



## HARBORSIDE EAST



### RATES:

	MONDAY - THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>January/February</b>	<b>\$1500</b>	<b>\$2000</b>	<b>\$3000</b>	<b>\$2000</b>
<b>March/June/July/August/November</b>	<b>\$1500</b>	<b>\$3000</b>	<b>\$4000</b>	<b>\$3000</b>
<b>April/May/September/October/December</b>	<b>\$1500</b>	<b>\$3500</b>	<b>\$4500</b>	<b>\$3500</b>

\*Holiday Rates apply. Please inquire if you are looking for a holiday weekend.

\*\*All rentals include an additional \$500 refundable damage deposit and a \$250 setup fee.

### CAPACITIES

- 200 people seated indoors for a plated meal
- 150 people seated for meal including food stations and band indoors
- 250 people standing with food stations and a band indoors
- 150 people seated under patio awning for a plated meal
- 200 people standing under patio awning
- Capacity is 600 standing utilizing inside and outside

### FEATURES

- Uniquely decorated elegant interior
- Indoor/Outdoor stainless steel bars
- Outdoor space includes partially covered patio
- Wrought iron patio furniture
- Option to tent entire patio
- Four waterfront wedding ceremony options
- Approximately 200 onsite parking spaces
- iPod/CD compatible sound system
- Bridal room
- Coat room
- Ice machine



# VENUE INFORMATION

## Rental Includes:

ELEGANTLY DECORATED TEMPERATURE CONTROLLED RECEPTION HALL



Hyer Images

COVERED PATIO OVERLOOKING  
THE CHARLESTON HARBOR



OPEN AIR PATIO WITH BRIDGE  
AND HARBOR VIEWS



# VENUE INFORMATION

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Use of one of our 3 ceremony options:

\*Patio included in rental rate

\*Lawns are an additional \$500

All grounds available for pictures

## WATERFRONT PATIO



## TIERED LAWN



## BRIDGESIDE LAWN



# VENUE INFORMATION

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## Timing:

The venue rental is eight (8) hours for the setup and event. Two (2) additional hours are provided after the event for cleanup. These hours must be specifically clean up and cannot extend your event. Setup can start on our exterior patio and lawn sites any time on the day of your event. The venue will be locked and no one from Harborside will be onsite so restrooms will not open and questions cannot be asked until your rental time begins at the eight (8) hour point. Additional hours can be bought for \$250 per hour and we must be notified by the time your final payment is due. All events must end by 11PM. Our interior music must stop at this time. Exterior and patio music must end by 9PM on weekends and 7PM on Sunday's and weekdays. This is a city ordinance so there are no exceptions.

## Recommended Vendors:

Harborside East has a commercial kitchen with working stoves, ovens, grills, deep fryer, a prep areas, and coolers. We do have a preferred list of caterers and we work with in our kitchen, so we strongly recommend choosing from that list. Our list of preferred caterers is included in this packet. Outside caterers can be used upon approval by Boone Hall and for an additional fee. There will be a service/impact fee for of 12% for food & beverage through our list of preferred caterers. Outside caterers can be used upon approval by Boone Hall and for an additional 20% food & beverage service/impact fee.

\*A list of preferred vendors is located at the end of this information sheet.

## Ceremony Rehearsal:

You are welcome to use the venue for a ceremony rehearsal practice one day prior to the wedding. However, this rehearsal MUST be completed no later than 2PM. You must also provide Harborside with you rehearsal times one (1) month prior to your event to verify that it is not in conflict with any scheduled events.

## Furniture:

Tables and chairs are available for Host use. An inventory of those is included in this packet. A setup fee is also included in the rental price. This fee covers Harborside staff to setup and breakdown all Harborside furniture that is used. We must have your floorplan no later than two (2) weeks from your event date and the venue will be setup to that floorplan one (1) day prior to your event. Any changes made within one (1) week of the event will need to be made by the Host or the Host's coordinator. All interior furniture listed on the inventory must remain inside our ballroom and all exterior furniture must remain on our patio. Exterior furniture cannot be used to the lawn and interior furniture cannot be used on the patio or lawns. Ceremonies taking place on the lawn must rent ceremony chairs. No rental furniture is setup by our staff.

## Event Coordinator:

To ensure care of the venue and the success of your event, we require the Host to hire a **LICENSED** and qualified wedding Coordinator. This Coordinator will be responsible for setup and breakdown of décor, management of all vendors, maintaining Host's agenda for the day, and will be the decision-maker on behalf of the client. If this event is a wedding, the Coordinator cannot be a guest at the wedding or a member of the wedding party. Coordinators are not permitted to drink during the event and we ask that they remain professional and on-duty.

The Coordinator is required to stay onsite from the beginning of setup to the end of breakdown. They must check in and out with the Harborside staff on duty before beginning setup and before leaving after breakdown. At the conclusion of the event a final walk through and check out must be completed by the Coordinator and Harborside staff on duty to assess any damage, left items, or additional cleanup needed. The Coordinator may not leave before this walk through and checking out with Harborside staff or the Host will not receive the returned security deposit.

## Security:

Security is not provided or required for the venue unless any of the following instances apply. In any of these cases please refer to Harborside Director for the amount of off-duty Mt. Pleasant police officers are required. No other security is allowed outside of the Mt. Pleasant police force.

1. The event will have over 250 guests.
2. The event is open to the public or tickets will be sold.
3. Your event is non-alcoholic.

## Music:

While we welcome bands, DJ's, and all other types of musical entertainment at the venue we must follow Mt. Pleasant noise ordinance requirements for decibel levels and cut off times. No amplified exterior music can be played after 9PM on weekends and 7PM on weekdays. If amplified music is played the decibel limit at a distance of 50 feet from the band or DJ cannot exceed **75 decibels**.

There is ample power in our venue ballroom, under our covered awning, and along the railing of our patio but it is the Host's Coordinators responsibility to meet with all vendors and verify that they will have the correct amount of power needed and they are setup in a location that can accommodate that. This must be determined ahead of time and Harborside is not equipped with extension cords or any additional power source for day of changes.

All three (3) lawn ceremony locations **DO NOT** have a close power source. The Coordinator is responsible for making arrangements for ceremony music to provide at least one (1) 50 ft extension cord or battery powered speakers.

# VENUE INFORMATION

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## **Vendors**

Harborside requires a list of vendors prior to your final meeting and no later than thirty (30) days prior to your event. Harborside reserves the right to dismiss any vendor that has broken Harborside rules in the past and has been notified that they are not welcomed back. All outside vendors are permitted with no additional fee with the exception of our preferred caterers and bar service. However, we highly encourage the use of local vendors and require contact information within sixty (60) days of your event for any non-local vendors.

All vendors are responsible for providing all supplies and equipment that may need. Harborside does not provide trashcans, trash bags, extension cords, scissors, etc. Vendors are also responsible for the clean-up and removal of their equipment and garbage within the two (2) hour clean-up period directly after your event.

## **Insurance:**

Host must provide Harborside with a Certificate of Insurance in the amount of \$500,000 (minimum) with Harborside East named as additional insured. Harborside is happy to provide preferred insurance companies of 1 day riders can be attached to any pre-existing homeowners, renters, or business liability policy.

## **Payment and Cancellation Policy:**

Upon signing the contract, 50% of the total rental fee is required. The remaining 50% must be paid 30 days prior to the event. Should the host decide to cancel at least 180 days before the event, Harborside will refund half of the deposit to the host if Harborside rents the venue for the contracted date. If Harborside does not rent the space for the contracted date, the host will not receive a refund.

## **Smoking:**

Harborside East maintains a smoke- and tobacco-free environment. No smoking is permitted in any part of the building, on our back patio, or any ceremony sites without written permission. Smoking is permitted in the designated smoking area at the front of the building. The Coordinator is responsible for ensuring guests use smoking area and that the area is cleaned of butts after the event.

### **Recommended Vendors:**

<b><u>*Cru Catering -</u></b>	<a href="http://www.crucatering.com/">http://www.crucatering.com/</a> 843.534.2433 <a href="mailto:info@crucatering.com">info@crucatering.com</a>	<b><u>*Salthouse Catering -</u></b>	<a href="https://www.salthousecatering.com/">https://www.salthousecatering.com/</a> 843.577.7847 <a href="mailto:info@salthousecatering.com">info@salthousecatering.com</a>
<b><u>*B Gourmet Catering -</u></b>	<a href="http://bgourmetcatering.com/">http://bgourmetcatering.com/</a> 843.834. 4845 <a href="mailto:sales@bgourmetcatering.com">sales@bgourmetcatering.com</a>	<b><u>*Bricklane Catering -</u></b>	<a href="https://bricklanecatering.com/">https://bricklanecatering.com/</a> 843.323.2696 <a href="mailto:info@bricklanecatering.com">info@bricklanecatering.com</a>
<b><u>Saltworks Catering -</u></b>	<a href="http://www.saltworksc.com/">http://www.saltworksc.com/</a> 843.732.3208 <a href="mailto:taylor@saltworksc.com">taylor@saltworksc.com</a>	<b><u>Jim &amp; Nicks BBQ Catering -</u></b>	<a href="https://www.jimnicks.com/">https://www.jimnicks.com/</a> 843.610.0070 <a href="mailto:sccatering@jimnicks.com">sccatering@jimnicks.com</a>
<b><u>Spike by Snyders Bar Service -</u></b>		<b><u>*DENOTES THEY OFFER IN-HOUSE BAR SERVICE AS WELL AS CATERING SERVICES.</u></b>	

*For inquiries, questions, and tours contact Chelsea at  
843-606-2718 or [reservations@harborsideeast.com](mailto:reservations@harborsideeast.com)*

# HARBORSIDE FLOORPLAN AND INVENTORY



H A R B O R S I D E  
E A S T

## Inside Tables:

8 – 60" round tables

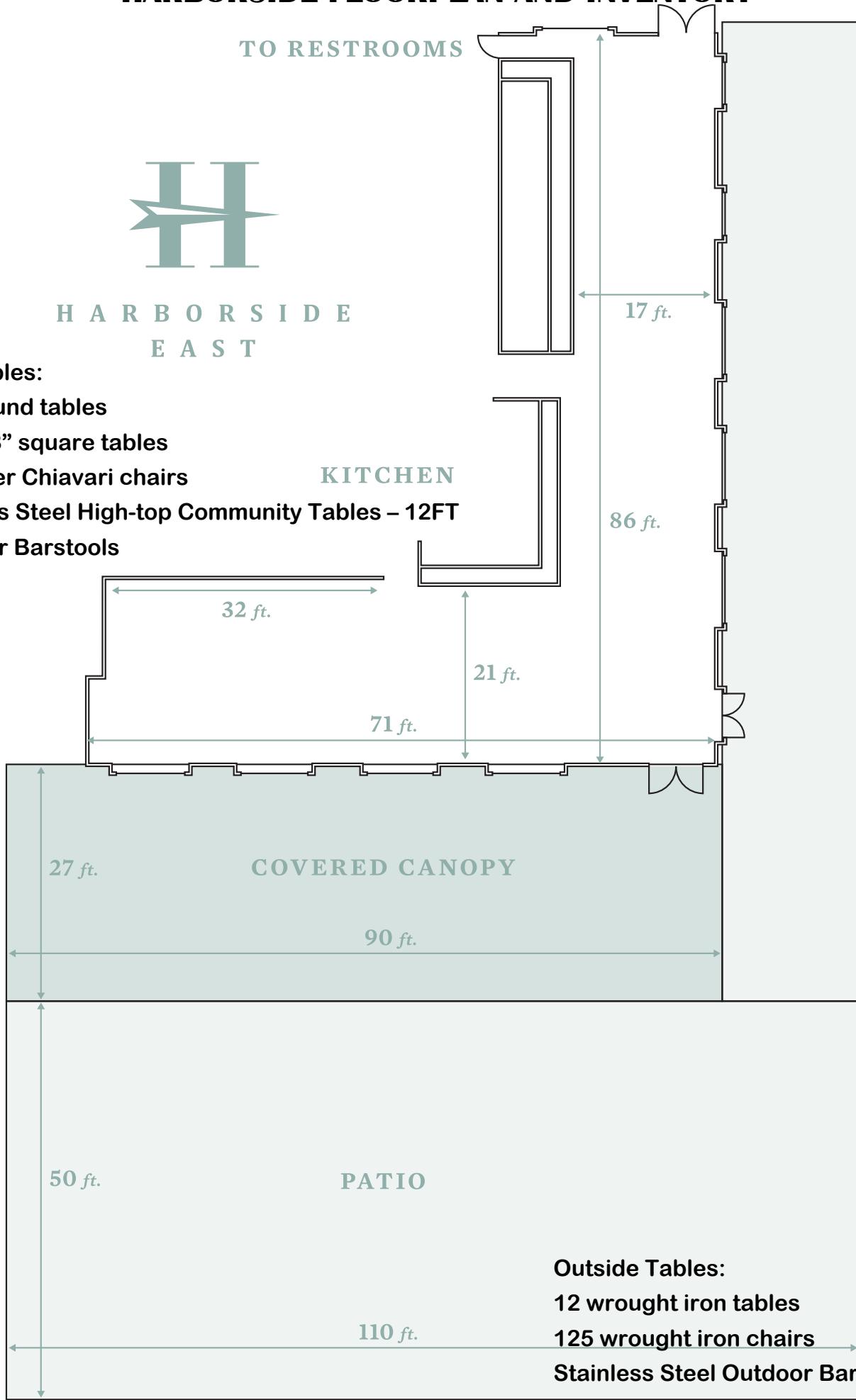
8 – 48"x48" square tables

125 – Silver Chiavari chairs

KITCHEN

2 Stainless Steel High-top Community Tables – 12FT

25 Leather Barstools



# FREQUENTLY ASKED QUESTIONS

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## **When can I come see the venue?**

Venue showings are Monday-Friday between 11AM – 2PM and are by appointment only. Weekend showings can be arranged on dates where there is an event scheduled. If no event is scheduled, the venue is closed on weekends and cannot be viewed. Call 843-606-2718 or email [reservations@harborsideeast.com](mailto:reservations@harborsideeast.com) to schedule a showing.

## **Will the date I inquired about be held for me?**

We only hold dates for contracts that are out for review. If you request a contract, it will be emailed to you for review and this will hold the venue for 7 days. At the end of the 7 days a signed contract and deposit is required or the date will be released back to the public.

## **How do I book a date?**

In order to book a date, we require a deposit (50% of the rental fee) and a signed contract.

## **Is my deposit refundable?**

Deposits are non-refundable.

## **What is included within the rental fee? Do you have chairs or tables? Linens?**

We have 8 - 60" round tables and 8 - 48" square tables inside as well as seating for 125 people. There are 12 outside wrought iron tables and 125 chairs. For a complete inventory please see our attached floorplan or email [reservations@harborsideeast.com](mailto:reservations@harborsideeast.com) and an inventory will be provided.

## **Do you provide any linens for the tables?**

We do not provide or place linens. They need to be rented and a day of contact would need to arrange them with your décor.

## **What are the rental hours?**

The rental is 8 hours. This included your setup and event time. An additional 2 hours are provided after the event for your vendors to clean up but the setup and event is limited to 8 hours. You can buy additional hours and they are \$250 an hour.

## **I see that ceremonies take place outside - what if it rains?**

Our terrace has a covered area that is often used as a rain option. The remainder of the terrace can also be tented as well if you would like extra protection. Tents must be rented through a rental company. If you have rented a lawn and move to our covered area, we will refund your \$500 lawn fee.

## **Can I bring in outside catering or bar services?**

You may choose from our list of 6 caterers and 1 bar service – vendor details listed on vendor page. Outside caterers are allowed but will incur a 20% impact fee and must be approved by the venue in advance.

## **Do you have or require a coordinator?**

Yes, a LICENSED day of contact must be provided one month prior to the event. This contact **cannot be in the wedding party or attending the wedding as a guest**. Coordinator must provide a copy of their license one month prior to the event and set up an appointment with the venue manager to sign the coordinator agreement.

## **Will you be here the day of my event?**

Yes, a Harborside East staff member will be on site throughout your setup and event. We are here to oversee the venue and answer questions but we will not assist with setup or day of coordinating.

## **Can I bring my things in the day before my event?**

No items can be stored in our venue prior to the day of your event. All décor and vendor equipment MUST also be taken on the night of the event.

## **Is your venue handicapped-accessible?**

Yes, as well as all ceremony sites.

## **Can we have a rehearsal at the venue the day before our event?**

Yes. If there is an event the day prior to your event, we require that your rehearsal take place in the morning and conclude no later than **2PM**. If there is no event the day prior (which will be unknown until 1 month before your event), the rehearsal may take place at any time.

## **May we bring in any vendors or our choice?**

We allow outside vendors at no extra cost for all by bar and catering. The bar must be one of our listed vendors and caterer may be outside but they must be pre-approved and will incur a 20% impact fee. We do provide a preferred vendor list for your convenience when requested.