



Rates, Policies, and Procedures

Venue Rental Fee:

The rental rates include the rooftop and lower garden patio for five (5) hours of event time with six (6) hours of pre-event set-up and two (2) hours post-event breakdown. Additional set-up hours are an additional \$200 charge. To extend the event hours is an additional \$500 / per hour.

Rates:

Subject to 14% SC Tax

Monday- Thursday: \$1,100

Friday-Saturday: \$1,500

Managers fee: \$200

Furniture Removal: \$200- if you are choosing to not use the furniture provided.

Deposit: \$500 refundable damage and 50% of total cost non-refundable

Rooms are available to rent for the night of your event and vary in price and are not included in above rate.

The Space:

The rooftop deck is 1600 sqft and can hold 150 guests and standing 80 seated.

The garden patio is 1200 sqft it can hold 80 guests standing and 40 seated.

The garden patio can be set up as a ceremony space and you would have to talk to your rental company about cost of turn over for a cocktail hour/ seated dinner

Event Coordination:

There must be a licensed **full service** or **partial service** event planner on site during event to ensure property care and use of the 563 Event Space. If no licensed planner is on property the night of the event then a 20% surcharge will be added for having 563 King staff present during set-up, the event, and break-down.



Deposit Schedule:

- Once official contract is signed \$500 (refundable post event) damage deposit + 50% of total cost (non-refundable). Accepted in form of two checks made out to Walk Away Stays, LLC.
- The remaining 50% will be due 30 days prior to event.
- A card must be on file along with a final guest count seven (7) days before event.
- All deposits and payments are subject to the terms and conditions of the cancellation policy.
- A 3.5% processing fee applies to all credit card payments/ transactions.

Tents:

All tents require a permit in addition to inspection by the City of Charleston Fire Marshal (this will be coordinated through tent rental company). Event planner takes full responsibility to be on site during tent installation.

Power and sound:

Charleston Sound Ordinances go into effect at 11pm daily on King St. No amplified music is permitted on the rooftop deck or garden patio after 11pm. Band is required to bring own gaffers' tape/ carpets to cover loose cords. Power outlets are located through out the venue, please have your vendors do a walk through.

Lavatories:

We recommend clients with a guest count below fifty (50) rent an apartment to utilize the bathroom(s). Events with more than fifty (50) guests will need to bring in portable lavatories to set up in the parking lot for guest use.

Accessibility:

This is not an ADA approved space. There are no stairs for the garden patio portion of the event space. There is a staircase leading to the rooftop deck, there is no elevator on sight either.



Parking and Transportation:

Guests of 563 King St. and 15 Cannon St. may utilize the parking lot behind the event space. All other guests will have to find parking accommodations at nearby garages, such as Midtown garage or the Visitors center garage.

Vendor trucks and staff parking will have to use street parking or garage parking.

Set-up, breakdown, and décor

- Vendor trucks must load in and out off either Cannon St. or King St.
- The following equipment is **not** included in the rental fee or space: *permits/license, chairs, chair cushions, tables, flatware, silverware, glasses, bar, catering and beverages, tenting, audio and projecting equipment, lighting, programs or drapery.*
- Flower petals or greenery used during ceremonies must be cleaned up before vendor leaves.
- Smoking is permitted, all cigarettes must be put into receptacles.
- Do not use any nails, glue, or tacks any where on the property. If tape or wire is used, it must be cleaned by vendors after the event.
- No glitter, confetti, rice, or bird seed of any kind can be used during the event.
- A final walk through with the venue manager will be conducted at the end of the night with a checklist to ensure complete clean-up of outside resources. The event planner/manager must be on site during the entirety of the event as well as clean up.

Security/ Loss Prevention

- For public events with more than 75 guests, the client must hire a security guard or police detail to be present from start to end of the event and may leave the once last guest has left the property. Security is added at the client's expense. 563 King has the right to require extra security if the event is deemed as high risk.
- 563 King Street reserves the right to inspect and control all private event space. Liability for damage to the premise is charged accordingly. The 563 Event Space and Walk Away Stays does not assume responsibility for personal property or equipment brought into the private event space(s) and/or apartment rentals, regardless if those spaces and /or rooms are secured by personnel from your organization or venue management. Clients



will be held responsible for all damage to any persons or property, which results from actions of the clients and their guests.

If you would like to proceed with reserving the 563 Event Space please have all parties sign this document, we will send a contract via email.

Once the final contract is signed with a deposit will the 563 Event space be fully reserved for your dates.

Client/ Contract Signee's Signature _____

Print Name: _____

Date: _____

Wedding Planner/ Event Coordinator Signature _____

Print Name: _____

Date: _____

563 Event Space Representative Signature _____

Print Name: _____

Date: _____