_\_\_\_\_

### **Items Available for Rent:**

- Rectangle tables
- Round tables
- White Chiavari chairs
- Podium/host stand
- Table cloths
- Bistro tables
- Lounge area
- Bridal Suite for getting ready
- Grooms Suite for getting ready
- Dishes for up to 200 people- Prep Kitchen
- Indoor Bathrooms
- Exclusive venue use on your wedding day
- Outside vendors Allowed
- Parking

### **Booking Your Event: All Events**

A deposit of 25% of the package price, damage deposit and a signed contract is required to book your day.

### **Payments**

- For Weddings: A 2nd deposit of 25% is due halfway between booking date and wedding date and the final payment of 50% is due 1 month before the wedding date.
- A \$500.00 refundable damage deposit will be required at booking and will be returnable to the client up to two weeks after the event has been held and once the property has been inspected for any potential damage from the wedding.
- Payments may be made via (cash delivery, certified cheque, e transfer, or CC)

### **Schedule of Payments**

1. A deposit of \$Amount has been received on DATE to secure your booking -Second payment of \$Amount is due on DATE
2. Final Balance of \$Amount is due 60 days prior to wedding
3. Total balance \$Amount + \$500 Damage Deposit

### **Cancellation Policy- Weddings only**

In the event of a cancellation, all payments made to date are non-refundable. All outstanding payments are not required. EPIC EVENTS understands that sometimes it is necessary to change or cancel a reservation. All cancellations or reservation changes must be made in writing. The Client is responsible for verifying that EPIC EVENTS has received their cancellation letter.

### **Date Changes Weddings only:**

In the event, the Client is forced to change the date of the wedding every effort will be made by EPIC EVENTS to transfer reservations to support the new date. The Client agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Clients. The Clients further understands that last minute changes can impact the quality of the event and that EPIC EVENTS is not responsible for these compromises in quality.

### **Guaranteed Final Numbers**

It is required that the final guaranteed numbers to be provided to the Venue Manager two weeks prior to the wedding. If no final guarantee is received, we will consider the highest estimated number indicated on the signed contract to be correct.

### **Rehearsals: Weddings only**

A Rehearsal may be booked during the week leading up to the wedding. In high season, rehearsals are performed Monday through Thursday and must be scheduled 30 days prior .

### **Communication Clause ALL Events**

1. All communication with the Event Manager will be done during business hours (Monday-Friday 10am-4pm) by phone (803.661.9997) or by email (epiceventssc@yahoo.com). All emails and phone calls will be returned within 24 hours. If your wedding is scheduled in two weeks time or closer emails and phone calls will be returned within 6-12 hours.
2. Social Media: please do not contact (personal messages) EPIC EVENTS about your wedding or event on any of the social media platforms. We require all important communication be done over Email or phone.
3. Texting: Please do not text EPIC EVENTS we will only be communicating via phone calls or Email.
4. Viewing of the Event Hall will be limited to 2 free visits, after the 2 free visits there will be a \$30 per visit viewing fee. \* Please try to get all vendors needing to view venue within the first 2 free visits.

### **Music**

Equipment for dancing must be provided by a hired DJ or Band or rented by the client from an outside source. All dance music must be turned off 30 mins prior to event end time, please make sure your vendors are notified in advance. Dj's must provide sound.

### **Decorating: all Events**

You will receive access to the reception venue at no earlier than \_\_\_\_\_ AM/PM on the wedding day for decorating unless the venue is not booked the night before (this option will be determined no earlier then one month before the wedding date) Display items may not be affixed to any walls or ceiling with nails, staples or tape in order to prevent damages from occurring. The client agrees to be responsible for any damages done to the facility by themselves, their guests or any hired vendors. Damage charges will be applied if necessary.

All candles must be housed in appropriate holders. The use of confetti, rice & glitter are not permitted on the premises as it is difficult to clean. Failure to comply will result in a cleanup fee.(must get mgmt consent regarding any candles)

Personal wedding signs setup on highway/roads must be removed the day of the wedding.

\*Anything over 2 hours prior to the Event are subject to an additional \$150 fee per hour

## **Policies and Procedures**

The following is a list of rules and regulations to be upheld by Client(s), which includes all Event Planners, Wedding Coordinators, and Vendors who are involved in the planning and execution of the special event on the premises of EPIC EVENTS SC LLC.

1. Parking: All vehicles associated in any way with the event or wedding must be parked in the parking area. No vehicles shall be parked on any front surface unless granted permission by MGMT. Do not park on grocery store side prior to 8pm.
2. Any food trucks must be cleared through mgmt and must be DHEC certified.
3. Alcohol: We require clients to hire a 3rd party licensed bartender. (Epic events has available). No alcohol may be delivered or brought onto the property after the ceremony has taken place. Last call for Alcohol is 30 mins prior to the end of event. All persons must be at least 21 years old to drink. Any event with alcohol requires Sled certified security and Lexington county deputies.
4. Use of drugs or other illicit substances is not permitted. Violators will be escorted from the premises.
5. Physical violence of any kind will not be permitted. No use or possession of weapons of any kind.
6. If at any time an event is misrepresented as something other than what the contract describes, Epic Events reserves the right to revoke the date and all monies paid to date will be non-refundable. EPIC EVENTS SC LLC, reserves the right to refuse service if they feel it does not coincide with the guidelines of the business.
7. THE HOST IS RESPONSIBLE FOR ALL CHECK LISTS. If another person is designated as person in charge (PIC) Epic Events will need Name and Contact info prior to day of event.

### **Event Ending Times**

All events must end @ 1:30 and any event after 12 midnight will be \$200 additional.

### **Children/Pets**

For their safety, children under 16 years of age must be supervised at all times while on the venue property. Children are not permitted to wander the grounds unattended by an adult. The other buildings are strictly off limits to children.

Bicycles, skateboards and rollerblades are not allowed.

Please notify the Venue Manager if any service pets will be present at the wedding ceremony. Pets must be supervised and on a collar or contained. No pets are allowed inside the wedding venue.

### **Smoking**

EPIC EVENTS is a non-smoking venue. Smoking will be permitted only in designated areas outside.

## **Sweet Teen Parties**

For every 10 Teen's there must be an Adult present at least 25 years or older. Additional Security may also be needed. There is to be no OUTSIDE Loitering. ALL TEEN EVENTS MUST END BY 10 PM. NO EXCEPTIONS.

### **Security**

EPIC EVENTS does not accept any responsibilities for damage to or loss of any articles or property left at EPIC EVENTS prior to, during or after the event. The Client agrees to be responsible for any damage done to EPIC EVENTS, by the Clients, its guests, invitees, employees or other agents under the Client's control or direction. At all events, EPIC EVENTS will appoint a representative to be in charge of the event, open and close buildings, and be available during the event.

Client agrees that EPIC EVENTS staff may enter and exit the premises during the course of the event. A representative of EPIC EVENTS will be on site during your entire event and will be checking periodically with the responsible parties to ensure everything is running smoothly. We will also be checking the restrooms, the overall premises, replenishing hand towels, toilet paper, etc. and will be available for questions or to respond to your needs or any issues that may arise at any time during your event.

### **Photography, Promotions and Copyright**

EPIC EVENTS SC LLC has the right to take photographs and videos at your event for marketing purposes (by our staff). All rights to and use of photographs and videos taken by us belong to EPIC EVENTS SC LLC.

### **Damage Incidents**

If, during the course of your event, accidental damage does occur it should be reported immediately to EPIC EVENTS so arrangements can be made for quick cleanup and restitution. Damage to any room, space, furnishings, and/or equipment by the Client or its guests or vendors will result in appropriate charges based on fair market cost of replacement, repair, additional cleaning, etc. to EPIC EVENTS property or equipment. If there is a cost factor associated with a damage incident, the price will be deducted from the Client's damages deposit prior to refund with written disclosure of pricing.

### **Clean up**

EPIC EVENTS includes nominal cleanup in its rental fees. We provide sweeping and, if necessary mopping, Clients are asked to have the prep kitchen cleaned and dishes washed and put back in storage, trash taken out, and any cups and plates etc. thrown out. This may be done by family or caterer. EPIC EVENTS also includes in its rental fees the routine cleaning of our restrooms. Extra cleaning resulting from misuse or abuse of any of our facilities is not included in our rental fees and will be billed to the Client. Epic Events asks and expects that our guests will treat our facilities just as they would their own home. If you choose to not want to clean up you may pay the \$175 and allow Epic Events to complete.

## **Food**

EPIC EVENTS SC LLC. reserves the right of final approval of all outside caterers and any other vendors selected for the event. If the Client selects a caterer that is new to our facility, that caterer must meet with our events manager to familiarize themselves with the facility's rules and to view the facility. All caterers must provide proof of public liability insurance, including the expiration date, the policy limits, and the name of the insurer, at least thirty (30) days prior to the date of the event. All caterers/event holders must also have necessary licenses and permits, Liquor License required by EPIC EVENTS. If the caterer fails to meet any of the requirements stated above, Client will be responsible for finding another caterer who can meet the above requirements before the event is to occur. Said caterer is to immediately provide the listed items above to EPIC EVENTS. If no caterer can be found that satisfies the above described requirements before the event is to take place, the Client will still be liable under this contract. EPIC EVENTS prep kitchen is a production space and is to be used only for final food preparation, plating, and bussing. It does not supply pots and pans. The prep kitchen space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. The caterer is expected to sanitize all food preparation surfaces before they come into contact with food products. Proper hygiene is required at all times. All food must remain covered at all times prior to plating and bussing. A walk through of our catering area with a member of our staff is mandatory prior to your event and at the close of your event. All trash including sorted recyclables and properly sorted compostables must be collected and properly bagged. Failure to properly clean the catering area will result in additional costs and will be charged to the Client. Please allow sufficient time for cleanup of all designated areas at the conclusion of your event. Catering trash, especially food and drink debris may not be left out for cleanup the following morning. All event trash must be disposed of in designated areas at the conclusion of the event.

## **Set Up and Breakdown**

If the client arranges for outside vendors to provide linens, decorations, or any other vendor supplied items, you must notify EPIC EVENTS prior to the event. A predetermined time will be allotted when EPIC EVENTS will open the facility for vendor deliveries. Decorations, linens, and other items provided by the client must be removed no later than the evening of the event, otherwise charges may apply for removal and storage of these items. EPIC EVENTS takes no responsibility for securing said items nor is EPIC EVENTS responsible for any damage or loss. The event venue will be in a clean condition prior to your event. You are required to return the space to the same clean condition in which it was found unless payment for cleanup will be made. Otherwise, all dishes that belong to EPIC EVENTS must be washed and put away, all trash must be collected, properly bagged, and removed to the trash disposal bins by the client or its caterer. Breakdown must be completed in the hour granted. You cannot use this as extra time for event. You must also have a PIC/person in charge, to ensure clean up is complete.

Event trash on the grounds, sidewalks, and parking lot (including cigarette butts) must also be cleaned up and placed in designated disposal containers. EPIC EVENTS is not responsible for checking in, checking out or signing for delivery or pick up of any items brought into or removed from the venue by rental companies hired by the Client. All packing materials and excess materials (such as bubble wrap, boxes, hangers, wrapping paper, etc.) created by Client deliveries must be removed and disposed of by Client's rental companies. EPIC EVENTS' trash receptacles are not to be used for vendor delivery debris. Extra charges may apply if the foregoing terms are not followed. Limited storage space is available on site. If there is a need to temporarily store vendor rental items, Client should consult with the Venue Manager. Any balloons must be popped or taken with vendor.

### **Unforeseen Events**

Client agrees that EPIC EVENTS SC LLC and its officers shall not be liable for losses, damages (including attorney's fees, court costs, and consequential damages), detention, delay or failure to perform in whole or in part resulting from causes beyond its control, including but not limited to acts of God, fires, weather conditions, power outages, strikes, riots, embargos, plagues, delays in transportation, inability to obtain supplies or requirements, or regulations of the US Government or any other civil or military authority (to include any local legislation regarding liquor license requirements). Delays or non-performance excused by this provision shall not excuse payment of any amount owed by the Client at the time of said occurrence. If the event is canceled due to COVID - 19 or other pandemic restrictions a partial refund (down payment is non refundable) will be given to clients. If the event is cancelled in whole or in part because conditions beyond control, a partial refund will be made to the Client no later than fourteen (14) days after the date of the event. EPIC EVENTS SC LLC reserves the right to mandate taking shelter, stop alcoholic beverage serving, and require bands and musicians to switch to acoustic entertainment only, adjust volumes or terminate recorded music until hazardous weather is deemed no longer a threat. If hazardous weather requires the evacuation of our property for the safety of our guests, the event will be terminated, and guests will be required to vacate the premises.

### **Entire Agreement**

This contract contains the entire agreement between the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

### **Amendment**

This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.



**Signatures:**

By signing below the Client agrees to everything in this contract.

I have read, understand and agree to the terms and conditions of this Agreement.  
Each person signing as Client below shall be fully responsible for ensuring that full  
payment is made pursuant to the terms of this Agreement.

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures:**

Client: \_\_\_\_\_ Date: \_\_\_\_\_

Client: \_\_\_\_\_ Date: \_\_\_\_\_

Venue Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Your paragraph text



## **Decorator's Guidelines:**

*Renter is responsible for Decorator. Any guidelines not adhered to will result in forfeiture of the incidental deposit. Any damages to equipment, venue or items will be the responsibility of the lessee.*

- No furniture belonging to Epic Events may be moved or used without mgmt permission
- No rice, glitter, confetti, seeds or anything with liquid
- All helium balloons must be weighed down
- All trash from event must be properly disposed of in blue dumpster in parking lot
- Any cardboard items to be broken down and disposed of
- No tape, tacks, nails , staples etc. may be used on any surface walls, floors etc
- No fire or trip hazards ie, extension chords or wires in customer walk ways
- Get with mgmt on any candles ( candles must be enclosed)
- All equipment, flowers, etc. must be brought in the day of event during rental time only.If an earlier time is permitted an additonal fee will be added.
- All foliage or flowers must be removed during last hour of event
- Anything left behind is not the venues responsibility

## **Caterer's Guidelines:**

- All food, beverages, equipment etc must be brought in day of event
- All of the above must be removed by the last hour of rental
- Caterer must leave kitchen as it was found including, floor counters, tables, sink etc
- There is no garbage disposal so please dispose of food accordingly & in blue dumpster in front side parking lot
- Please bring own supplies including trash bags, towels
- Anything left behind is not the venues responsibility

### **Final Walk Thru**

A final walk through will be done via event staff at conclusion of event. Any damage to event center will forfeit the deposit. If damage exceeds the deposit amount, the renter shall pay the difference within 10 days. If event hall is left in good condition the deposit will be returned within 7 to 10 days . A cleaning check list will be given to renter so that all regulations are adhered to.



## RENTER CHECKLIST :

The incidental deposit which is separate from rental balance will only be refunded if the terms of agreement and checklist are met:

- All tables and chairs properly put away (if you did not pay for breakdown)
- Check parking lot for trash and any area in front and side perimeter
- Check suites, kitchen area (if applicable) to make sure all items in place and cleaned up & no damage
- Return anything borrowed back to event staff
- All trash cans emptied and disposed of in blue dumpster out front, all boxes broken down.
- Any damages exceeding deposit will be responsibility of renter
- Kitchen is cleaned including :
  - Warming unit off and any food removed
  - Sinks , counters , prep tables, any used items cleaned
  - Refrigerators cleaned out and wiped
  - Trash taken out, floors swept and mopped.
- \$175 per hour will be deducted from deposit if over the rental time
- Renters responsibility to make sure a walk through is conducted via Epic Event staff member
- Ensure bar area cleaned and wiped, Counters fridge, trash taken out .
- Pls take all of you belongings including decor, food drinks etc.

\_\_\_\_\_

Renter Signaure

\_\_\_\_\_

Date

\_\_\_\_\_

Epic Event Staff Member

\_\_\_\_\_

Time complete



# Alcohol Contract:

## ALCOHOL TERMS/REQUIREMENTS

- YES, we plan to have alcohol
- NO, we do not plan to have alcohol

## SECURITY POLICY:

Any event that serves/or sells alcohol is required to use a certified Lexington County Officer. The Sheriff's office will confirm the number of officers needed based on the amount of attendees. Renter is responsible for completing and submitting the required form to Lexington County Sheriff's Department/DOR at least 30 days prior to event. Officers must be present for the entire time you are serving alcohol. Anything outside of the guidelines is subject to revocation of security deposit and subject to additional fees. Any private security company used must be SLED certified, licensed, insured and bonded. No bottle service or promotion thereof permitted. Doing so will void all funds paid to date.

### Liability Release Form:

I, \_\_\_\_\_the undersigned Renter acknowledge that serving alcohol for my event carries potential risks and dangers beyond the control of "EPIC EVENTS SC LLC". 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, attendees, and guests for any form of negligence that may arise from consumption of alcohol by the event participants, attendees and guests. I agree to hire a licensed bartender to serve all alcohol. I hereby agree to indemnify, defend and release and hold harmless "EPIC EVENTS SC LLC", including the owners, members, agents and employees from all liability to me, my attendees, guests etc. for any and all claims, demands, losses or damages, suits, fines, including court costs and attorney fees, for any injury, death or damaged property arising out of alcohol consumption at this event. I hereby waive all legal rights to pursue any form of legal action against "EPIC EVENTS SC LLC".

I have read the agreement and have signed it freely. I fully understand it to be a complete and unconditional release of liability to the full extent of the law.

—————  
Renter Signature

—————  
Date



125 Outlet Pointe Blvd Suite A Columbia SC 29210

# VENDOR LIST:

## Event Coordinator/Wedding Decor:

Flawless Functions By Nancy Griffin  
803.351.3044

## Photography/Videography:

DiaZign Studios By Chris Diaz  
diazignstudios@gmail.com

## Caterers:

Legacy Caribbean Bar & Grill  
Cater Menu available upon request

Celebrity Status Catering LLC  
by Corey Laboo 803.394.2054

## DJ's :

DJ GUINEZZ

732.979.9102

DJ B-LORD

704.497.2999

DJ ELJAY

803. 878.1939

DJ REAL LYFE

803. 210.5775

DJ B READY

803.215.2499

DJ Tonio (Latin)

803.361.4038

360 Booth - Camera Ready 360 803.560.2204

## Desserts:

Se'Naj Cakery Couture  
803.319.7001

## Ice Sculptor:

Heart of Ice Sulptures  
Colin Henderson 803.665.4733

## Make-Up Artist/Esthetician :

Esthetized by Nadia  
803.210.5775

## Celebrity Hair:

Beauty Art By Roy:  
803.600.7743



# WEDDING PACKAGES

Wedding A La Carte

\$6000 flat rate

12 hours 10-10/12-12

Epic Ball Room

Banquet Hall

Kitchen

Groom & Bridal Ste.

Bridal Party Lounge

Champagne for both suites

Table & Chair Set up for up to 175  
people

\$500 for any additonal hr beyond 12 hrs.

# EVENT RATES/PRICES:

Ticketed events vary. Holiday/Homecoming rates are subject to change.

Epic Ballroom 3500 sq. ft.  
up to 200 seated guests  
(Incidental deposit \$350)  
Hourly Rate \$300-\$330

Half Day Rental:  
(Prior to 5pm)  
Mon-Thurs \$1100  
Fri & Sun \$1200  
Saturday \$1500

Half Day Rental:  
(After 5 pm)  
Mon-Thurs \$1400  
Fri & Sun \$1700  
Saturday \$2100

Full Day Rental:  
(12 Hr minimum)  
Mon-Thurs \$2000  
Fri & Sun \$2900  
Saturday \$3200

Mariah's Banquet Room:  
2100 sq. ft.  
up to 60 seated guests  
(Incidental deposit \$250)

Hourly Rental:  
(4 hour minimum)  
Mon-Thurs \$225  
Fri & Sun \$275  
Sat \$325

Half Day Rental:  
(\$200 incidental deposit)  
Trinity's Bridal Suite \$200  
Nigel's Groom Suite \$175

Full Day Rental:  
360 sq. ft - \$300  
300 sq. ft - \$250  
Sat \$2000

Edward's Lounge:  
1276 sq. ft 15 people  
(can be used with Mariah's Banquet for \$100 per hr)

Mon-Thurs \$75  
Fri & Sun \$125  
Saturday \$150

*discounts available on multiple rooms*

Kitchen -600 sq. ft

## Additional Services :

Linens rented via Flawless Functions  
803.351.3044

Event setup & break down starts at \$150  
(this does not include trash removal)

Bartender services \$150 for 4 hours (per bartender)

Projector & Screen \$75

Champagne Towers \$50 each

Podium \$25

Military /non profit discounts may apply.  
Weddings excluded.